ECGC Limited
(A Government of India Enterprise)

RECRUITMENT OF PROBATIONARY OFFICERS

(This advertisement and the link to apply online can be accessed on the ECGC website at www.ecgc.in)

ECGC Ltd. is a Public Sector enterprise, wholly owned by the Government of India, with the objective of promoting exports from the country by providing credit risk insurance and related services for exports.

ECGC Ltd. invites applications from eligible candidates for the post of Probationary Officer in the cadre of Executive Officer (Generalist and Specialist) in the pay scale of ₹ **88,635-4385(14)-150025-4750(4)-169025**. The appointed officers shall also be eligible for applicable allowances and benefits viz. Dearness Allowance, House Rent Allowance / House Lease Reimbursement, Transport Allowance, Medical Allowance, Newspaper Allowance, Meal coupons, Reimbursement of Mobile Bills, Mobile Handset and Briefcase Allowance, Furniture Allowance, Household help Allowance etc. The current CTC (Cost to Company) of Executive Officer (Probationary officer) posted in Mumbai is approximately ₹20,00,000/- (in words Rupees Twenty Lakh only) per annum.

Applicants desirous of securing job at ECGC are hereby cautioned not to fall prey to any unscrupulous elements who may try to deceive candidates/public by false promises of securing jobs in ECGC. In case any candidate comes across such offer/ practice, the same may be immediately brought to the notice of ECGC at recruitment@ecgc.in with full details, such as name and contact details, of the elements indulging in such practice.

The Recruitment Process consists of Online Examination followed by interview of the candidates shortlisted on the basis of their performance in the online examination. The online examination for the selection of personnel for the post of Probationary Officer is scheduled on 11.01.2026(tentatively). An eligible candidate who aspires to join ECGC Ltd. as a Probationary Officer is required to register for the Recruitment Process.

Candidates shortlisted based on the online examination shall be called to Delhi/ Mumbai for an interview; details thereof shall be communicated to the shortlisted candidates at a later stage. The recruitment will be strictly in line with the spirit of Government's guidelines on Reservation.

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

Activity	**Important Dates**
Publication of Detailed Advertisement	On or Before 10.11.2025
Online registration by candidates including payment of fee online.	11.11.2025 to 02.12.2025
Edit/Modification of Application by Candidates including payment of fee online to Modify/Correct Application Form	06.12.2025 to 07.12.2025
Downloading of call letters/E-mails/SMSs for Pre-Examination Training	15.12.2025 onwards
Pre- Examination Training for SC/ST/OBC (Non-creamy layer)/PwBD Candidates	15.12.2025 onwards

Downloading of call letters/E-mails/SMS for Online written examination	First week of January, 2025 onwards
Online Examination	11.01.2026 (02:00 p.m. to 05.00 p.m.)
Declaration of result of Online Examination	31.01.2026 onwards
Interview	February/March, 2026

The Company reserves the right to modify the above schedule at its discretion. Candidates are advised to regularly check the details and updates at ECGC website www.ecgc.in. Any information published on the website shall be deemed as being notified.

Toal Number of Vacancies*: 30 (28 in Generalist and 2 in Specialist) with Reservation in Schedule Castes (SC), Schedule Tribes (ST), Other Backward Classes (OBCs), Economically Weaker Section (EWS) shall be as under:

ECGC reserves the right to fill up the posts or not to fill up the posts at all.

Type of vacancies	SC	ST	OBC	EWS	Unreserved	Total
Backlog Vacancies	00	00	00	00	00	00
Vacancies arising upto 31.03.2026 which may vary as per requirements of the Company	05	0	10	03	12	30
Total	05	00	10	03	12	30

SC/ST/OBC/EWS/PwBd category candidates can apply against unreserved vacancies but they shall not be eligible for any relaxations.

Vacancy for Persons with Benchmark Disability (PwBD): The PwBD candidates may belong to any category (i.e. UR/ SC/ ST/ OBC/ EWSs) and they will be eligible for applicable age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the post.

(a)	(b)	(c)	(d)	(e)
Orthopedically challenged (OC)	Visually Impaired (VI)	Hearing Impairment (HI)	4th Category**	Total
01	00	00	00	01

**Autism, Intellectual Disability, Specific Learning Disability (SLD), Mental Illness and Multiple disabilities (MD) from amongst (a) to (d) above.

***The number of vacancies is tentative and is subject to change at the sole discretion of the Company**.

Officers recruited in any stream are liable to be posted to any department/ office of ECGC PAN India.

