

# ECGC Ltd.

(A Government of India Enterprise)

## RECRUITMENT OF PROBATIONARY OFFICERS

The online examination for selection of personnel for the post of Probationary Officer in ECGC Ltd. in the pay scale of 32795-1610(14)-55335-1745(4)-62315 is tentatively scheduled in December 2016/January 2017.

Any eligible candidate who aspires to join in ECGC Ltd. as a Probationary Officer is required to register for the Recruitment Process. The Recruitment Process consists of Online Examination followed by the interview of the candidates shortlisted on the basis of their performance in the Online Examination. The interview will be conducted by ECGC Ltd. at Mumbai/Greater Mumbai/Thane/Navi Mumbai, Delhi-NCR, Chennai, Kolkata/Greater Kolkata and Bengaluru. The recruitment will be strictly in line with the spirit of Government's guidelines on Reservation Policy.

**A. SCHEDULE:** The tentative schedule of important activities of recruitment process is as follows:

Activity	Tentative Dates
On-line registration including edit/modification of applications by candidates	5.10.2016-26.10.2016
Payment of application fee/intimation charges(Online)	5.10.2016-26.10.2016
Download of call letters for Online examination	About 5 days before exam
Online examination	December 2016 / January 2017
Declaration of result	Within a week of conduct of exam

Candidates are advised to regularly keep in touch with ECGC for details and updates at website [www.ecgc.in](http://www.ecgc.in).

### B. Number of Vacancies

Type of vacancies	SC	ST	OBC	Unreserved	Total
Backlog Vacancies	-	-	4	8	12
Current Vacancies	5	5	9	20	39, likely to vary due to resignation, etc.

## Vacancy for Persons with Disability

OC	VI	HI	Total
-	-	1	1

### B. ELIGIBILITY CRITERIA

Candidates, intending to apply for Recruitment Process should ensure that they fulfill the minimum eligibility criteria specified by the Company in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility-pertaining to category, nationality, age, educational qualification etc. as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the Recruitment Process/appearing for and being shortlisted in the Online Examination and/or in the subsequent interview and/subsequent processes does not imply that a candidate will necessarily be offered employment in the Company. No request for considering the candidature under any category other than the one in which applied will be entertained.

I. Nationality / Citizenship: A candidate must either –

- (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 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, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tananyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with intention of permanently settling in India, provided that a candidate belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. Age (as on 01.10.2016)

Minimum: 20 years, Maximum – 30 years

i.e. A candidate must have been born not earlier than 02.10.1986 and not later than 01.10.1996 (both the date inclusive)

### Relaxation of upper age limit

Sr. No.	Category	Age relaxation (years)
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Disabilities	10 years
4	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers(ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last day of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons ordinarily domiciled in the State of Jammu & Kashmir during period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

- Note: (i) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relation is permitted as mentioned above in Point No. II(3) to II(6).**
- (ii) The maximum age limit specified is applicable General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of interview and at any subsequent stage of the recruitment process as required by the Company.**
- (iv) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases. There is no reservation for Ex-servicemen in Officers' Cadre.

### **III. Educational / Professional Qualifications (as on 26.10.2016):**

- (i) **An Associate member of Institute of Chartered Accounts of India (CA)/Institute of Cost & Works Accounts of India**

OR

- (ii) **An Associate member of Institute of Company Secretaries of India (ACS)**

OR

- (iii) **Chartered Financial Analyst (CFA)**

OR

- (iv) **Master of Business Administration (MBA) (preferably Marketing/Finance) from a University/Institute recognized by Government of India**

OR

- (v) **Post graduate in Economics/International Trade/Mathematics/ Statistics from a University recognized by Government of India**

The candidate must possess valid Mark-Sheet and Degree Certificate from a University /Institute recognized by Government of India on the day he/she registers and indicates the percentage of marks in relevant degree/certificate.

**Note (1) All the educational/professional qualification mentioned should be from a University /Institution/Board recognized by Government of India / approved by Government Regulatory Bodies and the result should have been declared on or before 26.10.2016.**

**Proper document from the Board/University for having declared the result on or before 26.10.2016 has to be submitted at the time of interview.** The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) Candidate should indicate the percentage obtained in qualifying educational/professional examination calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University/Institute regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) **Calculation of percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional/additional optional subjects, if any. This will be applicable for those Universities also where Class/Grade is decided on the basis of honours marks only.

The fraction of percentage so arrived will be ignored i.e.59.99% will be treated less than 60% and 54.99 will be treated as less than 55%.

#### **IV. Definition of Persons with Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Government. Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview/at any stage of the Recruitment Process. Persons with Disabilities will have to work in the Branches Offices/Departments at Head Office as identified by the Company.

##### **Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; (iii)Limitation of the field of vision subtending an angle of 20 degree or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

##### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conventional range of frequencies.

## **Orthopedically Impaired (OC)**

Only those Orthopedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL – Both legs affected but not arms

OA – One arm affected (R or L) –

(a) Impaired reach;

(b) Weakness of grip;

(c) Ataxia

OL – One leg affected (R or L)

MW – Muscular weakness and limited physical endurance

### **(i) Guidelines for Persons With Disability using a Scribe**

The Visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her scribe at his/her own cost.
- The scribe may be from any academic stream.
  
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective result of Recruitment Process.
  
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
  
- **The scribe arranged by the candidate should not be a candidate for the examination (Recruitment Process). If violation of the above is detected at any stage of the process, candidature for Recruitment Process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**

- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

(ii) **Guidelines for candidates with Locomotor Disability and Cerebral Palsy**

Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for Visually Impaired Candidates**

- Visually Impaired Candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

### **C. PRE-EXAMINATION TRAINING**

Pre-examination Training may be arranged by the company to a limited number of candidates belonging to Scheduled Caste/Scheduled Tribes/Minority Communities at Delhi, Mumbai, Kolkata, Chennai and Bangaluru.

All eligible candidates who opt for and wish to avail of Pre-examination Training should send an application to the Deputy General Manager (HRD), ECGC Limited, Dalamal House, Ground Floor, Jamnalal Bajaj Marg, Nariman Point, Mumbai-400021 before 02.11.2016. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the Pre-examination Training Programme at the designated centers. Depending on the response and administrative feasibility the right to cancel any of the Pre-Examination Training Centers and / or add some other Centers and / or make alternate arrangements is reserved.

By merely attending the Pre-Examination Training, no candidate acquires any right to be selected in the Company.

## D RECRUITMENT PROCESS –ONLINE EXAMINATIONS

I. The structure of the examinations which will be conducted online are as follows:

### a. Online Examination:

#### (i) Multiple Choice Questions (MCQs):

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Duration
1.	Reasoning Ability	50	50	40 minutes
2.	English Language	40	40	30 minutes
3.	Computer Knowledge	20	20	10 minutes
4.	General Awareness	40	40	20 minutes
5.	Quantitative Aptitude	50	50	40 minutes
	Total	200	200	140 minutes

#### (ii) Description Paper

S. No.	Type activity	No. of questions	Marks	Time allotted
1.	Essay Writing	One out of two given options	20	40 minutes for both questions together
2.	Precise Writing	One out of two given options	20	

The Company has the right to modify the structure of the examination which will be intimated through its website. Other details information regarding the examination will be given in an information handout, which will be made available for the candidates to download along with the call letters from the authorized Company's website [www.ecgc.in](http://www.ecgc.in)

English Descriptive Paper marks will be reckoned for merit listing. It will only be evaluated for those candidates who qualify in the Objective type of tests and are placed adequately high as per total marks in the objective test. The various qualifying cut off marks in each of the objective tests and the descriptive paper will be decided by ECGC. Descriptive test to the extent of 10 times of the number of vacancies will be evaluated.

**Please note the candidates will not be permitted to appear in the Online Examination without the following documents:**

- (1) Valid Call Letter for the respective date and session of Examination,**
- (2) Photo identity proof(as specified) in original bearing the same name as it appears on the call letter/application form and**
- (3) Photocopy of the photo-identity proof (as mentioned in (2) above)**

**Candidates reporting late i.e. after the reporting time specified on the call letters for examination will not be permitted to take examination.**

The reporting time mentioned on the call letters is prior to the start time of the test. Though the duration of the examination is 3 hours, candidates may be required to be at the venue for 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

## **II. Penalty for Wrong Answers (applicable for MCQ question paper only)**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for the question.

## **III. Examination Centre**

- (i) The Online Examination will be conducted online at 5 Examination Centres, i.e Bangalore, Chennai, Delhi-NCR, Kolkata/Greater Kolkata and Mumbai/Thane/Navi Mumbai/Greater Mumbai.
- (ii) No request for change of centre for examination shall be entertained.
- (iii) The Company, however, reserves the right to cancel any of the Examination Centre and/or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) The Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate, will appear for the examination at an Examination Centre at his/her own risk and expenses and the Company will not be responsible for any injury or losses etc. of any nature.

- (vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/disqualification from future examinations conducted by the Company.

#### **IV. Scores**

- (i) The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- (ii) Scores up to two decimal points shall be taken for the purpose of calculations.

#### **V. Process for Arriving at Scores**

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

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii) The Corrected 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.

(iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

#### **VI. Cut-off Score (Online Examination)**

Each candidate will be required to obtain a minimum score in each test of Online Examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the Online Examination will not be shared with the candidates shortlisted for interview.

MARKS OBTAINED IN THE ONLINE EXAMINATION WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND MARKS OBTAINED IN ONLINE EXAMINATION AND INTERVIEW TOGETHER WILL BE TAKEN FOR FINAL LISTING.

## E. INTERVIEW

Candidates who have been shortlisted in the Online Examination will subsequently be called for an interview to be conducted by the Company at select Centre(s). The Centre, address of the venue, time & date of interview will be informed to shortlisted candidates in the call letter. Candidates are required to download their interview call letters from website of the company, i.e. [www.ecgc.in](http://www.ecgc.in). Please note that any request regarding change in date, centre etc. of interview will not be entertained in ordinary circumstances. However, the company reserves the right to change the date/venue/time/centre etc. of interview in unforeseen circumstances.

The total marks allotted for interview are 60. The minimum qualifying marks in interview will not be less than 40%(35% for SC/ST/OBC/ PWD candidates). The weightage (ratio) of Online Examination and interview will be 80:20 respectively. The combined final score of the candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Examination and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the Online Examination and interview and be sufficiently high in the merit to be shortlisted for further selection process, details of which will be made available subsequently on the Company's website.

While appearing for the interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Company takes no responsibility to receive/collect any certificate/remittance/document sent separately.

### **List of Documents to be produced at the time of interview (as applicable)**

**The following documents in original and self attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non-submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.**

- (i) Printout of the valid Interview Call Letter.

- (ii) Valid system generated printout of the online application form registered for Online Examination.
- (iii) Proof of Date of Birth (Birth Certificate issued by the competent Municipal Authorities or SSLC/Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in Point G of the advertisement
- (v) Marks-sheets & certificate for Graduation or qualifying degree examination etc. Proper document from Board/University for having declared the result on or before 26.10.2016 has to be submitted.
- (vi) Caste Certificate issued by the competent authority as stipulated by Government of India in the case of SC/ST/OBC category candidates.

**Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

- (vii) Disability certificate issued by the District Medical board in case of Persons With Disability category if the candidate has used the services of a Scribe at the time of Online Examination, the duly filled in details of the scribe in the prescribed format.
- (viii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last/presently held(substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence service on or before 31.12.2016.
- (ix) Candidates serving in Government / quasi govt. offices /Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a “ No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should be issued for appearing in the interview for selection to ECGC Ltd.
- (x) Persons eligible for age relaxation under II (5) must produce the domicile certificate at the time of interview/at any stage of the subsequent process from the District Jurisdiction where he/she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

- (xi) Persons eligible for age relaxation under II(6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No. F. No. 9/21/2006-IR dated 27.07.2007.
- (xii) Experience certificate, if any
- (xiii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Government of India
- (xiv) Any other relevant documents in support of eligibility

**Note: Candidates will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.**

**No documents shall be directly sent to the Company before or after the interview.**

**The Competent Authority for the issue of the certificate to SC/ST/OBC/Persons with Disabilities is as under (as notified by GOI from time to time)**

For Scheduled Castes/Scheduled Tribes/Other Backward Classes: (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner /Deputy Collector /Not below the rank of First Class Stipendiary Magistrate / Taluk 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 (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic /ENT Surgeon.

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of interview can be downloaded from ECGC website [www.ecgc.in](http://www.ecgc.in)

## **F. Selection**

On completion of the interview process, depending on the number of vacancies arising in during the financial year 2016-2017, based on the business needs of the Company, candidates shortlisted will be issued joining letter based on merit keeping in view the spirit of Government Guidelines on reservation policy, various guidelines issued by Government of India/Others from time to time, administrative exigency, etc. Vacancies given in this advertisement are as on the date of advertisement. However, the merit list of this Selection Process will be valid till 31.03.2018 and any vacancies arising for the period up to 31.03.2018 may be filled by issuing the offer letters to the candidates based on it. The merit list will expire automatically on 31.03.2018.

No change in the data already registered by the candidate in the online application form is possible. A candidate belonging to SC/ST/OBC category, who is selected on the same standard as applied to General category candidates will be treated as own merit candidate. Department of Personnel and Training vide O.M. NO. 36011/1/98-Estt. (Res) dated 01.07.1998 clarifies that only SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when relaxed standard is applied in selecting SC/ST/OBC candidate, for example in the age limit, experience, qualification, permitted number of chances in examination, extended zone of consideration larger than what is provided for general category etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies. Own merit candidates of reserved category will be adjusted against the vacancies of unreserved category.

Merely securing combined score of Online Examination and interview scores higher than the last unreserved category candidate does not entitle a reserved category candidate for selection under unreserved category. Even though the candidate had not availed any relaxation applicable for reserved category, such candidates will be required to obtain a minimum score in each test and a minimum total score prescribed for unreserved category candidate for the online test and combined score higher than last allotted unreserved category candidate.

In the event of two or more candidates obtaining the same score, merit order is decided as per date of birth( the candidate senior in age is placed before/above the candidate junior in age), as per the prevailing practice.

The Final selection is subject to the candidate fulfilling the criteria as set in this advertisement and identity verification to the satisfaction of the Company. In case it detected at any stage of the of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/chance in the selection shall stand forfeited.

**Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Company and will be final and binding. The decision of the Company shall be final and binding upon the selected candidates.**

**This is an ALL INDIA cadre and the selected candidates may be posted anywhere in India/outside India as per discretion of the Company.**

## **G. IDENTITY VERIFICATION**

### **(i) Documents to be produced**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with Photograph/Photo identity proof issued by a Gazetted Officer/People's Representative along with a photograph/ Identity Card issued by a recognized college/university/Aadhar card/E-adhaar card with a photograph/Employee ID 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.

**Ration Card will not be accepted as valid ID proof for this examination**

**If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/interview. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate /affidavit in original.**

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.

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/call letter and submit photocopy of the photo identity proof along with Examination Call Letter as well as Interview Call Letter while attending the examination/interview respectively, without which they will not be allowed to take up the examination/interview.**

## **(ii) Biometric data – Capturing and verification**

It has been decided to capture the biometric data (left thumb impression or otherwise) of the candidates on the day of the Online Examination. The Biometric data will be verified on two occasions- On the date of the interview of qualifying candidates and at the time of joining the Company. Decision of the Biometric data verification authority with regard to its status(matched/unmatched) 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 / mehndi / coloured etc.), ensure to thoroughly wash them so that coating is completely removed before examination/interview/joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured).
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test Centre. In such cases impression of other fingers, toes etc. may be captured.

## **H. HOW TO APPLY**

Candidates can apply online only from 05.10.2016 to 26.10.2016 and no other mode of application will be accepted. **Pre-Requisites for Applying Online**

- i. Scan their photograph and signature ensuring that both the photograph (4.5cm X 3.5cm) and signature adhere to the required specifications. Signature in CAPITAL LETTERS will NOT be accepted.

- ii. Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges.
- iii. Have a valid personal email ID, which should be kept active till the completion of Recruitment Process. ECGC may send call letters for the examination etc through registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to/of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on line and must maintain that email account.

**Application Fees/Intimation Charges Payable from 05.10.2016 to 26.10.2016 (Online Payment), both dates inclusive, shall be as follows**

- Rs. 100/- for SC/ST/PWD candidates.
- Rs. 600/- for all others.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **Procedure for applying online**

- 1) Candidates are first required to go to ECGC website [www.ecgc.in](http://www.ecgc.in) and click on the Home Page to open the link "CAREER WITH ECGC", then click the option "CURRENT OPENINGS" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- 2) Candidate will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- 3) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to the submission of 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. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online**

**application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

### **Mode of Payment**

Candidates have the option of making the payment of requisite fees/intimation charges through the ONLINE mode only:

### **Payment of fees/intimation charges via the ONLINE MODE**

- i. Candidate should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the Online Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. 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.  
In case the candidate is unable to fill in the application form in one go, he/she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data.
- ii. The application form is integrated with the payment gateway and the payment process can be completed by the following instructions.
- iii. The payment can be made by using Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets by providing information as asked on the screen.
- iv. After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- v. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

- vi. On successful completion of the transaction, an e-receipt will be generated.
- vii. Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

**Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press back or Refresh button in order to avoid double charge.
- For credit card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on line including payment of fees/intimation charges, the candidate should take a printout of a system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the ECGC.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination ETC., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. ECGC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

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**An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.**

**Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on to the ECGC website on account of heavy load on internet/website jam.**

**ECGC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reason or for any other reason beyond the control of the ECGC.**

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution, civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

#### **I. GENERAL INSTRUCTIONS**

- a) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of Online Examinations and interview respectively.**
- b) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- c) **A candidate's admission to the examination/ short listing for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by ECGC. ECGC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/ false/ information/ certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after appointment in the Company, his/her services are liable to be summarily terminated.**
- d) Decision of Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding

on candidate. No correspondence and personal queries shall be entertained by ECGC in this behalf.

- e) **Not more than one application should be submitted by the candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the multiple registration(s) will stand forfeited. The scribe arranged by the candidate should not be a candidate for the Recruitment Process. If violation of the above is detected at any stage of the process, candidature for Recruitment Process of both, the candidate and the scribe, will be cancelled. Multiple attendance/appearance in the online examination and/interview will be summarily rejected/candidature cancelled.**
- f) Online application once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reverse for any other examination.
- g) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- h) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.**
- i) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- j) Any request for change of date, time and venue for online examination and interview will not be entertained.
- k) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Company's website shall prevail.
- l) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind.
- m) **A recent, recognizable photograph (4.5cm X 3.5 cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
- n) 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 re-exam is at the absolute discretion of ECGC. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of the test delivery shall be summarily rejected from the process.

- o) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/ Persons with Disabilities category candidates called for interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.) The above concession will not be admissible to SC/ST/ Persons with Disabilities category candidates who are already in service in Central/ State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- p) ECGC shall not be responsible for any application made/ wrong information provided by an unauthorized person/ institution. Candidates are advised not to share/ mention their application details with/to anyone.
- q) Appointment of selected candidates is subject to his/her being declared, medically fit and as per other requirements of ECGC as mentioned in this advertisement and subject to service and conduct rules of the Company.
- r) ECGC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- s) **Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for Recruitment Process.**

ECGC shall not responsible if the information/ intimation do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Company and candidates are advised to keep a close watch on the authorized ECGC website [www.ecgc.in](http://www.ecgc.in) for latest updates.

**J. Following items are not allowed inside the examination centre:-**

- a) **Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Long Table Electronic Pen/scanner etc.**
- b) **Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health band etc.**
- c) **Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap etc.**
- d) **All ornaments like Ring, earrings; Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc. should be thoroughly checked.**
- e) **Any Watch/Wrist Watch, Camera etc.**
- f) **Any metallic item.**
- g) **Any eatable item opened or packed, water bottle etc.**

- h) Any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations of the Company.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. ECGC or any agency engaged for conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

**K ACTION AGAINST THE CANDIATES FOUND GUIDLTY OF MISCONDUCT/USE OF UNFAIR MEANTS**

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 Online Examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of-

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/interview 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) restoring 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/interview 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 specific period from any examination conducted by ECGC.

(c) for termination of service, if he/she has already joined the Company.

**Important: ECGC would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Company in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, ECGC reserves right to cancel the candidature of the concerned candidates and result of such candidates (disqualified) will be withheld.**

**L. CALL LETTERS**

The Centre, venue address, date and time for both Online Examination and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the ECGC website [www.ecgc.in](http://www.ecgc.in) by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/courier.

**Call letter for Scribe in the main Examination:** There will be an additional call letter for Scribe for the Main Examination.

**Intimations will be sent by email and/sms to the email ID and mobile number registered in the online application form.** ECGC will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Company. **Candidates are hence advised to regularly keep in touch with the authorised ECGC website [www.ecgc.in](http://www.ecgc.in) for details, updates and any information which may be posted for further guidance as well as to check their registered email account from time to time during the recruitment process.**

**M. ANNOUNCEMENTS:**

All further announcements/details pertaining to this process will only be published/provided authorised website of ECGC [www.ecgc.in](http://www.ecgc.in) from time to time.

**N. DISCLAIMER**

**Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidates from the**

**selection process and he/she will not be allowed to appear in any of the recruitment processes in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualifications will take place with retrospective effect. Clarifications /decisions given / to be given by the General Manager (HRD), ECGC Ltd., regarding process for recruitment of probationary Officers/ Management Trainees in the Company shall be final and binding.**