



FOOD CORPORATION OF INDIA

Advt. No.1/2013-FCI Management Trainee (MT)

ZONE-WISE RECRUITMENT FOR

MANAGEMENT TRAINEE

(General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering / Mechanical Engineering /Electrical Engineering)

The Food Corporation of India (FCI), one of the largest Public Sector Undertakings, dealing with food grain supply-chain management, intends to recruit Management Trainees (**General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering / Mechanical Engineering / Electrical Engineering**) for manning posts in its depots and offices spread all over the Country . Online / Offline applications are invited from eligible candidates who fulfill the prescribed qualifications, age etc. for the posts indicated below:-

ZONEWISE PROJECTED VACANCIES:

The total number of vacancies may vary as per administrative exigencies and at the discretion of FCI management.

NORTH ZONE

Name of the Post	Post Code	Stipend	Max. Age (As on 01/08/13)	SC	ST	OBC	UR	Total	PWD/PH
Management Trainee (General)	A	Rs.8500/- pm	28 Years	-	-	04	03	07	01 VH (B,LV)
Management Trainee (Depot)	B			-	02	26	54	82	03 VH (LV) 01 HH (PD (with suitable aids))
Management Trainee (Movement)	C			05	01	10	19	35	-
Management Trainee (Accounts)	D			-	-	06	16	22	02 HH (PD, D)
Management Trainee (Civil Engineering)	F			-	-	01	07	08	-
Management Trainee (Mechanical Engineering)	G			-	-	-	03	03	-
Management Trainee (Electrical Engineering)	H			-	-	-	01	01	-
TOTAL						05	03	47	103

SOUTH ZONE

Name of the Post	Post Code	Stipend	Max. Age (As on 01/08/13)	SC	ST	OBC	UR	Total	PWD/PH
Management Trainee (General)	A	Rs.8500/- pm	28 Years	03	04	20	35	62	01 OH (BLA) 01 VH (B)
Management Trainee (Depot)	B			09	05	12	27	53	01 OH (OA) 01 HH (PD)
Management Trainee (Movement)	C			02	01	-	-	03	
Management Trainee (Accounts)	D			03	03	09	08	23	01 OH (BL)
Management Trainee (Technical)	E			-	-	17	32	49	01 HH (PD)
Management Trainee (Civil Engineering)	F			-	-	01	03	04	-
Management Trainee (Mechanical Engineering)	G			-	-	-	01	01	-
Management Trainee (Electrical Engineering)	H			-	-	-	02	02	-
TOTAL				17	13	59	108	197	

EAST ZONE

Name of the Post	Post Code	Stipend	Max. Age (As on 01/08/13)	SC	ST	OBC	UR	Total	PWD/PH
Management Trainee (Depot)	B	Rs.8500/- pm	28 Years	01	-	01	02	04	01 VH (LV)
Management Trainee (Accounts)	D			-	01	01	02	04	01 HH (PD, D)
Management Trainee (Civil Engineering)	F			-	-	01	02	03	01 HH (PD)
Management Trainee (Electrical Engineering)	H			-	-	-	01	01	-
TOTAL				01	01	03	07	12	

WEST ZONE

Name of the Post	Post Code	Stipend	Max. Age (As on 01/08/13)	SC	ST	OBC	UR	Total	PWD/PH
Management Trainee (General)	A	Rs.8500/- pm	28 Years	01	-	-	01	02	-
Management Trainee (Movement)	C			-	-	-	02	02	-
Management Trainee (Accounts)	D			-	01	-	-	01	-
Management Trainee (Technical)	E			07	03	09	19	38	-
Management Trainee (Civil Engineering)	F			-	-	01	02	03	01 HH (PD, D)
Management Trainee (Mechanical Engineering)	G			-	-	-	01	01	01 HH (PD)
TOTAL						08	04	10	25