A. **ELIGIBILITY CRITERIA**

Candidates, intending to apply for the Recruitment Process should ensure that they fulfill the minimum eligibility criteria specified 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 qualifications etc. as indicated in the online application form at the time of interview and at any subsequent stage of the recruitment process as may be required. 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 one has applied will be entertained.

I. Nationality / Citizenship: A candidate must be 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 1st January 1962 with the intention of permanently settling in India or
(v) a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

II. Age (as on 01.11.2025)

Minimum: 21 years, Maximum – 30 years

i.e., A candidate must have been born not earlier than 02.11.1995 and not later than 01.11.2004 (both the dates 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 Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016".	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years of continuous military service and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application under this Advertisement) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or (ii)	5 years

	physical disability attributable to military service or (iii) invalidment	

NOTE:

(i) Relaxation of 13 years for PwBD (OBC) where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PwBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates. 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 relaxation is permitted as mentioned above in Point No. II (3) to II (4).

(ii) The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates.

(iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) issued by Competent Authority in the prescribed format as stipulated by Government of India in original along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by ECGC Ltd. The prescribed format of the certificates is annexed with the Notification. However, the same are subject to amendment from time to time as per Government guidelines.

(iv)In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section which is excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-Creamy layer clause as per the Government of India Guidelines, issued from time to time.

(v) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman. There is no reservation for Ex-servicemen in Officers' Cadre.

III. **Minimum Educational Qualification (as on 01.11.2025):**

A. For Probationary Officers (Generalists)

Bachelor's Degree/ Graduate in any discipline from a University recognized by the Government Of India or any equivalent qualification recognized as such by the Central Government. The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.

B. For Probationary Officers (Specialists)

Sl. No.	Discipline	Minimum Educational Qualification	Tentative number of posts
1	Rajbhasha/Hindi	(i) Master's degree in Hindi /Hindi Translation, with English as core/Elective/Major subject at the Bachelor's Degree level with minimum 55% for SC/ST and 60% for others from a recognized University;	2

		OR (ii) Master's degree in English with Hindi as core/elective/major subject at the bachelor's degree level with minimum 55%for SC/ST and 60% for others from a recognized University. OR (iii) Master's degree in any discipline with English and Hindi as core/elective/major subjects at the bachelor's degree level with minimum 55%for SC/ST and 60% for others from a recognized University. OR (iv) Master's degree in both English and Hindi/Hindi translation with minimum 55%for SC/ST and 60% for others from a recognized University.	

Note: (i) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by the Government of India/ approved by Government Regulatory Bodies and the final result should have been declared on or before 01.11.2025.

Proper document from Board / University/ Institution for having declared the result on or before 01.11.2025 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.

(ii) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Wherever CGPA (Cumulative Grade Points Average) / OGPA (Overall Grade Point Average) is awarded, the same should be converted into percentage as per criteria adopted by the University/ Institute and indicated in online application. If called for interview/document verification, the candidate will have to produce a certificate issued by the Appropriate Authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(iii) **Calculation of Percentage:** The percentage of marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honors / optional / additional optional subject, if any) multiplied by 100. This will be applicable to those Universities also where Class / Grade is decided on the basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e., 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

IV. Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016" (RPwD Act), persons with benchmark disabilities are eligible for Reservation. The posts are identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPwD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment from time to time.

A. Orthopedically challenged/ Locomotor Disability ("OC"/ "LD" category):

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including persons with Spine Injury (SI)/Spine Deformity (SD) with or without any associated neurological/limb dysfunction, Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability provided independent mobility is not affected, with following bench mark, are eligible to apply:

- OA – One arm affected (Right or Left)
- OL – One leg affected (Right or Left)
- OAL- One arm and One leg affected
- BA- Both Arms

Persons with OA and OAL category should have normal bilateral hand functions.

a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:

i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

iii. Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. "Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. **Visual Impairment ("VI" Category):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply:

a. Blindness:
i. Total absence of sight; OR

ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR
b. Low Vision:
i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degrees.

C. **Hearing Impaired ("HI" Category):**

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. **4th Category:** Only those persons, who suffer from any one of the following types of disabilities or multiple disabilities as defined below, are eligible to apply under this category:

1. Intellectual disability.

a. "Autism Spectrum Disorder" (ASD) means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

b. "Specific Learning Disability" (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

c. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

2. "Multiple Disabilities" means multiple disabilities amongst clause "A"; "B"; "C"; D of (1)" above.

