FOOD CORPORATION OF INDIA

Advertisement No.04/2022-FCI Category I under APS through LDPE

(FCI HRMS Portal: www.hrmsfci.in / Website: www.fci.gov.in)

Online applications are invited for the following posts under Accelerated Promotion Scheme (APS) by conducting Limited Departmental Promotion Examination (LDPE) from serving eligible employees of FCI who fulfill the prescribed eligibility criteria:

VACANCIES*:

| POST | POST CODE | SCALE OF PAY (IDA PATTERN) | SC | ST | UR | TOTAL | PwBD | | | | |
							a	b	c	d & e	Total
Assistant General Manager (General Administration)	A	Rs. 60,000 – 1,80,000/-	3	1	17	**21**	1	0	0	0	1
Assistant General Manager (Technical)	B	Rs. 60,000 – 1,80,000/-	0	0	1	**1**	0	1	0	0	1
Assistant General Manager (Accounts)	C	Rs. 60,000 – 1,80,000/-	0	0	4	**4**	0	1	0	0	1
Total			**3**	**1**	**22**	**26**	**1**	**2**	**0**	**0**	**3**

UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe, PwBD–Persons with Benchmark Disabilities.

Horizontal Reservation has been given to PwBD Category.

*Number of vacancies may vary as per administrative exigencies of FCI.

ELIGIBILITY NORMS:

(i) The educational qualification required to be eligible for APS shall be as per existing promotion guidelines i.e. all existing Category-II employees of the Corporation in their respective cadre shall be eligible for promotion under APS for Category-I posts with their existing qualification.

(ii) Minimum APAR grading required to be eligible for APS shall be 'VERY GOOD' for last three years preceding the year in which Limited Departmental Promotion Examination is notified.

(iii) Employees must be free from vigilance angle both at the time of applying for the Limited Departmental Promotion Examination for APS and at the time of order of promotion under APS in the event of selection.

(iv) Minimum three years' experience in Category-II post shall be the eligibility criteria for appearing in Limited Departmental Promotion Examination under APS for appointment to Category-I (AGM level) posts. The three years' experience shall exclude the training and probation period. The experience shall be reckoned as on 31.12.2021.

(v) 10% of the total marks in LDPE will be allotted for experience in excess of three years excluding the training or/and probation period in such a manner that 1% marks are being allotted for every additional year of service subject to a maximum of 10%. Balance 90% of total marks will be earmarked for online written test.

(vi) For the purpose of allotting marks on account of experience, the date of reckoning of the completion of probation will be one year from the date of joining to the post of Manager (after completion of training), and two years from the date of joining to the post of Manager (after completion of training) if the probation period has been extended, irrespective of date of issue of confirmation order.

(vii) For SC/ST employees, relaxation of standards for Departmental Competitive/Qualifying Examination as stipulated by DoPT from time to time will be followed.

(viii) Accelerated Promotion Scheme (APS) through LDPE is available to employees of the same cadre only and cross cadre accelerated promotion scheme shall not be available.

(ix) Both Manager (Depot) and Manager (General), can apply for the post of AGM (General Administration) subject to fulfillment of all other eligibility criteria.

NOTE:

a. The mode of application is **ONLINE** only. The printed/hard copies of the application form will not be entertained.

b. **Upper age limit and number of attempts:** There shall be no upper age limit for appearing in LDPE under APS. However, a maximum of four attempts shall be allowed for appearing in LDPE for appointment under APS for Category-I (AGM) level posts.

c. APS being sub part of promotion, all rules / guidelines in terms of reference of date for determining eligibility as per the scheme, probation, penalty, reservation rosters, etc. would be same as applicable to promotion to the said posts.

RESERVATION AND RELAXATIONS:

1. If there are no posts reserved for reserved category candidates belonging to SC/ST category; these candidates may apply against unreserved posts; provided they meet all the criteria prescribed for unreserved candidates.

2. PwBD candidate can apply against vacancies reflected above for a post even if there is no vacancy reserved for PwBD. However, such candidate will be eligible for selection to such post by general standard of merit, provided such post is identified suitable for PwBD candidate.

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING SCRIBE:

a. In accordance with Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) O.M. No. 34-02/2015-DD-III dated 29th August, 2018 and O.M. No. 34-02/2015-DD-III(pt) dated 8th February,2019 on the subject - Guidelines for conducting written examination for Persons with Benchmark Disabilities, the PwBD candidates eligible for Scribe/ Reader/ Lab Assistant has discretion of opting for his own Scribe/Reader/Lab Assistant or request the Examination body for the same.

b. Further as per Para-IV of the said OM, the facility of scribe/reader/lab assistant shall be given only to persons with benchmark disabilities in the category of blindness, locomotors disability (both arm affected- BA) and cerebral palsy, if so desired by the person.

c. For other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and use keyboard, and scribe is essential to write and use keyboard in examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per prescribed proforma (**Annexure - A**).

d. The candidate opting for bringing his own Scribe/Reader/Lab Assistant, the qualification of the scribe should be one step below the qualification of the candidate taking examination.

e. In case, subsequently it is found that the qualification of Scribe is not one step below the qualification of the

candidate taking examination the candidature of the candidate shall liable to be summarily rejected.

f. Accordingly, PwBD candidates appearing in the examination who are eligible for scribe (as given in Para-b and c above) are advised that in case they need the Scribe from FCI, they should indicate the same at the time of applying online. Further, such candidates may also visit the FCI Zonal Office/Regional Office under which their Examination Centre is situated to meet the scribe **two days** before the examination to check and verify whether the scribe is suitable or not. The address & email ids of FCI Zonal Offices/Regional Offices are available on FCI website i.e. http://fci.gov.in/contactUs.php

g. **For eligible PwBD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form (Annexure-B) on the day of examination at Examination Venue.**

h. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe will be allowed additional time of 20 minutes per hour as a compensatory time whether they use the facility of scribe or not.

i. It may be noted that in case candidate eligible for scribe/reader/lab assistant does not apply for scribe assistance at the time of applying online from FCI, it will be presumed that he/she does not require scribe from FCI and may arrange for the same on his/her own.

j. PwBD candidates taking assistance of a scribe and availing compensatory time will be required to submit requisite certificate as mentioned above at the time of Document Verification/Online exam venue (as applicable), failing which their candidature will be liable to be cancelled.

k. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

l. These guidelines are subject to change in terms of Government of India guidelines/ clarifications issued, if any, from time to time.

SELECTION PROCESS:

The selection process under LDPE will be through Online Test.

Limited Departmental Promotion Examination will be conducted centrally and will be objective type written test without interview. The weightage for LDPE shall be 90% of the total marks. The examination paper shall be in two parts comprising of:

Test Structure

Sr. No.	Test	No. of Questions	Maximum Marks	Duration	Weightage
Paper 1	General Aptitude/ Awareness	60	60	60 Minutes	30 %
Paper 2	Part A	40	40	120 Minutes	20 %
	Part B	80	80		40%
	Total	**180**	**180**	**180 Minutes**	**90%**

- There will be 5 options for answer to each question.
- There will be **NEGATIVE** marking in the Online Test. **0.25 marks** will be deducted as Penalty for each wrong answer.

Note:

1. There shall be a list of selected candidates and a list of waitlisted candidates. The number of candidates in the

Select List shall be equivalent to the vacancies advertised, and the number of candidates in Wait List shall be 0.5 times that of Select List.

2. The candidates are advised to visit FCI HRMS Portal/FCI Website and the Notice Boards of FCI Headquarters, Zonal Offices, Regional Offices, Divisional Offices/Depot offices regularly.

SYLLABUS FOR THE EXAMINATION:

The syllabus for the specified posts is as under:

AGM (General Administration):

Paper – I
1. General Aptitude consisting of
   - Reasoning, Data Analysis, Numerical Ability
   - General Awareness, Current Affairs
   - Management and Ethics
   - Agriculture, Agriculture Economy and Computer awareness

Paper – II
Part – A
1. FCI Staff Regulations, 1971 with latest amendments, Overview of FCI and Delegation of Power (DoP). Overview of Depot operations, Food Corporation Act 1964, General Awareness of Indian Agriculture, Overview of Food Security-Buffer Norms, Government Schemes and latest developments-NFSA, PMGKY, OMSS, MSP, CACP formula to decide MSP, Cost Sheet, One nation one ration card, Food Fortification, WDRA, Annual Reports of FCI-last five years, GFR Rules etc.

Part – B
1. Circulars and Instructions related to Personnel including CCS Rules, HRMS, Storage including Silo and basic concepts of PPP model, Contract, Movement, Procurement including DCP Operations, threshold parameters, inspections etc, IR(L), Quality Control, Commercial/Sales, Storage loss and Transit loss, Purchase including online procurement of Goods and hiring of services through GeM and e-Procurement portal, gunnies (types & specifications), IT including new initiatives like Depot Online System, Central Foodgrains Procurement Portal (CFPP), Central Foodgrains Storage Portal (CFSP), e-office, Vigilance including CVC Act-2003, Departmental Inquiry proceedings and Guidelines and Legal including LIMBS.

2. Acts like: Contract Labour (Regulation and Abolition) Act 1970, Industrial Dispute Act 1947, Employees Provident Fund and Miscellaneous Provisions Act 1952, Payment of Gratuity Act 1972, Employees State Insurance Act 1948, Minimum Wages Act 1948, RTI Act 2005, FSSAI Act, 2006 and Industrial Employment (Standing Orders) Act, 1946.

Other relevant topics related to Foodgrains preservation & Management System in India.

AGM(Accounts):

Paper – I
1. General Aptitude consisting of
   - Reasoning, Data Analysis, Numerical Ability
   - General Awareness, Current Affairs
   - Management and Ethics
   - Agriculture, Agriculture Economy and Computer awareness

Paper – II
Part – A
1. FCI Staff Regulations, 1971 with latest amendments, Overview of FCI and Delegation of Power (DoP). Overview of Depot operations, Food Corporation Act 1964, General Awareness of Indian Agriculture, Overview of Food Security-Buffer Norms, Government Schemes and latest developments-NFSA, PMGKY, OMSS, MSP, CACP formula to decide MSP, Cost Sheet, One nation one ration card, Food Fortification, WDRA, IT Initiatives-DOS, Central Foodgrains

Procurement Portal (CFPP), Central Foodgrains Storage Portal (CFSP), e-office, HRMS, LIMBS, DCP/Non-DCP mode Procurement operations, Threshold Parameters set by Govt. of India, Central Procurement Portal, Annual Reports of FCI-last five years, GFR Rules, online procurement of Goods and hiring of services through GeM and e-Procurement portal etc.

Part – B
1. Maintenance of Accounts of the Corporation/ Books of original entries.
2. Internal Audit Manual/Taking up Audit Work of Corporation.
3. FAP- APPS-AP, AR, Fixed Assets, GL Modules.
4. FAP-Payroll-Employees, Labour, Pension, CPF.
5. BTS
6. Income Tax
7. Goods and Services Tax
8. GFR Rules
9. Cash Management
10. Budgeting, costing (in FCI context), subsidy etc.

Other relevant topics related to Foodgrains preservation & Management System in India.

AGM(Technical):

Paper – I
1. General Aptitude consisting of
   - Reasoning, Data Analysis, Numerical Ability
   - General Awareness, Current Affairs
   - Management and Ethics
   - Agriculture, Agriculture Economy and Computer awareness

Paper – II
Part – A
FCI Staff Regulations, 1971 with latest amendments, Overview of FCI and Delegation of Power (DoP). Overview of Depot operations, Food Corporation Act 1964, General Awareness of Indian Agriculture, Overview of Food Security-Buffer Norms, Government Schemes and latest developments-NFSA, PMGKY, OMSS, MSP, CACP formula to decide MSP, Cost Sheet, One nation one ration card, Food Fortification, WDRA, IT Initiatives-DOS, Central Foodgrains Procurement Portal (CFPP), Central Foodgrains Storage Portal (CFSP) , e-office, HRMS, LIMBS, Annual Reports of FCI-last five years, GFR Rules, online procurement of Goods and hiring of services through GeM and e-Procurement portal etc.

Part – B

1. QC module of depot online system
2. Circulars and Instructions regarding
   i. Procurement including DCP operations, Threshold parameters, Storage including Silo and basic concepts of PPP model, preservation and distribution.
   ii. Methods of Sampling and Analysis of food grains during methods of Categorization and Classification and equipments available for sampling and analysis.
   iii. Prophylactic and curative treatment, pre-monsoon fumigation.
   iv. Uniform specifications of foodgrains, definition of various parameters.
   v. Acceptance and rejection procedure of Paddy, Rice and Wheat.
   vi. Appeal procedure for BRL Stocks.
   vii. Quality Complaint procedure.
   viii. Joint Sampling procedure at the time of issue of stocks to state PDS.
   ix. Fortified Rice procurement and distribution.
   x. Fortificants of Fortified Rice and its testing.
   xi. Inspection of DCP Stocks (Two percent, Ten percent, Fifteen Percent).

xii. FSSAI parameters of foodgrains.

xiii. Different types of storage pests and its life cycle and control mechanisms.

xiv. Procedure of aeration.

xv. Rice inspections & other mandatory /periodic inspection of fortnightly, monthly, quarterly etc.

xvi. Categorization of Non-issuable stocks and procedure of its disposal.

xvii. Disposal of 'C&D'/upgradable stocks.

xviii. Recycling of rice-Detection and prevention

xix. Issue/movement of food grains as per principles of FIFO

xx. Measures to prevent damage of food grains in storage/transit

xxi. Mixed indicator method for age determination of Raw rice.

Other relevant topics related to Foodgrains preservation & Management System in India.

The above mentioned syllabus is indicative only. Questions may be asked beyond the topics mentioned in the syllabus also.

IMPORTANT INFORMATION / INSTRUCTIONS:

1. A candidate can apply for any one of the post code A, B, C Accelerated Promotion Scheme (APS) through LDPE is available to employees of the same cadre only and cross cadre accelerated promotion scheme shall not be available. However, both Manager (Depot) and Manager (General) can apply for the post of AGM (General Administration) subject to fulfillment of all other eligibility criteria.

2. However, if it is found that, for any reason, the candidate has submitted multiple Applications, then the online application with the higher "Registration Number" and complete in all respect will only be considered by FCI and the other applications submitted will not be considered.

3. The candidate will be considered for the post applied for, on the basis of his/her merit for the post.

4. DOWNLOAD OF CALL LETTER
   Candidates will have to visit the FCI HRMS Portal (www.hrmsfci.in)/FCI website (www.fci.gov.in) for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the scheduled venue with (i) Call Letter (ii) Photo Identity Proof as stipulated below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

5. The Call letter for the ONLINE Test indicating the time and venue of examination for each candidate can be downloaded from www.hrmsfci.in / www.fci.gov.in 10 days prior to the date of examination onwards. Candidates, who are not able to generate their Call letter online, should register their grievance at http://cgrs.ibps.in at least one week before the date of the examination.

6. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination, candidates will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 03:00 hours, candidates may be required to be at the venue for more than 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

7. IDENTITY VERIFICATION
   It shall be mandatory for the candidates to produce currently valid FCI Identity Card as identity proof. Candidates should bring with them, in the examination hall, the call letter along with original and a photocopy of the candidate's currently valid FCI Identity card (bearing exactly the same name as it appears on the call letter).

   Note: Candidates have to produce in original the FCI Identity Card and submit photocopy of the same along with examination call letter while attending the examination, without which they will not be allowed to take up the

examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the FCI Identity Card.

8. Information about candidates shortlisted will be posted on FCI HRMS Portal / FCI website for which candidate may visit HRMS Portal www.hrmsfci.in website / www.fci.gov.in.

9. The candidates may register their grievances at **http://cgrs.ibps.in**.

GENERAL INFORMATION/INSTRUCTIONS:

1. Options should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfillment of eligibility conditions, educational qualifications, experience etc. prescribed for the posts. OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.

2. Calculator and other electronic gadgets like Mobile phones, pagers or any other communication devices are not allowed inside the exam hall where the examination is being conducted. After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.

3. Discrepancies if any in question paper may be brought to the notice at http://cgrs.ibps.in within three days of holding the examination. Representation received thereafter will not be entertained.

4. At the application stage, the scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Online Test. However, the Candidates are advised to check carefully and satisfy themselves that they fulfill the eligibility conditions as stipulated in the detailed Recruitment Notice. Candidates who do not meet the qualifying criteria as specified in the Recruitment Notice are advised not to participate in the selection process. If, at any stage, it is found that the candidate do not fulfill any of the conditions laid down in the Recruitment Notice for the post, his candidature will be summarily cancelled. Please note that your candidature for the above post is provisional.

5. Candidates in their own interest are advised to have and provide a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process as it may be used for future correspondence. FCI may send intimation to download call letters for the Examination through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

6. It is mandatory for all the candidates to upload their Photograph, Signatures and any other document as specified without any exception.

7. Formats prescribed for furnishing certificates for physical limitation of an examinee to write and scribe declaration form are provided at Annexure A and B respectively. Candidates may note that these Certificates/ Documents shall be required to be furnished along with other essential enclosures on the day of examination at Examination Venue.

8. The State wise list of Examination Centres is as under:

ANDHRA PRADESH	VIJAYAWADA, GUNTUR, RAJAHMUNDRY
ASSAM	GUWAHATI
BIHAR	PATNA
CHHATTISGARH	RAIPUR
DELHI	DELHI/NCR
GUJARAT	AHMEDABAD

HARYANA	AMBALA
HIMACHAL PRADESH	BILASPUR, BADDI, HAMIRPUR
JAMMU & KASHMIR	JAMMU
JHARKHAND	RANCHI
KARNATAKA	BENGALURU
KERALA	THIRUVANANTHAPURAM
MADHYA PRADESH	BHOPAL
MAHARASHTRA	MUMBAI
ODISHA	BHUBANESHWAR
PUNJAB	CHANDIGARH/MOHALI
RAJASTHAN	JAIPUR
TAMIL NADU	CHENNAI
TELANGANA	HYDERABAD
UTTAR PRADESH	LUCKNOW
UTTARAKHAND	DEHRADUN
WEST BENGAL	KOLKATA

Note:

a. The examination will be conducted online at the venues given in the respective call letters.
b. No request for change of centre/venue/date/session for Examination shall be entertained. The candidates should select the centres carefully and indicate the same correctly in their applications.
c. FCI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
d. FCI also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
e. Candidate will appear for the examination at the Examination Centre at his/her own risks and FCI will not be responsible for any injury or losses etc. of any nature.
f. Choice of centre once exercised by the candidate will be final.
g. If sufficient number of candidates does not opt for a particular centre for "Online" examination, FCI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, FCI reserves the right to allot any other centre to the candidate.

9. **RESOLUTION OF TIE CASES**: In case of a tie in a particular post, the tie will be resolved in accordance with the marks obtained by the candidate in Paper-II of the online LDPE examination. In case of persistence of tie, it shall be resolved by date of birth, i.e. the candidate older in age will get preference. Further, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.

10. Mere submission of application and fulfilling the eligibility conditions confers no right to any candidate for appearing in Online Test etc.

11. Shortlisting in the Online Test for any post without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection to the post.

12. Candidates should comply with additional instructions, if any, notified by FCI.

13. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.

14. No correspondence will be entertained about the outcome of the application, at any stage.

15. Selected candidates are liable to be posted anywhere in the country in the interest of the Corporation.

16. The candidates appearing in the examination will not have to apply leave and it will be treated as official tour. However, the candidates will be given travelling allowance (TA) "to and fro" by the shortest route for appearing in the examination as per their entitlement. However, no Dearness allowance (DA)/ Lodging charges will be provided to the candidates for appearing in the examination.

17. Candidate must ensure to have fulfilled all the eligibility criteria as on 31.12.2021. Candidates should satisfy themselves that they fulfill all the eligibility criteria before applying for the post.

18. Issue of Call Letter for the Online Test does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria. At the time of joining, the onus to ensure that documents brought by the candidate are complete in all respect as per the requirement for the concerned post shall lie on the candidate. The documents are subject to further verification at any stage.

19. The Vigilance Status at the time of applying, APAR status, experience etc. of the successful candidates will be verified departmentally after completion of the written examination, but before the publication of Result.

20. Candidates, who fulfill all the eligibility criteria, will be selected as per merit list and as per vacancies.

21. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same in English or Hindi duly attested by a Gazetted officer or Notary is to be submitted.

22. FCI at its sole discretion reserves the right to conduct re-examination or call for any clarification from the candidates at any stage.

23. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature.

24. The decision of the Corporation in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

25. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-exam. Candidates not willing to move or not willing to participate in the delayed process of test delivery, their candidature shall be summarily rejected from the process.

26. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

27. The responses (answers) of individual candidates will be analyzed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, FCI reserves right to withhold the result of such candidates and cancel their candidature.

28. Candidates should not bring their own Pen in the Examination Hall for the online examination. Pens will be arranged by FCI. Further, Rough sheets will be provided in the examination hall to the candidates and candidate must drop

the rough sheets in the boxes provided at the exit of lab/venue while leaving or at the designated place indicated by Exam officials, failing which their candidature will be **liable to be cancelled**.

29. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Marks obtained by the candidate in objective test is considered for arriving at the Score.

(ii) The Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

30. BIOMETRIC DATA – Capturing and Verification:

The biometric data (thumb impression) and the photograph of the candidates will be captured on the day of the Online Examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehandi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) iscaptured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/ damaged, immediately notify the concerned authority at the test centre.

Note: T h e requirement of capturing biometric data of candidates shall be dispensed with by FCI/Exam conducting body in case of prevalence of any pandemic like situation or any prohibition from the Governmental authorities to that effect.

PROCEDURE FOR APPLYING ONLINE

1. DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from15.09.2022 10:00 Hrs (IST) to 14.10.2022 16:00 Hrs (IST) and no other mode

of application will be accepted.

2. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

(i) Before applying online, candidates should scan their :
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

Ensure that all these scanned documents adhere to the required specifications as given in the Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –

"I,_____(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as

invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi)   Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation to download call letters for the Examination etc. may be sent through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

A.   APPLICATION REGISTRATION

1.   Candidates to go to the FCI HRMS Portal (www.hrmsfci.in) / FCI website (www.fci.gov.in) and click on the option "**APPLY ONLINE**" which will open a new screen.
2.   To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email &SMS indicating the Provisional Registration number and Password will also be sent.
3.   In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4.   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5.   The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6.   Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7.   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8.   Candidates can proceed to fill other details of the Application Form.
9.   Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION ' **ONLY** after verifying and ensuring that thephotograph, signature uploaded and other details filled by you are correct.
11. Click on 'Submit' button.

B.   GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS
Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:
- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb.Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents
- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

    (1)   In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

    (2)   After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

    (3)   Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

    (4)   Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

    (5)   If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

    (6)   Candidates should ensure that the signature uploaded is clearly visible

    (7)   After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration

- Click on the respective link "Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.

- Select the file by clicking on it

- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.

- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

<u>Note:</u>

(1)   In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2)   After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3)   After registering online candidates are advised to take a printout of their system generated online application forms.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found indulging in–

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from future LDPE conducted by Corporation.

	TENTATIVE SCHEDULE	
1.	Submission of Online Application Form	**15.09.2022 from 10:00Hrs(IST)**
2.	Last Date & time for submission of Online Application.	**14.10.2022 till 16:00Hrs(IST)**
3.	Availability of Call Letters on FCI HRMS Portal/ website for download	10 days prior to announced date of examination
4.	Date of Online Test	Will be announced on FCI HRMS Portal **www.hrmsfci.in** / website **www.fci.gov.in** **Tentatively in the month of …………………………..2022.**

Note: Candidates may visit FCI HRMS Portal **www.hrmsfci.in** /FCI website **www.fci.gov.in** for regular updates.

The Online registration will remain active from 15.09.2022   10:00 Hrs (IST) to 14.10.2022 16:00 Hrs (IST) only. In order to avoid last minute rush, the candidates are advised to apply early enough. FCI will not be responsible for network problems or any other problem in submission of online Application.

Certificate regarding physical limitation of an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs_____(name of the candidate with disability), a person with_____(nature and percentage of disability as with mentioned in the certificate of disability), S/o/D/o_____, a resident of_____(Village/ District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution
Name & Designation.
Name of Government Hospital/ Health Care Centre with Seal

Place:
Date:

Note:
Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopedics specialist/PMR).

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate **having qualification** _____ and Shri/Smt./Kum. _____**eligible writer (Scribe) having qualification** _____for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice.

2. In case it is found that the qualification of the Scribe is not as declared by the candidate and the qualification of the Scribe is not one step below the qualification of the candidate taking examination, his/her candidature shall liable to be summarily rejected. In such case the candidate shall forfeit his/her right to the post and claims relating thereto.

3. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

4. The candidate is a person with benchmark disabilities in the category of blindness, loco-motor disability (both arms affected-BA) and cerebral palsy.

5. In case of other category of persons with benchmark disabilities, the candidate can be allowed the provisions of the scribe provided that at the time of document verification, he/she has to produce the requisite certificate issued by Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution in the prescribed proforma**(Annexure-A)** to the effect that I have physical limitation to write, and scribe is essential to write examination on my behalf, as per the provisions of Ministry of Social Justice & Empowerment O.M. No. 34- 02/2015-DD-III dated 29th August, 2018.

6. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

7. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writinsg speed i affected by the disabilities mentioned in Point 3 above.

8. The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.

9. The scribe has ensured that he/she is not appearing in the same recruitment exercise.

10. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), thecandidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I,_____(**Name of Scribe**) certify that I am not a candidate for this recruitment.

I,_____(**Name of candidate**) the candidate for this recruitment certify that I have ensured that the above scribe is not appearing for this recruitment.

Given under are our signature and contact details: -

	SCRIBE	**CANDIDATE**
	Signature:	Signature:
	Name:	Name:
	Address:	
Photo of the Scribe	Contact No.:	Contact No.:

_____
Signature of Invigilator