NORTH-EAST ZONE

Name of the Post	Post Code	Stipend	Max. Age (As on 01/08/13)	SC	ST	OBC	UR	Total	PWD/PH
Management Trainee (General)	A	Rs.8500/- pm	28 Years	03	03	06	07	19	01 OH (OL, OA, BLA)
Management Trainee (Depot)	B			01	-	03	01	05	-
Management Trainee (Accounts)	D			-	01	01	03	05	-
Management Trainee (Civil Engineering)	F			01	-	03	08	12	-
Management Trainee (Mechanical Engineering)	G			-	-	-	02	02	-
Management Trainee (Electrical Engineering)	H			-	-	-	03	03	
TOTAL						05	04	13	24

For All Zones:

Management Trainees will be absorbed as Managers in the IDA Pay scale of Rs. 16400 – 40500 after successful completion of training period of six months.

Online registration from **02/07/2013 to 31/07/2013**.

Online/Offline Application Form will be received upto **31/07/2013**. However, last date for receiving Offline Applications from the Candidates residing in - Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing Abroad will be upto **07/08/2013**.

APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.

Date of Written Test will be announced later. Candidates may keep in touch through the website www.fcijobsportal.com and the same shall also be mentioned in the Admit Card.

UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD/ PH – Persons With Disabilities/ Physically Handicapped.

Horizontal Reservation has been given to PWD / PH category.

The persons with the Degree of Disability of 40% and above shall be eligible for applying for the PWD/PH Category. VH- Visually Handicapped, OH- Orthopaedically Handicapped, HH -Hearing Handicapped.

Legends:

1. LV - Low Vision
2. PD - Partially Deaf
3. OL - One Leg Affected (R and/or L)
4. OA - One Arm Affected (R or L)
5. D - Deaf
6. B - Blind
7. PB - Partially Blind
8. BL - Both Legs Affected but not Arms
9. BH - Stiff Back & Hips (cannot sit or stoop)
10. FT - Limited exercise to tolerance – early fatigue
11. MW - Muscular Weakness and Limited physical endurance
12. IC - General in co-ordination of movement
13. BLA - Both Legs & Both Arms Affected
14. BA - Both Arms Affected – (a) impaired (b) weakness of grip

QUALIFICATION AS ON 01/08/2013

Management Trainee (General)

A) Graduate degree or equivalent from recognized University with minimum 60% marks;
OR

B) CA/ICWA/CS

Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%.

Management Trainee (Depot)

- A) Graduate degree or equivalent from recognized University with minimum 60% marks;
OR
- B) CA/ICWA/CS

Note: In case of SC/ST/PH candidates, the minimum percentage of marks shall be 55% instead of 60%.

Management Trainee (Movement)

- A) Graduate degree or equivalent from recognized University with minimum 60% marks;
OR
- B) CA/ICWA/CS

Note: In case of SC/ST/ PH candidates, the minimum percentage of marks shall be 55% instead of 60%.

Management Trainee (Accounts)

i. Associate Membership of

- a) The Institute of Chartered Accountants of India; or
- b) The Institute of Cost Accountants of India; or
- c) The Institute of Company Secretaries of India

OR

ii. B.Com from a recognized University and

- (a) Post Graduate Full-time MBA (Fin) Degree / Diploma of minimum 2 years recognized by UGC/AICTE;
or
- (b) Post Graduate Part-time MBA (Fin) Degree / Diploma (not in the nature of distance education) of minimum 3 years duration recognized by UGC/AICTE;
or
- (c) Post Graduate MBA (Fin) Degree/Diploma by distance education mode recognized by UGC-AICTE- DEC Joint Committee.

Management Trainee (Technical)

B.Sc. (Agriculture) / B.Tech / BE in Food Science / Food Science and Technology / Agricultural Engg. / Bio Technology from a recognized University / an Institution approved by AICTE.

Management Trainee (Civil Engineering)

Degree in Civil Engineering from a recognized University or equivalent.

Management Trainee (Mechanical Engineering)

Degree in Mechanical Engineering from a recognized University or equivalent.

Management Trainee (Electrical Engineering)

Degree in Electrical Engineering from a recognized University or equivalent.

RESERVATION AND RELAXATIONS:

1. The prescribed qualifications, experience and the age limit shall be reckoned as on **01/08/2013**. The maximum age limit can be relaxed by 5 years in case of SC/ST candidates and 3 years for OBC candidates.
2. There will not be any upper age limit in case of departmental (FCI) employee.
3. The upper age limit is relaxed by 10 years for PWD / PH candidates, 15 years for PWD / PH candidates belonging to SC/ST and 13 yrs for PWD / PH candidates belonging to OBC.
4. The aforesaid reservation is not applicable to OBC candidates falling within the creamy layer.
5. Age is additionally relaxable by 5 years for those applicants who had ordinarily been domiciled in the Kashmir Division in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this category shall have to submit a certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.
6. 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 01st August, 2013 and have been released :-
 - (i) On completion of assignment (including those whose assignment is due to be completed within one year from 01st August, 2013) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - (ii) On account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

SELECTION PROCESS:

The selection process will be consisting of Written Test (WT), Group Discussion (GD) and Interview for Management Trainees (MTs).

PATTERN OF WRITTEN TEST:

The Written Test will comprise of -

- One Paper : Paper-I only for the Post Code A, B & C and
Two Papers : Paper-I & Paper-II for the Post Code D, E, F, G & H.

The Paper-I is common for all the posts i.e. Management Trainee (General / Depot / Movement / Accounts / Technical / Civil Engineering / Electrical Engineering / Mechanical Engineering). Candidates applying for any ONE of the Post Code D, E, F, G & H will appear in Paper-I to be followed by Paper - II.

Paper-I (Duration - 90 minutes):

120 Multiple Choice Questions of General Aptitude consisting of Reasoning, Data Analysis, Computer Awareness, General Awareness, Management and Current Affairs for the post of Management Trainees (General / Depot / Movement / Accounts / Technical / Civil Engineering / Electrical Engineering / Mechanical Engineering); and

Paper-II (Duration - 90 minutes):

- i. 120 Multiple Choice Questions on General Accounting and Finance for candidates applying for Management Trainee (Accounts)
OR
- ii. 120 Multiple Choice Questions on Agriculture, Food Science and Technology, Agricultural Engineering & Bio Technology for candidates applying for Management Trainee (Technical)
OR
- iii. 120 Multiple Choice Questions on Civil Engineering / Mechanical Engineering / Electrical Engineering for candidates applying for Management Trainee (Civil Engineering / Mechanical Engineering / Electrical Engineering).

The merit of Written Test, for post code A,B & C will be decided on Paper -I and for post code D or E or F or G or H the merit will be decided on Paper-I & post specific Paper-II.

The Question Paper for Written Test will be bilingual i.e. in English and Hindi.

Visually Handicapped (VH - B, LV) candidates with visual disabilities of 40% or above can avail the assistance of a Scribe in the Written Test. Question Papers and Answer Sheets will not be provided in Braille. Scribe shall also be provided to the candidates with Locomotor Impaired candidates having disability in both hands and arms (OH - BA & BLA). Additional time shall also be provided to the VH as well as Locomotor Impaired candidates as per extant instructions. The said assistance shall be provided subject to such request being made in the Application Form.

No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises. Persons with visual Disability of less than forty percent will not be considered as visually handicapped persons and will not be eligible for assistance of a Scribe.

One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write / indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass.

IMPORTANT INFORMATION / INSTRUCTIONS:

1. Candidates can apply only in **ONE ZONE** either North Zone or South Zone or East Zone or West Zone or North-East Zone as per vacancies, as the examination can be held on same day. If it is found at any stage that a candidate has applied for two or more Zones his/her candidature shall be summarily cancelled. In case of multiple applications, even within a Zone the candidature shall be summarily cancelled.
2. The candidate will be considered for the opted posts in the order of his/her merit for each post within the Zone opted by him/her.
3. No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
4. If eligible, a candidate can apply for all the three posts of Management Trainee (General/Depot/Movement) by giving an Order of Preference for each of these posts in the Application Form.

5. Candidates willing to apply for posts other than Management Trainee (General/Depot/Movement) can only apply for either Management Trainee (Accounts or Technical or Civil Engineering or Electrical Engineering or Mechanical Engineering). Allotment of the post will be made on the Merit cum Option / Preference for post/posts given by the candidates in the Application Form. The candidate once allotted a post will cease to appear in any other posts or any wait list. However a candidate can be placed in all the waiting lists of posts applied for, subject to fulfilment of eligibility criteria and Merit cum Option / Preference.
6. In case of Management Trainees, the Weightage assigned for Written Test, Group Discussion, Interview and Training are 70%, 10%, 10% and 10% respectively.
7. The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from www.fcijobsportal.com 15 days prior to the date of examination onwards. The admit card will also be sent by post 21 days prior to the date of examination. Candidates, who do not receive their Admit Cards at least one week before the date of the examination, should contact at email ID fciquery@fcijobsportal.com. Even then if the grievances are not addressed, the candidates may contact in person to respective FCI Zonal Offices with proof of all requisite documents submitted, for obtaining Admit Card. Details of deficiency / short comings, rendering the applications ineligible, if any, may also be placed on the website about two weeks before the examination. Intimation about shortlisted candidates for Group Discussion & Interview will be uploaded on website for which candidates may keep in touch through the website www.fcijobsportal.com and shall be intimated by post as well. Candidates will be called for Interview and Group Discussion in the ratio of 1:5. Based on the merit obtained in the Written Test, Interview and Group Discussion, a panel of selected candidates will be formed from amongst those found eligible. A candidate has to appear 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.

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 1st 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 Managing Director.

- 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 or Zoroastrians (Parsis).
- 3) All the posts carry IDA pattern pay scales and usual allowances such as fringe benefits, HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
- 4) Management Trainee will undergo training for six months. Only stipend will be paid to them at the rate of Rs. 8500/- per month during the training period. They shall also be eligible for reimbursement of Train/Bus fare as per the rules. Daily allowance is admissible for visits to field offices and/or other offices during training. They shall not be reimbursed any lodging charges separately. They will be considered for absorption after successful completion of training and placed in regular IDA scale of pay scale of Rs.16400-40500.
- 5) The seniority of Management Trainees absorbed as Manager in the services of FCI will be determined by the Order of Merit in which they are finally selected for absorption after successful completion of their training period. They will be posted in the Zone against which they are selected on completion of training. The seniority of the absorbed trainees will be maintained in their respective Zones in the respective cadre from the date of their Induction. However, the period of Training as Management Trainee shall not be counted for the purpose of work experience.
- 6) The selected candidates for the post of Management Trainee will have to sign a bond for Rs. 1,00,000/- (Rs. One lakh only) for serving the Corporation for a minimum period of three years after completion of their training.
- 7) Employees of the Central/State Govt./ Public Sector Undertakings should apply Offline or Online, take a printout of filled form, attach No Objection Certificate from their employer along with other essential enclosures and send it to "Post Box No. 35, Sector-19, Noida-201301" so as to reach within the stipulated time.
- 8) Candidates are required to submit only ONE application irrespective of the number of posts for which option is exercised by them.
- 9) Option should be exercised by the candidates carefully after going through the Advertisement and keeping in view fulfilment of eligibility conditions, educational qualification etc. prescribed for the posts. **OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.**
- 10) Candidates are not permitted to use calculator and other electronic gadgets except as specified in the Advertisement. They should not, therefore, bring the same inside the examination premises/venue.
- 11) All papers in the examination will consist of Objective Type Multiple Choice Questions. Candidates must write the papers/indicate the answers in their own hand. For Objective Type Multiple Choice Questions paper, OMR Answer Sheets will be provided. OMR Answer Sheet to be filled in **Black Ball Point Pen** only as per instructions given in OMR Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Application / Registration 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 OMR Answer Sheet. 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.

- 12) All Multiple Choice Questions carry equal 3 marks.
- 13) There will be negative marking of 1 mark for each wrong answer in all Objective Type Multiple Choice Question papers. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 14) Discrepancies in question paper should be brought to the notice in feedback@fcijobsportal.com within 15 days of holding the examination. Representation submitted thereafter will not be entertained.
- 15) In view of the large number of applications, scrutiny of the eligibility, category and other aspects will not be undertaken before issuing call letters for Written Test.
- 16) Candidates in their own interest are advised to provide their Mobile Numbers and E-mail IDs accurately, as it may be used for all future correspondence.
- 17) Formats prescribed for furnishing SC/ST, OBC & PWD/PH certificates are appended at Annexures A, B & C.
- 18) A candidate should select any one of the examination centres within the opted Zone while filling the Application Form.

NORTH	SOUTH	WEST	EAST	NORTH-EAST
Jammu	Bangalore	Ahmedabad	Kolkata	Guwahati
Dehradun	Chennai	Bhopal	Patna	Shillong
Shimla	Hyderabad	Mumbai	Bhubaneswar	Dimapur
Jaipur	Thiruvananthapuram	Raipur	Ranchi	Suryamaninagar
New Delhi				
Lucknow				
Chandigarh				

- 19) No change in centre of examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.
- 20) The Corporation reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. Corporation also reserves the right to divert candidates of any Centre to some other Centre to take the examination.
- 21) **RESOLUTION OF TIE CASES:** In case of a tie in a particular post, the candidate who has scored higher marks in the Written Test will be placed above the other candidate. If the tie still persists, the candidate who has scored higher marks in the Interview will be placed above the other candidate. If the tie still persists, the procedure will be followed by Date of Birth i.e. the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.

- 22) Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.
- 23) Qualifying in the Written Test, Group Discussion and Interview for any post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection for the post.
- 24) Candidates should comply with additional instructions of FCI, if any.
- 25) Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment process.
- 26) No correspondence will be entertained about the outcome of the application, at any stage.
- 27) All appointments will be subject to the Rules and Regulations of the Corporation in- force from time to time. Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical-reimbursement, etc., shall be applicable as per the rules of the Corporation as amended from time to time.
- 28) After Zone-wise selection of candidates, the candidates may be posted in any State within the jurisdiction of each Zone as Category II is a Zonal cadre post. However, they are also liable to be posted anywhere in the country in the interest of the Corporation. The jurisdiction of each Zone is as follows:

NORTH ZONE: 1. Delhi Region, 2. Haryana Region, 3. Punjab Region (includes the Union Territory of Chandigarh), 4. Himachal Pradesh Region, 5. J&K Region, 6. Rajasthan Region, 7. Uttar Pradesh Region, 8. Uttarakhand Region.

SOUTH ZONE: 1. Andhra Pradesh Region (includes Union Territory of Andaman and Nicobar Islands), 2. Karnataka Region (includes Union Territory of Lakshadweep), 3. Kerala Region, 4. Tamil Nadu Region (includes Union Territory of Puducherry).

EAST ZONE: 1. Bihar Region, 2. Jharkhand Region, 3. Odisha Region, 4. West Bengal Region (includes the State of Sikkim).

WEST ZONE: 1. Maharashtra Region (includes the State of Goa), 2. Madhya Pradesh Region, 3. Chhattisgarh Region, 4. Gujarat Region (includes the Union Territory of Daman & Diu and Dadra & Nagar Haveli).

NORTH- EAST ZONE: 1. Arunachal Pradesh Region, 2. Assam Region, 3. Nagaland & Manipur Region, 4. NEF Region (includes the State of Mizoram, Tripura and Meghalaya).

- 29) No TA will be provided for the Written Test. However, candidates will be given 2nd class Rail fare or ordinary bus fare "to and fro" by the shortest route, subject to production of railway ticket/bus ticket for attending the Interview & Group Discussion.
- 30) Candidate must ensure to have fulfilled all the eligibility criteria, viz., age & qualification as on **01.08.2013**. Candidates should satisfy themselves that they fulfill the required qualification, 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. 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.

- 31) Candidates, who fulfill all the eligibility criteria, will be issued Offer of Appointment as per merit list and as per vacancies.
- 32) Issue of Admit Card for the Written Test & calling for Interview & Group Discussion does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- 33) Self-attested Photostat copies of documents for proof of age / qualifications / caste etc. should be attached with the Application, without which the candidature would be rejected. Original certificates will, however, be scrutinized / verified at the time of Interview/Group Discussion.
- 34) Management reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 35) Care should be exercised by the Departmental candidates to send their Application Form as generated by the system or as per Proforma, with required documents and No Objection Certificate from respective Competent Authority so as to reach within the stipulated date.
- 36) Any attempt to influence the Corporation in any manner would result in disqualification and rejection of candidature immediately.
- 37) In case of any clarification on recruitment process, please email at fciquery@fcijobsportal.com. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
- 38) Appointment of empanelled candidates will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.
- 39) The decision of the Corporation in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- 40) No person shall be eligible for appointment who has 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.
- 41) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- 42) Irrespective of the number of posts applied, candidates are required to fill up the Application Form (offline) or apply/register online only once.
- 43) SC/ST/PWD (PH) and Women candidates are exempted from payment of Application Fee, subject to submission of Caste/Disability Certificate from Appropriate Authority in support of his/her claim.

- 44) Candidates applying for any or all the post of Management Trainee (General / Depot / Movement) are required to submit a Fee of Rs.500/-. Candidates applying for any one of the post of Management Trainee (Accounts or Technical or Civil Engineering or Electrical Engineering or Mechanical Engineering) are required to submit a Fee of Rs.500/-. Candidates applying in addition to the post of Management Trainees (General/ Depot / Movement) for any one of the post of Management Trainee (Accounts or Technical or Civil Engineering or Electrical Engineering or Mechanical Engineering) are required to submit a fee of Rs.1000/- by a single Demand Draft/ Bank Challan.
- 45) **Mode of Payment of Application Fee:**
- i) There are two modes of payment of Application Fee: 1. Bank Challan, 2. Demand Draft. Candidate can choose any mode of payment. However, Bank Challan will be the preferred mode.
 1. **Bank Challan**: In case a candidate chooses to pay through Bank Challan, he/she has to go to the website www.fcijobsportal.com and click the link "Click to Download Bank Challan" and enter necessary details like Name, Date of Birth, Zone Applied for, Mobile Number, Amount - Rs 550 or Rs 1050 (including Bank charges of Rs 50), to generate the Bank Challan with Reference Number (which will be unique). The Bank Challan will be generated only upto **29.07.2013** (upto **1800 hrs**) from the date of issue of advertisement. The system generated Bank Challan is in triplicate (1st copy – Bank copy, 2nd copy – Applicant's Copy & 3rd copy - FCI copy). Candidates are required to take a print out of this system generated Bank Challan and deposit the requisite Application Fee in any branch of State Bank of India (SBI) after minimum of 24 hours of generation of the said Challan. On receipt of the Application Fee, the SBI branch will mention a unique Journal Number, Branch Code and Date of Receipt on the Bank Challan. Candidates are required to ensure that these Bank Challan contain i) SBI Journal number ii) Branch Code iii) Date of Receipt. Candidates are also required to collect the "2nd copy- Applicant's copy" and "3rd copy – FCI Copy" from the Bank and enclose the 3rd copy i.e. FCI copy along with the Application Form. The Reference Number and Journal Number of Bank Challan must be filled in the Application Form.
 2. **DD (Demand Draft)**: In case a candidate chooses to pay through DD (Demand Draft), he/she may go to any bank for making the Demand Draft in favour of "**FOOD CORPORATION OF INDIA RECRUITMENT ACCOUNT**", payable at New Delhi, with the validity for 3 months. On the back side of the Demand Draft, candidate is required to indicate his/her name, Date of Birth, Zone and Post applied for. The required details of Demand Draft must be filled in the Application Form.
 - ii) FCI will not be responsible in case the candidate deposits the Fee by any other mode or in a wrong account.
 - iii) Application Fee is to be paid between **02/07/2013** to **31/07/2013** only.
 - iv) Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted, towards application fee.

IMPORTANT STEPS TO APPLY:

- i. Candidates are required to apply Online through www.fcijobsportal.com or Offline through downloaded Application Form from abovementioned website or neatly type the Application Form in A-4 size paper as per details in the Advertisement in the prescribed proforma. Application other than prescribed proforma shall be summarily rejected. In case, the candidates are applying online, the candidates have to fill all the details, then take a printout of the filled Form, affix photo and put signatures at designated places and at all pages and then send the Form along with Demand Draft / SBI Bank Challan and self-attested photocopies of required certificates at the address: "Post Box No. 35, Sector-19, Noida-201301" by **ordinary post** only. In case the candidates are applying offline, the candidates have to fill all the details in the Application Form, affix photo and put signatures at designated places and at all pages and then send the Form along with Demand Draft / SBI Bank Challan and self attested photocopies of required certificates at the address: "Post Box No. 35, Sector-19, Noida-201301" by **ordinary post** only. No other mode of Application will be accepted.
- ii. Candidates are required to have a valid personal E-mail ID. It should be kept active during the currency of this recruitment process. 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 online. Under no circumstances, he/she should share/mention E-mail ID with/to any other person. In addition, candidates are also required to mention his / her valid mobile number during the course of this recruitment process.
- iii. **Bank Challan**: In case a candidate chooses to pay through Bank Challan, he/she has to go to the website www.fcijobsportal.com and click the link "Click to Download Bank Challan" and enter necessary details like Name, Date of Birth, Zone Applied for, Mobile Number, Amount - Rs 550 or Rs 1050 (including Bank charges of Rs 50), to generate the Bank Challan with Reference Number (which will be unique). The Bank Challan will be generated only upto **29.07.2013** (upto **1800 hrs**) from the date of issue of advertisement. The system generated Bank Challan is in triplicate (1st copy – Bank copy, 2nd copy – Applicant's Copy & 3rd copy - FCI copy). Candidates are required to take a print out of this system generated Bank Challan and deposit the requisite Application Fee in any branch of State Bank of India (SBI) after minimum of 24 hours of generation of the said Challan. On receipt of the Application Fee, the SBI branch will mention a unique Journal Number, Branch Code and Date of Receipt on the Bank Challan. Candidates are required to ensure that these Bank Challan contain i) SBI Journal number ii) Branch Code iii) Date of Receipt. Candidates are also required to collect the "2nd copy- Applicant's copy" and "3rd copy – FCI Copy" from the Bank and enclose the 3rd copy i.e. FCI copy along with the Application Form. The Reference Number and Journal Number of Bank Challan must be filled in the Application Form.
- iv. Candidates may apply Online by visiting website www.fcijobsportal.com by going to sub-link titled "Click to Apply" and follow carefully the instructions given therein. Offline Application Forms can also be downloaded by the candidates from the website

www.fcijobsportal.com by going to sub-link titled "Click to Download" or neatly type the Application Form in A-4 size paper as per details in the Advertisement in the prescribed proforma.

- v. The Online registration will remain active from **02/07/2013, 10.00 Hrs to 31/07/2013, 24:00 hrs only**. In order to avoid last minute rush, the candidates are advised to apply early enough. FCI will not be responsible for network problems or any other problem in submission of online Application.
- vi. Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.
- vii. On submission of Online Application, the system will generate a unique Application / Registration Number.
- viii. Candidates are required to take 2 (two) printouts of the Online Application Form.
 - a. Please affix recent passport size colour photograph at the appropriate place. Candidates must ensure that the photograph should not be more than 03 months old from the date of the publication of this Advertisement.
 - b. Please sign at the allocated place and at all pages.
- ix. Documents to be sent with the duly filled Application Form without which the candidature would be summarily rejected:
 - 1. 3rd Copy- FCI Copy of the Bank Challan meant for FCI.
Or
Demand Draft in favour of "**FOOD CORPORATION OF INDIA RECRUITMENT ACCOUNT**", payable at New Delhi, with the validity for 3 months. On the back side of the Demand Draft, candidate is required to indicate his/her Name, Date of Birth, Zone and Post applied for. The required details of Demand Draft must be filled in the Application form.
 - 2. Self attested Photostat copies of documents for proof of age, qualifications etc. should be attached with the Application, without which the candidature would be rejected. Original certificates will, however, be scrutinized / verified at the time of Interview/ Group Discussion.
 - 3. Self attested Photostat copy of caste certificate (SC/ST/OBC) as per prescribed Proforma should be attached with the Application Form, if applicable. Original certificate will, however, be scrutinized/ verified at the time of Interview/Group Discussion.
 - 4. Self attested Photostat copy of disability certificate (PWD/PH) as per prescribed Proforma should be attached with the Application Form, if applicable. Original certificate will, however, be scrutinized / verified at the time of Interview/Group Discussion.
 - 5. Self attested Photostat copy of certificate from the District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir to the effect that she/he had ordinarily

been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-80 to 31-12-89 if intending to avail the age relaxation under this category.

- x. The candidate should send printed copy of “Online Application Form” duly completed as explained above or Offline Application Form duly completed along with all requisite documents so as to reach the address given hereunder latest by **31/07/2013**, by ordinary post only. Candidates must ensure that their duly filled-in Applications should reach the under mentioned address well before the last date. In case of non / late receipt of Applications, the candidature will not be accepted.

To,
Post Box No. 35
Sector-19
Noida - 201301

- xi. The envelope should be properly sealed and super scribed with
 - a. Name of the Zone, post & post code applied for. And
 - b. Category – UR/OBC/SC/ST/(PWD/PH) (as the case may be).
 - c. One envelope should carry only one application.

TENTATIVE SCHEDULE

1.	Submission of Online/Offline Application Form will commence from	02/07/2013 , 1000 Hrs
2.	Period of Generation of Bank Challan with unique Reference Number	02/07/2013 , 1000 Hrs to 29/07/2013 , 1800 Hrs
3.	Last Date for Online Application	31/07/2013 , 2400 Hrs
4.	Last Date for receiving the printout of Online Application alongwith requisite documents by Ordinary Post. Or Last Date for receiving Offline Application alongwith requisite documents by Ordinary Post.	31/07/2013
5.	Last Date for receiving Applications from the Candidates residing in - Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing Abroad. APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.	07/08/2013
6.	Availability of Admit Cards on website	15 Days prior to announced date of Examination
7.	Date of Written Test	Will be announced later

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* _____
son/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 _____ Father/Mother _____ of Shri/Srimati/Kumari* _____ 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/ Kumari 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)

State/Union Territory _____
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/Ist 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:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(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 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

(a) Impaired reach
(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach
(b) Weakness of grip
(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

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)

1. 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.*
2. Percentage of disability in his/her case is percent.
3. Sh./Smt./Kum. meets the following physical requirements for discharge of his /her duties:-
 - a. F-can perform work by manipulating with fingers. Yes/No
 - b. PP-can perform work by pulling and pushing. Yes/No
 - c. L-can perform work by lifting. Yes/No
 - d. KC-can perform work by kneeling and crouching. Yes/No
 - e. B-can perform work by bending. Yes/No
 - f. S-can perform work by sitting Yes/No
 - g. ST-can perform work by standing. Yes/No
 - h. W-can perform work by walking. Yes/No
 - i. SE-can perform work by seeing. Yes/No
 - j. H-can perform work by hearing/speaking. Yes/No
 - k. RW-can perform work by reading and writing. Yes/No

(Dr. _____)
Member, Medical Board

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson, Medical Board

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

*Strike out which is not applicable.