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark Disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit the latest valid disability certificate/ Unique Disability Identity Card (UDID card)
issued by the Competent Authority as per the Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the Competent Authority of ECGC Ltd.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies by ECGC Ltd.

(i) **Guidelines for Persons with Benchmark Disabilities/ Specified Disabilities using a Scribe**

The visually impaired candidates and candidates who face functional limitations in writing an examination, irrespective of the nature or extent of their disability which includes but is not limited to, individuals with physical limitations in writing, visual impairments preventing reading or writing, intellectual disabilities affecting comprehension or expression, or any other disability that impedes their ability to participate effectively in examination process, as certified by a competent authority, can use their own scribe at their cost during the online examination.

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DDIII dated February 26, 2013 by the Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by the Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013- Welfare dated 26.04.2013 and Office Memorandum F. No. 5 29-6/2019-DD-III dated 10.08.2022 issued by the Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). In all such cases wherever a scribe is used, the following rules will apply:

a. For candidates availing scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma attached as **Annexure-VIII**.
b. Also, the qualification of the scribe should be one step below the qualification of the candidate taking examination. Letter of undertaking as per **Annexure-IX** should be submitted by such candidates at the time of examination.
c. The candidate will have to arrange his/her own scribe at his/her own cost.
d. The scribe may be from any academic stream.
e. 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 is later, at any stage, observed or comes to knowledge that he/she did not fulfil any laid down eligibility criteria or suppressed any information the candidature of the applicant will stand cancelled, irrespective of the result of the written exam.

f. Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for recruitment examinations of ECGC Ltd.
g. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions or prompted the answers in any direct/indirect manner. In such cases, the candidate and scribe may also be debarred either permanently or for a specified period from all recruitment examinations conducted by ECGC Ltd.
h. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
i. A person acting as a scribe for one candidate cannot be scribe for another candidate.
j. The Scribe should not be current/ex-employee of ECGC Ltd.
k. The scribe arranged by the candidate should not be a candidate for the online examination.

l. **Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same carefully in the online application form. Any subsequent request may not be favorably entertained.**

m. **Only candidates registered for compensatory time (at the time of online registration) 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 afterwards.**

n. **Those candidates who have been debarred from appearing in ECGC examinations for a specified period in terms of communication made to that effect by ECGC may act accordingly.**

o. **ECGC Ltd. reserves the right to share the list of debarred candidates/ scribes to other Recruiting Agencies for their information.**

p. Candidates are advised to possess/acquire valid Aadhaar Card for this recruitment process. ECGC Ltd. reserves the right to conduct Aadhaar verification of the candidate/ scribe at different stages of the selection process**.**

If violation of the above guidelines is detected at any stage of the process, candidature of the candidate and the scribe will be cancelled and they shall stand disqualified from the recruitment procedure and can be removed from the service without any notice, even if they have joined the Company.

(ii) **Guidelines for candidates with locomotor disability and cerebral palsy**

A 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) will be provided with the facility of viewing 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.

(iv) **Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

(v) **Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:**

Facility of scribe and/or compensatory time will be extended, if opted by persons with specified disabilities as per section 2 (s) of RPwD Act, 2016, not covered under section 2 (r) having less than 40% disability and having difficulty in writing. The facility of scribe and/or compensatory time shall be granted solely to those applicants having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that the scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Annexure-VIII.The eligible candidate is required to bring their own scribe. The qualification of scribe should be one step below the qualification of the candidate taking examination. For Specialist, eligible Candidates may bring a scribe with the

ability to communicate in Hindi. However, the discipline of the scribe is to be different from the discipline specified for the post."

The person opting for own scribe should submit details of the own scribe as per proforma at Annexure-IX

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

In case, the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

NOTE:

(i) ECGC Ltd. has identified the following categories along with the Physical/Functional Requirements and only the following categories of PwBD candidates are, therefore, eligible to apply for the posts:

Suitable category of Benchmark Disabilities*	**Physical/Functional Requirements****	**Remarks**
a) B, LV b) D and HH c) OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, SD / SI d) SLD, ASD (M), MI e) MD involving (a) to (d) above	S, W, ST, H, MF, RW, SE, C	The post involves field duty, application of mind and decision making under certain circumstances. The incumbent is considered with aids and appliances wherever necessary.

* **Category Abbreviations Used:** B-Blindness, LV=Low Vision, D= Deafness, HH=Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Legs, OAL=One Arm and One Leg, BLA=Both Legs Arms, BLOA=Both Legs & One Arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victim, SD / SI = Spinal Deformity and Spinal Injury with / without any associated neurological / limb dysfunction, SLD= Specific Learning Disability, ASD (M)= Autism Spectrum Disorder (Mild), MI = Mental Illness, MD = Multiple Disabilities.

** **Physical/Functional Requirements:** S=Sitting, ST- Standing, H= Hearing, W=Walking, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, C=Communication.

(ii) These guidelines are subject to change in terms of Govt. Of India (GOI) guidelines/ clarifications, if any, from time to time.

(iii) ECGC reserves the right to conduct re-exam if there is doubt about the genuineness/ validity of candidate's score/performance.

V. **EWS (Economically Weaker Section)**

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e., salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

i.) 5 acres of Agricultural Land and above;
ii.) Residential flat of 1000 sq. ft. and above;
iii.) Residential plot of 100 sq. yards and above in notified municipalities;
iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3. The benefit of reservation under EWS can be availed upon production of a valid 'Income and Asset Certificate' valid for Financial year 2025-26 issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview. No request for extension of time for production of "Income and Assets Certificate" beyond the said date shall be entertained.

4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse, and children below the age of 18 years.

5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

NOTE: These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

VI. ONLINE PRE-EXAMINATION TRAINING

Online Pre-examination Training will be arranged by the Company for eligible candidates belonging to Scheduled Caste/Scheduled Tribes/Other Backward Classes (Non-Creamy Layer)/PwBD.

All eligible candidates who opt for and wish to avail of Online Pre-examination Training should fill in the relevant column in the ON-LINE APPLICATION. Depending on the response and administrative feasibility, the right to cancel the Online Pre-Examination Training is reserved.

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

B. RECRUITMENT PROCESS –ONLINE EXAMINATIONS

An online screening examination consisting of two papers (Multiple-Choice questions of 200 marks followed by a Descriptive Paper of 40 marks) will be held.

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

(i) Objective Test - Multiple Choice Questions (MCQs) for Probationary Officers (Generalists):

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) Objective Test - Multiple Choice Questions (MCQs) for Probationary Officers (Specialist):

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

(ii) Descriptive Paper (Test of English Language for Probationary Officers (Generalists)

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.	Precis Writing	One out of two given options	20	

ii) Descriptive Paper (Test of Language for Probationary Officers (Rajbhasha)

S. No.	Type activity	No. of questions	Marks	Time allotted
1.	Essay Writing (in English Language)	One out of two given options	20	40 minutes for both questions together
2.	Translation	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 detailed 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 Company's website www.ecgc.in

There shall be a sectional cut-off and overall cut-off for the Online Examination. Marks of Descriptive Paper (English Language) will be reckoned for preparation of merit list. It will only be evaluated for those candidates who qualify in the Objective (MCQ) Test and are placed adequately high as per total marks in the objective test. The various qualifying cut off marks in each of the sections of the objective test and the descriptive paper will be decided by ECGC. Descriptive test to the extent of 12 times of the number of vacancies or more, in each category, subject to availability of qualified candidates as decided by the Company will be evaluated.

Please note that 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 with a passport sized colored photo affixed on it.
(2) Photo identity proof (as specified) in original bearing the same name as it appears on the call letter/application form.
(3) Photocopy of the photo-identity proof (as mentioned in (2) above)
(4) An Additional passport sized colored photograph
5) Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take examination. The reporting time mentioned on the call letter is prior to the start time of the test.
(6) Though the duration of the online 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.
(7) **Candidates need to bring one additional photograph** (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "information handout" and call letter.
(It is advisable that candidate retains about 8 (eight copies) of the same photograph which is uploaded at the time of application as these would be needed for further stages of this selection process).

II. **Negative Marking for Wrong Answers (applicable for Objective (MCQ) Test only)**

There will be negative marking 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 negative marking for that question.

C. **Examination Centres**

(i) The online examination will be conducted at centers located in the following cities i.e. Ahmedabad/Gandhinagar, Bengaluru, Bhubaneshwar, Bhopal, Chennai, Coimbatore, Delhi-NCR, Ernakulum/Kochi, Guwahati, Hyderabad, Indore, Jaipur, Jalandhar, Jammu, Jodhpur, Kolkata, