

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

भारत सरकार का उपक्रम/Government of India undertaking  
आई.एस.ओ. 9001 : 2000 प्रमाणित / ISO 9001 : 2000 Certified  
क्षेत्रीय कार्यालय : हरियाणा, से.नं. 29-32, सेक्टर 4, पंचकुला - 134112  
Regional Office : Haryana Bay No. 29-32, Sector 4, Panchkula-134112  
Website : www.fci.gov.in

**RECRUITMENT NOTICE NO.01/2021/HARYANA**  
**RECRUITMENT FOR THE POST OF WATCHMAN**

The Food Corporation of India (FCI), under the Ministry of Consumer Affairs, Food and Public Distribution is Established under the Food Corporations Act, 1964 (Act No.37 of 1964) is one of the largest Public Sector Undertakings, dealing with food grain supply-chain management, invites online application for the Post of WATCHMAN for manning posts in its Depots and Offices spread all over the HARYANA STATE. Only ONLINE APPLICATIONS are invited from eligible candidates who fulfill the prescribed qualifications, age etc. for the posts indicated below:-

**PROJECTED VACANCIES:**

Post	Scale of Pay (IDA Pattern)	Minimum Age limit as on 01.09.2021	Maximum Age limit as on 01.09.2021	SC (19%)	ST (0%)	OBC (27%)	EWS (10%)**	UR (44%)	TOTAL	PwBD (4%)					ESM (24.5%)
										a	b	c	d & e	Tota	
Watchman	23,300/- to 64,000/- #	18 years	25 years	72	0	102	38	168	380	0 (B, LV)	05 (HH)	05 (OL, BL, CP, LC, D, AAV, MD)	05 (HH & OL, BL, CP, LC, D, AAV, MD)	15	93

Note 1: Number of vacancies may vary as per administrative exigencies of FCI.

The advertisement is subject to the final outcome of the decision upon the recommendation of M/s CGG in relation to the work being handled by Cat IV employees to be outsourced. The said agency was appointed on the basis of authorization given by the Department of Food and Public Distribution (DFPD), Govt. of India.

The Advertisement will not create any kind of vested right in the candidate for consideration or appointment and the FCI is entitled to withdraw or cancel the advertisement at any stage.

# Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical-reimbursement, etc., shall also be applicable as per the rules of the Corporation as amended from time to time.

SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; EWS- Economically Weaker Section, UR – Unreserved; PwBD – Persons with Benchmark Disabilities, ESM – Ex Service Man.

\*\* EWS vacancies are tentative and subject to further directives of GOI and outcome of any litigation. The appointment is provisional and subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to be belong to EWS is fake/ false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate (**Annexure – G**) issued by any one of the authorities mentioned in the prescribed format as given in (**Annexure-G**) shall only be accepted as proof of candidate's claim as belonging to EWS.

The persons with the degree of disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

S. No	Category	Description	% age of reservation
1.	A	Blindness and low vision;	1%
2.	B	Deaf and hard of hearing;	1%
3.	C	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4.	D	Autism, intellectual disability, specific learning disability and mental illness;	1%
5.	E	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

\*The Identification of posts suitable for Persons with Benchmark Disabilities under each clause i.e a, b, c, d & e.

\*Though 4% reservation is for PwBD candidates, i.e. 1% for a, 1% for b, 1% for c & 1% for d & e but candidates earmarked for a & d category are not eligible for Watchman Post.

Posts identified to be filled by persons with disabilities (PwBD):-

Sl. No.	Post Identified	Category of disability identified for the Post of Watchmen
1.	WATCHMAN	
		(c) (OL, BL, CP, LC, D, AAV, MD)
		(b) , (c), (e)

**Note 2:** The Post has not been found suitable for other category of PwBD except mentioned above.

**Abbreviations used:**

B, LV – Blindness and Low vision  
 HH –Hearing impaired / Hard of Hearing  
 OL - One Leg  
 BL - Both Legs  
 CP – Cerebral Palsy  
 LC – Leprosy cured  
 D – Dwarfism  
 AAV – Acid Attack Victim  
 MD – Muscular Dystrophy

The number of vacancies may increase/decrease as per administrative exigencies/requirements and at the discretion of FCI Management. The candidates will have no right of claim for post, if the number of vacancies decreases.

Horizontal Reservation has been given to PWD/Ex-Serviceman Category (disabled or otherwise) and dependent of personnel killed in action. Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex- Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only.

**EDUCATIONAL QUALIFICATION AS ON 01.09.2021**

POST	Qualification*(Minimum)
Watchman	8 <sup>th</sup> (Middle) Standard Passed
Erstwhile Ex-contractual security guards**	5 <sup>th</sup> Standard Passed

\* Candidates who have completed and possess the Qualification as on or before **01.09.2021** are only eligible to apply.

**NOTE 3**

- i. CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE. In case of multiple applications are received from single candidate, the candidature shall be summarily rejected.
- ii. No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before short-listing based on Written Test and/or Physical Endurance Test unless asked to submit specifically.

**RESERVATION AND RELAXATIONS:**

1. In making appointments in the services of Corporation, reservations, relaxations of age limits and other concessions would be provided to Scheduled Castes, Scheduled Tribes and Other categories of persons as directed by Government of India from time to time.
2. The prescribed qualifications, experience, age limit, etc. shall be reckoned as on **01.09.2021**.
3. The candidates belonging to SC/ST and OBC categories are eligible for age relaxation by 05 and 03 years respectively.
4. If there are no posts reserved for reserved category candidates belonging to SC/ST/OBC/EWS category; these candidates may apply against unreserved posts; provided they meet all the criteria prescribed for unreserved candidates. The SC/ST/OBC/EWS candidates will not be considered for any relaxation in age and relaxation in qualifying marks in **WRITTEN TEST/ PET** at any stage in the entire recruitment process if they apply for unreserved posts. However, SC/ST/PwBD/Women will be exempted from payment of application fees in such cases
5. In case of Departmental (FCI) Employee the maximum age will be 50 years.
6. The upper age limit is relaxed by 10 years for PwBD, 15 years for PwBD belonging to SC or ST respectively and 13 years for PwBD belonging to OBC. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved (for PwBD) or not, provided the post is identified for PwBD.
7. A PwBD candidate can apply, against vacancies reflected above, for a post even if there is no vacancy reserved for PwBD but that post has been identified as suitable for PwBD. However, such candidate will be considered for selection to such post by General standard of merit.
8. The aforesaid reservation and relaxation is not applicable to OBC candidates falling within the Creamy Layer. That shall be applicable to Non-Creamy Layer (NCL) OBC candidates only. Further, the reservations & relaxations will be provided to OBC Candidates as specified by the Central Govt. in the list prepared by the Govt. of India from time to time for the purpose of making

provisions for reservation of appointments or posts in favour of backward classes of citizens. The form of certificate to be produced by OBC candidates applying should be in the prescribed format only for the posts under the Govt. of India. The prescribed format of the certificate to be produced should be as per **Annexure B** as amended by Government of India from time to time.

9. Age relaxation is applicable to widows/ divorced women/ Women judicially separated and who are not remarried up to 35 years, 38 years and 40 years for unreserved, OBC and SC/ST respectively.
10. The candidates who are applying under Ex-serviceman category shall submit the undertaking as prescribed in **Annexure E**.- For Ex- Serviceman the Upper Age limit shall be relaxed as on **01.09.2021** by allowing the deduction of length of actual Military/Defence Service from his actual age and the resultant age shall not exceed the maximum age limit prescribed for the Post by more than 3 years (8 years in case of SC/ST;6 years in case of OBC Candidates).
11. The Ex-Servicemen and Commissioned officers including Emergency Commissioned Officers (ECOs) or Short-service Commissioned Officers (SSCOs) who have rendered at least five years military services as on 01.09.2021 and have been released:
  - a. On completion of assignment (including those assignment is due to be completed within one year from 01.09.2021) otherwise than by way of dismissal or discharge on account of misconduct or in efficiency.

OR

  - b. On account of physical disability attributes to military services or on invalidment; shall be allowed maximum relaxation of five years in the upper age limit.
12. The closing date for receipt of application i.e. **19.11.2021** will be treated as the date of reckoning for SC/ST/OBC/EWS/PwBD status of the candidate and the candidate should be in possession of necessary certificate as on this date.
13. The validity of the certificate, if any, will be as per the Government of India rules as amended from time to time. Like the EWS candidates must be in possession of an Income and Asset Certificate for the year 2020-21 based on income assessment for the year 2019-2020 on or before the closing date of application.
14. ***Erstwhile Contractual Security Guards who have worked at least for a period of six months with FCI prior to 22.08.2002 i.e. date of order of Hon'ble Punjab & Haryana High Court in CWP No. 4695 of 1999, will be given relaxation in age as well as qualification & as directed by the Hon'ble High Court. Further such candidates will be required to produce original I-Card, EPF No., Salary Slip and Contractor Orders pertaining to the period they were engaged as contractual security guards at the time of final selection.***
15. As per the directions of the Hon'ble Punjab and Haryana High Court, Chandigarh dated 28.02.2019 passed in LPA No. 930 of 2018 and other connected CWPs, all those who had made applications under the previous advertisement Notice No. 01/2017/Haryana, shall be eligible to make fresh applications, if they so desire and their application shall not be rejected on the ground of having become overage.

#### **NOTE 4**

- i. Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM Category. However, they are eligible for age relaxation only.
- ii. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

- iii. For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the Competent Authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date of the application.
- iv. An Ex-Serviceman or Persons with Benchmark Disabilities (PwBD) category candidate who qualifies on the basis of relaxed standards viz. age limit or qualifications, in written examinations, etc. is to be counted against reserved vacancies and not against General vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

**EXPLANATION I:**

An Ex-Serviceman is defined as a person.

1. who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
  - a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
  - b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
  - c. who has been released from such service as a result of reduction in establishment;
2. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely for Pension holders for continuous embodied service or broken spells of qualifying service;
3. Personnel of Army Postal Service who are part of regular army or retired from the Army postal service without reversion to their parent service with Pension or are released from the Army Postal service on Medical grounds attributable to or aggravated by military service or circumstances beyond their control and avoided medical or other disability pension.
4. Personnel who were on deputation in Army Postal service for more than six months prior to 14.04.1987
5. Gallantry award winners of the armed force including personnel of Territorial Army.
6. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**EXPLANATION II:**

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**Note 5**

**Age concession is not admissible to Sons, Daughters and Dependents of ex-serviceman. Therefore, such candidates should not indicate their category as Ex-serviceman.**

**ELIGIBILITY CRITERIA FOR ERSTWHILE CONTRACTUAL SECURITY GUARDS: -**

- i. Maximum age for General Category erstwhile Contractual Security Guards shall be 54 years as on **31.05.2022** i.e. the probable date of completion of entire recruitment process so that the candidates belonging to reserve category may be confirmed to the post after service of one year, which is prerequisite for confirmation to the post as per FCI rules.
- ii. **In view of relaxation in age given above, the candidate who will not work for at least 5 years after final selection to the post of Watchman in FCI will not be eligible for Gratuity as per Payment of Gratuity Act.**
- iii. **Relaxation in age will be available as per GOI Rules to reserved category Erstwhile Contractual Security Guards but these Contractual Security Guards belonging to "ST Category" will not be eligible for purpose of Reservation since FCI, RO, Haryana is following reservation applicable to Haryana State Government only as per FCI Hqrs., New Delhi Circular No.EP-21-2007-03 dated 09.03.2007. However, 'ST' candidates can apply under 'UR' category only.**
- iv. The minimum qualification is 5<sup>th</sup> pass for Erstwhile Contractual Security Guards.
- v. The erstwhile contractual security guards to produce original I-Card, EPF No., Salary Slip and Contractor Orders pertaining to the period they were engaged as contractual security guards as a proof of having worked with FCI Haryana. Besides they shall have to submit Affidavit (ANNEXURE-F) as suggested by the joint committee of FCI Haryana and Punjab Region.
- vi. The relaxation in Haryana Region will be given only to the workers who had worked as Contractual Security Guards in Haryana Region of FCI only.
- vii. As per Hon'ble High Court of Punjab & Haryana order dated 22.08.2002 in CWP No 4695 of 1999 the erstwhile contractual security guards will be entitled to relief in the light of observation made in Hon'ble Supreme Court in case of Steel Authority of India (SAIL) therefore any contractual security guard engaged after 22.08.2002 will not be considered eligible for relaxation.

\*The Cut-off date is to allow these Erstwhile Contractual Security Guards to work for a minimum of 1 year so as to be eligible for confirmation to the post after successful completion of probation, in respect of 'SC/ST' candidates. This is in consequence with the Hon'ble Punjab & Haryana High Court order dated 22.08.2002 in CWP No. 4695 of 1999.

**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 29.08.2018 and O.M. No. 34-02/2015-DD-III (pt) dated 08.02.2019 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. However, PwBD category a and d are not eligible to apply for scribe.
- 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-D)



- d. The posts identified suitable in FCI for PwBD candidates have been tabulated in the advertisement. As such, facility of scribe/reader / lab assistant can only be provided on production of certificates from the concerned authority in the prescribed proforma as mentioned above.
- e. 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.
- f. 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.
- g. Accordingly, PwBD candidates appearing in the above examination who are eligible for scribe (as given in Para-b and c above) are advised that in case they need the assistance of scribe from FCI, they should indicate the same at the time of applying online. Further, such candidates may also visit the FCI Regional Office, Panchkula to meet the scribe two days before the examination to check and verify whether the scribe is suitable or not.
- h. For eligible PwBD candidates using their own scribe in the above examination are required to submit "SCRIBE DECLARATION FORM (Annexure-H) on the day of examination at Examination Venue.
- i. 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.
- j. It may be noted that in case candidates eligible for scribe/reader/lab assistant does not apply for scribe assistance from FCI at the time of applying online, it will be presumed that he/she does not require scribe from FCI and ay arrange for the same on their own.
- k. These guidelines are subject to change in terms of Government of India guidelines/ clarifications issued, if any, from time to time.

### **SELECTION PROCESS:**

#### **I. PATTERN OF WRITTEN TEST FOR GENERAL CANDIDATES (other than ex contractual security guard)**

**Written Examination Paper (Duration - 90 Minutes):**

The WRITTEN TEST will be comprised of 120 Multiple Choice Questions from General Knowledge, Current Affairs, Reasoning, English Language and Numerical Ability.

#### **II. PATTERN OF WRITTEN TEST (FOR EX CONTRACTUAL SECURITY GUARDS)**

**Written Examination Paper (Duration - 90 Minutes):**

**The WRITTEN TEST will be comprised of 120 Multiple Choice Questions to test the ability of the candidates in the basic arithmetic's and general knowledge pertaining to basic numeracy skills i.e. Addition, Subtraction, Multiplication, Division etc., basic general Knowledge restricted to our country only and basic English i.e. Spelling correction, Parts of speech etc.**

**III. Combined merit list will be prepared on the basis of Raw Scores/Marks obtained by the candidate.**

#### **Note -6**

1. All questions will carry 1 mark each. There will be no negative marking.
2. The Question Papers for Written Test will be bilingual i.e. in English & Hindi.

**PATTERN OF PHYSICAL ENDURANCE TEST (QUALIFYING PURPOSE):**

<b><u>Physical Endurance Test (PET)</u></b>							
<b><u>RUNNING</u></b>							
Gender	Distance (in Meters)	Qualifying parameters in minutes as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years and above
Male Candidates	1000 m	330 sec.	370 sec.	409 sec.	440 sec.	471 sec.	497 sec.
Female Candidates	800 m	255 sec.	300 sec.	345 sec.	390 sec.	435 sec.	480 sec.
<b><u>LONG JUMP (Qualifying in three attempts)</u></b>							
Gender	Age-wise Break-up and Distance in meters	Qualifying parameters in minutes as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years & above
Male Candidates		3.95 m	3.80 m	3.65 m	3.50 m	3.35 m	3.20 m
Female Candidates		2.74 m	2.60 m	2.45 m	2.30 m	2.15 m	2.00 m
<b><u>High Jump (Qualifying in three attempts)</u></b>							
Gender	Age-wise Break-up and Distance in meters	Qualifying parameters in meters as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years and above
Male Candidates		1.14 m	1.10 m	1.05 m	1.00 m	0.95 m	0.90 m
Female Candidates		0.90 m	0.85 m	0.80 m	0.75 m	0.70 m	0.65 m

**Note-7**

1. FCI reserves the right to introduce additional phase of written examination / screening Test in compelling circumstances for screened candidates on the basis of performance in written test and decision regarding calling such number of candidates shall be decided by FCI only.
2. The number of candidates will be shortlisted for **Physical Endurance Test (PET)** in the ratio of 1:3 and will be informed about the venue of PET through website <https://fciharyana-watch-ward.in> (web portal). The candidates are advised to keep visiting the website regularly.
3. The **Physical Endurance Test (PET)** is of qualifying nature only.
4. The final merit list will be prepared on the basis of Written Test subject to qualifying the physical Endurance Test. Only those candidates who are qualified in the Physical Endurance Test will be considered for final selection.
5. **Fitness certificate from the Registered Civil Surgeon along with eye/vision test has to be brought by the shortlisted candidate at the time of attending Physical Endurance Test (PET) without which the candidates shall not be allowed to participate into the PET. However, once again the Eye/Visual Test will be conducted by FCI also to check the veracity & authenticity of Fitness Certificate for finally selected Candidates.**
6. Physical Endurance Test for PwBD is exempted.





7. The qualifying marks for written test will be 40%. The candidates who do not acquire 40% marks in written test will be disqualified. However, the candidates belonging to Erstwhile Contractual Security Guards worked with FCI up to 22.08.2002 will be treated qualified if they acquire 30% marks in written test.
8. In-case the requisite numbers of Candidates are not available to fill up the vacancies, then at the discretion of Competent Authority, an additional list for **Physical Endurance Test (PET)** may be drawn based on the merit of Written Test to fulfill the vacancies.

**Note -8**

**IMPORTANT INFORMATION / INSTRUCTIONS:**

1. No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
2. The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from <https://fciharyana-watch-ward.in> (web portal) 15 days prior to the date of examination onwards. **THE ADMIT CARD FOR WRITTEN TEST WILL NOT BE SENT BY SPEED POST OR EMAIL.**
3. The Candidates, who are not able to generate their Admit Cards online at least one week before the date of the examination, should contact at Email ID [info@fciharyana-watch-ward.in](mailto:info@fciharyana-watch-ward.in) (Email) Even then if the grievances are not addressed, the candidates may contact in person to AGM (Personnel), FCI, Regional Office, Bays No 29-32, Sector 4, Panchkula with proof of online submission of Application Form for generating Admit Card online. Intimation about shortlisted candidate will be posted on website for which candidate may keep in touch through website <https://fciharyana-watch-ward.in> (web portal). A candidate has to appear/passed in all the phases of the recruitment process to be eligible for the selection. The candidates are advised to keep in touch through the Website/email [info@fciharyana-watch-ward.in](mailto:info@fciharyana-watch-ward.in)

**GENERAL INFORMATION / INSTRUCTIONS:**

1. **Nationality: A candidate for appointment in the service of the Corporation shall be:-**
  - i. a Citizen of India, or
  - ii. a subject of Nepal, or
  - iii. a subject of Bhutan, or
  - iv. a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
  - v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India.

**Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been given by the Competent Authority.**

2. Candidates should indicate at the designated place in the Application Form whether they belong to one of the Minority Communities notified by Government namely, Muslims, Christians, Sikhs, Buddhists, Jain or Zoroastrians (Parsis).
3. The posts carry IDA pattern pay scales and usual allowances such as HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
4. The seniority of the Officials, appointed in the services of FCI within the Haryana Region will be determined by the order of merit in which they are finally selected for appointment. They will be posted in Haryana State within the jurisdiction of the FCI Haryana Region against which they are selected. The overall seniority of the officials will be maintained at FCI, Regional Office, Haryana.



5. Employees of the Central / State Govt. / Public Sector Undertakings and departmental candidates can also apply Online. Their candidature is subject to fulfillment of the essential eligibility criteria and ensure that they are in possession of 'No Objection Certificate' from their respective employer on or before **19.11.2021** which shall be required to be sent along with other essential enclosures in case of their short listing on the basis of the Written Test/Physical Endurance Test at the designated Address which shall be informed /notified through the designated website <https://fciharyana-watch-ward.in> (web portal).
6. Candidates are not permitted to use mobiles, calculators and any other electronic gadgets. They should not, therefore, bring the same inside the examination premises/venue.
7. Examination will consist of Objective Type Multiple Choice Questions only. OMR Answer Sheets will be provided for Objective Type Multiple Choice Questions paper. OMR Answer Sheet to be filled in with Blue/ Black Ball Point Pen only as per instructions given in OMR Answer Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Registered Application Number, and Question Booklet Number etc. correctly on the OMR Answer sheets by darkening the appropriate ovals/boxes. Candidates are also required to sign their names in running hand on the Answer Sheets. Answer Sheets not bearing the Candidate's Name, Roll Number, Signature etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. If any candidate belonging to reserved category does not write their category properly in the OMR Answer Sheet, they will be treated as belonging to UR category. OMR Answer Sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the Question Booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained.
8. Any discrepancies found in question paper should be brought to the notice of FCI, RO, Haryana, Bays No. 29-32, Sector 4, Panchkula immediately through E-mail [info@fciharyana-watch-ward.in](mailto:info@fciharyana-watch-ward.in) (Email) within three days from the day/date of examination. Representation submitted thereafter will not be entertained. **Any other mode of submission of representation shall also not be entertained.**
9. In view of the large number of applications expected, scrutiny of the eligibility, category, reservation etc. will not be undertaken at the time of issuing call letters for Written Test. All the details and documents will be scanned only for those candidates who qualify in written test in the ratio of 1:3 and will be eligible for PET.
10. Candidates in their own interest are advised to provide their correct Mobile Numbers and E-mail IDs accurately, as it may be used for all future correspondences. FCI may send intimation to download call letters for the Examination etc. 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 e-mail account and mobile number.
11. It is mandatory for all the candidates to upload their Photograph and Signatures as specified without any exception.
12. Formats prescribed for furnishing certificates for SC/ST, OBC, PwBD, Serving Defence Personnel, Ex-servicemen, Ex-contractual Security guards and EWS are appended at **Annexure A, B, C, D, E, F and G** respectively. Candidates may note that these Certificates/Documents shall be required to be sent along with other essential enclosures in case of their short - listing on the basis of the Written Examination/Physical Endurance Test at the designated address which shall be informed / notified through the designated website <https://fciharyana-watch-ward.in>. SC/ST/PWD/Ex-servicemen or Serving Defence Personnel Candidates who are seeking fee exemption must upload the relevant document / certificates as stated above as a proof for exemption from application fee. Female Candidates are required to upload any certificate mentioning the gender and/or photograph like Middle Pass Certificate / Caste Certificate / College ID card / Aadhar card / Voter ID card / Driving License / Passport etc. As Male Candidates belonging to unreserved category, EWS and OBC (Creamy layer) are not exempted from Application fee and are not required to upload any Certificate/Document/Undertaking at this stage.



13. Information about examination centre will be conveyed through Admit Card only.
14. No change in centre of examination will be allowed under any circumstances.
15. The Corporation reserves the right to cancel or add any additional centre and ask the candidates of that particular Centre to appear from any other Centre. Corporation also reserves the right to divert candidates of a particular Centre to some other Centre to take the written examination.
16. **RESOLUTION OF TIE CASES: In case of a tie in the Merit List, the tie will be resolved as under:**  
**The Date of Birth (DOB) will be taken into consideration to decide the tie, i.e. the candidate who is older in age will get preference than the candidate who is younger to him. Lastly, if the tie still persists, the tie will be resolved by referring to the English alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the English alphabetical order will get the preference.**
17. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.
18. Qualifying in the Written Test and Physically Endurance Test for the post of Watchmen without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection to the post.
19. Candidates should comply with additional instructions of FCI, if any.
20. **Filling up of these vacancies is subjected to the outcome of any Court Case/litigation which may arise during the recruitment process.**
21. No correspondence will be entertained about the outcome of the application, at any stage.
22. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time.
23. The candidate on selection is liable to be posted within the jurisdiction of Haryana Region. However, they may also liable to be posted anywhere in the country in the interest of the Corporation.
24. No TA/DA will be provided for the Written Test/Physical Endurance Test to any candidate.
25. Candidate must to have fulfilled all the eligibility criteria, viz., qualification, experience, age, etc. as on **01.09.2021**. Candidates should satisfy themselves that they fulfill the required qualification, experience and age etc., before applying for the post. In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management, besides initiating any other legal remedy. The candidates are advised to satisfy themselves fully about the correctness of the information furnished. The candidature would be rejected if found ineligible at any stage.
26. Issue of Admit Card for the Written Test /Physical Endurance Test/Short listing for final document verification shall not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
27. Candidates, who fulfill all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.



28. Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and shall be in possession of the following:-
- i. **Valid E-Mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
  - ii. **PHOTOGRAPH:** One recent coloured passport size photograph with white background, not more than three months old is to be **SCANNED AND UPLOADED** in the space earmarked in the Online Application Form. Size of the file for photograph should be between 20kb-40kb.
  - iii. **SIGNATURE:** Signature (in Black ink) against white background is to be **SCANNED** and **UPLOADED** in the space earmarked in the Online Application Form and as per the guidelines given in the website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place. Size of file should be between 10kb-20kb.
29. No original Certificates / Documents are required to be sent in connection with the Application unless directed to do so. Candidates may also note that Self-attested Photostat copies of requisite Certificates/Documents shall be required to be sent / uploaded at the designated address / website in case of their short - listing on the basis of the written Examination / Physical Endurance Test which shall be informed / notified through the designated website <https://fciharyana-watch-ward.in> (web portal). Original certificates will, however, be scrutinized/verified at the time of Document verification stage.
30. Management reserves the right to conduct additional Examination / Physical Endurance Test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
31. Departmental candidates may note that their candidature is subject to possession of 'No Objection Certificate' from their employer, which shall be required to be sent / uploaded along with other essential documents/enclosures in case of their short-listing on the basis of the Written Examination/ Physical Endurance Test at the designated address / website, which shall be informed/ notified through the designated website <https://fciharyana-watch-ward.in>.
32. Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately, besides initiating any other legal remedy.
33. In case of any clarification is required on recruitment process, the same can be sought through email at [info@fciharyana-watch-ward.in](mailto:info@fciharyana-watch-ward.in) (Email) No other form of communication shall be entertained. However, pendency of any such query will not affect the schedule of the recruitment process.
34. Appointment of shortlisted candidates will be subject to their being found medically fit and the verification of Educational qualification, Character, Caste and antecedents etc. wherever applicable.
35. 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 whatsoever in this matter will be entertained.
36. No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any Public Sector Undertaking.

37. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
38. SC / ST / PWD(PH) / Serving Defence Personnel / Ex-Serviceman (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.) and Women candidates are exempted from payment of Application Fee, subject to uploading of Caste/Disability/ relevant Certificate/ Undertaking from Appropriate Authority in support of his/her claim.

#### **APPLICATION FEE :**

39. Candidates except as specified above, applying for the post are required to submit **APPLICATION FEE of Rs. 250/- (Rupees Two Hundred and Fifty Only)** through any one of the following modes of payment:
- **SBI Internet Banking, other major bank's Internet Banking, Debit/Credit Cards (The additional bank charges for all such transactions is to be borne by the candidates in addition to the Application Fee of Rs. 250/- (Excluding bank charges and including of GST). The last date for making the Payment of Application Fee through this mode is 19.11.2021**
  - **Cash Payment through e- challan at branches of SBI. The additional bank charges for Challan Mode are to be borne by the candidates. Last date for making the Payment of Application Fee by e-Challan is 19.11.2021.**

**IT IS IN THE INTEREST OF THE CANDIDATES TO USE ONLINE MODE OTHER THAN THE CHALLAN MODE TO INSTANTLY COMPLETE THE REGISTRATION PROCESS AND GENERATE THE REGISTERED APPLICATION FORM.**

40. Steps for Applying and method of Payment of Application Fee:

#### **DOWNLOAD OF CALL LETTER:**

- Candidates will have to visit the FCI website <https://fciharyana-watch-ward.in> (web portal) for downloading call letters for written test/PET. Intimation for downloading call letter will also be sent through e-mail/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (a) registration number/roll number, (b) 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.
- The call letter for the online test indicating the time and venue of examinations for each candidate can be downloaded from <https://fciharyana-watch-ward.in> (web portal) in ten days prior to the date of examination onwards.
- Candidates who are not able to generate the call letters online should register their grievances at [info@fciharyana-watch-ward.in](mailto:info@fciharyana-watch-ward.in) (Email) at least one week before the date of examination.
- 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 prior to the start time of the test. Though the duration of the written test is 90 minutes, candidates may be required to be at the venue more than 90 minutes including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

## **IDENTITY VERIFICATION**

In the examination hall as well as at the time of PET, the call letter along with original and a photocopy of the candidates currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head along with photograph/Photo identity proof issued by a People's Representative on official letter head along with photograph/valid recent Identity Card issued by a recognized College/ University/ Aadhaar card/ E-Aadhar Card with a photograph/Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

### **Filling up of Application Form is in two parts viz:**

#### **PART- I:**

- a) In Part I, Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (FCI) employee, Erstwhile Security Guards/Contractual Workers, Written Test Centre, Educational Qualification, E-mail Id, Mobile Number, Experience, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.
- b) Submission of Application:
  - The candidate shall carefully go through all the filled information before clicking on the declaration.
  - If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final 'SUBMIT' button given on page, otherwise 'EDIT' the information filled by him/her.

#### **Part -II:**

##### **Completion of Application:**

- i. Photograph, Signature and certificate/document for Exemption of Application fee is to be up-loaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Certificate/Document". The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format. There will be 3 separate links for uploading Photograph, Signature and Certificate/Document. Click on the respective link "Upload Photograph, Signature and Certificate/Document".
- ii. Recent passport size color photograph, with white background, must be uploaded. Size of the file for photograph should be between 20kb-40kb.
- iii. For signature the candidate has to sign on white paper with Blue/Black ball pen. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified/cancelled. Size of file should be between 10kb-20kb.
- iv. Online Application form will not be accepted/registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.



**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter and the PET Call Letter while attending the examination/PET respectively, without which they will not be allowed to take up the examination/PET. 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 photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case the candidates who have changed their name, will be allowed in examination only if they produce original Gazette notification / their original marriage certificate / affidavit in original. However, the permission to give the exam shall be provisional & the candidature shall be subject to verification of documents at later stage in case of selection of a candidate.

Information about candidates shortlisted at various stages will be posted on FCI website for which candidate may visit website <https://fciharyana-watch-ward.in> (web portal). A candidate has to appear in all the relevant phases of the recruitment process to be eligible for the selection. **The candidates are advised to visit FCI Haryana Website regularly.**

#### **GENERAL INFORMATION / INSTRUCTIONS:**

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible at later stage.

The Erstwhile Contractual Security Guards who worked in FCI Haryana Region are also required to submit online form, as applicable to other candidates besides appearing in the Written Examination/PET. However, such candidates shall have to upload an Affidavit, as per the proforma given at Annexure-F, duly notarized & original of the same shall have to be submitted at the time of joining after final selection.

#### **For the candidates Exempted from Application Fee:**

##### **PART-I**

For SC/ST/PWD/EX-SERVICEMAN (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only) and FEMALE CANDIDATES ONLY.

- i. Once a candidate clicks on "SUBMIT" button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.
- ii. Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website <https://fciharyana-watch-ward.in> (web portal). In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email Indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re-login)" given on the website <https://fciharyana-watch-ward.in> (web portal).

## PART-II

### For the candidates who has to pay Application Fee:

- i. A link will be provided on the website for payment which would take the candidate to <https://www.onlinesbi.com/> after making the PROVISIONAL Registration. The candidate would then follow the instruction as given on SBI Link and selecting the "State of Corporate/Institution" as "Haryana" to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank e-Challan. After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for future reference.
- ii. Candidates who wish to make payment through e-Challan will visit the same link '<https://www.onlinesbi.com/>' and follow the instructions and selecting the "State of Corporate/ Institution" as "Haryana" to download the e-Challan. The candidate will visit the nearest SBI branch to make cash payment and obtain SBI Collect Reference Number and revisit the online portal to furnish the necessary payment details to complete the registration process.
- iii. Candidates who wish to make the payment later on should re-login to website and click on the link: "Pay Fee"
- iv. **It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit date again in online portal by login through Unique Payment Reference Number after making the payment. If a candidate fails to submit these details in online portal within due date after making the payment, his/her application shall be treated as INCOMPLETE and summarily be rejected.**
- v. Bank commission charges will be borne by the Applicant. In case the candidate deposits the fee in a wrong account, FCI will not be responsible. Application Fee deposited after **19.11.2021** will not be valid.
- vi. Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and making payment of Application Fee.
- vii. **Candidate should note that in case status of payment shown by SBI is not "success" for their transaction, i.e. status of payment shown by SBI is "pending", "failure", "rejected" or any other technical issue, then it is the responsibility of candidate to ensure that payment made to FCI is successful within due date. In case transaction is reverse by SBI to candidate or cancelled and payment is not received by FCI within due date, the candidature shall be summarily cancelled/rejected.**
- viii. **Candidate should also note that in case the payment details filled up by candidates in online system is not matching with the transaction details provided by SBI, their candidature shall be summarily cancelled/ rejected.**

Thus the PART-II of the application process gets completed. The Registration number so generated along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website (<https://fciharyana-watch-ward.in> (web portal))

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.

PLACE : PANCHKULA

Date: 12.10.2021



Asstt. General Manager (Personnel)  
For General Manager (Region)



<b>TENTATIVE SCHEDULE</b>	
1. Submission of Online Application Form will commence from	<b>20.10.2021 from 10:00 Hrs (IST)</b>
2. Application Fee To Be Paid :Rs. 250/- (Rupees Two Hundred & Fifty Only) (Excluding bank charges and including of GST)	The last date for making the Payment of Application Fee through SBI Internet Banking/ other major bank's Internet Banking/Debit/Credit Cards : <b>19.11.2021</b>  The last date for generating the Bank e-Challan : <b>19.11.2021</b>  The last date for making the Payment of Application Fee by E-Challan at branches of SBI : <b>19.11.2021</b>
3. Last Date for Online Application	<b>19.11.2021 till 23.59 Hrs (IST)</b>
4. Availability of Admit Cards on website	15 days prior to announcement of date of examination.
5. Date of Written Test	Will be announced in website <a href="https://fciharyana-watch-ward.in">https://fciharyana-watch-ward.in</a> (web portal).

Note: Corrigendum or Addendum to this advertisement, if any, shall be published only on the website [www.fci.gov.in](http://www.fci.gov.in) and or <https://fciharyana-watch-ward.in>.

Candidates may keep in touch through the website <https://fciharyana-watch-ward.in> (web portal) for regular updates.

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY WELL IN ADVANCE AND NOT TO WAIT TILL LAST DATE. FCI WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION. EVEN IF THE CANDIDATE HAS SUBMITTED HIS/HER DATA BUT HAS NOT SUBMITTED THE APPLICATION FEE, IF APPLICABLE, THE CANDIDATES REGISTRATION PROCESS WILL NOT BE ENTERTAINED.

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari\* on / daughter of \_\_\_\_\_ of Village/Town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:- The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_.

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951\*

\_\_\_\_\_ The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@ The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970 @ The Constitution (Sikkim) Scheduled Castes Order 1978@ The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@ The Constitution (ST) orders (Second Amendment) Act, 1991@ The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002 The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.



This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ of Shri / Shrimati / Kūmari\* \_\_\_\_\_ of village / town\* \_\_\_\_\_ in \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the \_\_\_\_\_ State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

% 3. Shri / Shrimati/ Kūmari and /or \* his/ her family ordinarily reside(s) in village \_\_\_\_\_ / town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State / Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\*Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable @ Please quote specific presidential order  
% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**\*\* List of authorities empowered to issue Caste/Tribe Certificates:**

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**ANNEXURE-B**

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that \_\_\_\_\_ son / daughter of  
\_\_\_\_\_ of village \_\_\_\_\_ District / Division  
\_\_\_\_\_ In the \_\_\_\_\_ State \_\_\_\_\_ belongs to  
the \_\_\_\_\_ Community which is recognized as a backward class under:-

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section- 1, No.151 dated 20th June, 2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri \_\_\_\_\_ and / or his family ordinarily reside(s) in the  
\_\_\_\_\_ District / Division of the \_\_\_\_\_ state.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

**Dated:**

**Seal:**

**District Magistrate or  
Deputy Commissioner etc.**

**Note – I:**

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificate are indicated below:-

- ① District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- ① Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- ① Revenue Officer not below the rank of Tehsildar
- (v) Sub -Divisional Officer of the area where the candidate and/or his family resides.

**Note – II:**

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer



**FORMAT OF CERTIFICATE FOR PERSONS WITH DISABILITIES / PHYSICALLY HANDICAPPED  
CANDIDATES NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is certified that Shri / Smt. / Kum. \_\_\_\_\_ son / wife / daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category :-

**A) Locomotor or Cerebral Palsy:**

- (i) BL-Both legs affected but not arms.
  - (ii) BA-Both arms affected
  - (iii) BLA-Both legs and both arms affected
  - (iv) OL-One leg affected (right or left)
  - (v) OA-One arm affected
  - (vi) BH-Stiff back and hips (Cannot sit or stoop)
  - (vii) MW-Muscular weakness and limited physical endurance.
- (a) Impaired reach
  - (b) Weakness of grip
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic

Affix here recent color Photograph showing the disability duly attested by the chairperson of the Medical Board

**B) Blindness or Low Vision:**

- (i) B-Blind
- (ii) PB-Partially Blind

**C) Hearing Impairment:**

- (i) D-Deaf
- (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*
3. Percentage of disability in his/her case is ..... percent.
4. Sh./Smt./Kum. .... meets the following physical requirements for discharge of his /her duties:-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

**Member, Medical Board**

**Member, Medical Board**

**Chairperson, Medical Board**

**Countersigned by the Medical Superintendent / CMO/Head of Hospital (with seal)**

\*Strike out which is not applicable.



**Form of Certificate for serving Defence Personnel**

**(Please see Explanation II of Point- 6 of Reservations and Relaxations of the Notice)**

I hereby certify that, according to the information available with me (No.) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ is due to complete the specified term of his engagement with the Armed Forces on the (Date) \_\_\_\_\_.

**Place:**

**(Signature of Commanding Officer)**

**Date:**

**Office Seal: .....**



**UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER POINT- 10 OF RESERVATIONS AND RELAXATIONS OF THE NOTICE**

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit/Corps \_\_\_\_\_

**Place:**

**Date:**

**(Signature of the Candidate)**





**FORMAT OF AFFIDAVIT**  
(On non-judicial stamp paper of worth Rs.50/-)

I, \_\_\_\_\_ (DOB: \_\_\_\_\_) S/o. Shri \_\_\_\_\_ do hereby solemnly affirms and declare as under:-

1. I am having permanent residence at \_\_\_\_\_.
2. My Aadhaar No. is \_\_\_\_\_. A copy of Aadhar Card indicating the above declared permanent residence is enclosed.
3. I am one of the petitioners in case No. \_\_\_\_\_ of \_\_\_\_\_ before the Hon'ble High Court / Supreme Court wherein the Hon'ble Court vide judgment/ order dated \_\_\_\_\_ has directed FCI to give preferential treatment to the erstwhile contractual Security Guards by way of relaxation in upper age limit and qualification.
4. A copy of memo of parties in respect of above declared case duly Notarized is attached.
5. I do hereby declare that if anything is found false at a later date, my candidature shall be summarily cancelled and my services shall be terminated forthwith immediately at any point of time, even after selection in FCI without giving any prior notice. Further, I would be proceeded with criminal prosecution as per the law.

Dated :

DEPONENT

PLACE:

VERIFICATION:

Verified that the contents of above said affidavit are true and correct to the best of my knowledge and belief. Nothing has been concealed therein.

Dated :

DEPONENT

PLACE:



Government of.....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of..... permanent resident of .....Village/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of  
Office.....  
Name.....  
Designation.....

Recent  
Passport size  
attested  
photograph  
of the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**NOTE:-**

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

## 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. The candidate is a person with benchmark disabilities in the category of blindness, loco-motor disability (both arms affected-BA) and cerebral palsy.
4. 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-C**) 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.
5. 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.
6. 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 writing speed is affected by the disabilities mentioned in Point 3 above.
7. The candidate has ensured that the scribe is not a candidate for the same recruitment exercise.
8. The scribe has ensured that he/she is not appearing in the same recruitment exercise.
9. 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), the candidature 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 OUR SIGNATURE AND CONTACT DETAILS

	SCRIBE	CANDIDATE
	Signature	Signature
	Name	Name
Photo of the scribe	Address	
	Contact details	Contact details

Signature of the Invigilator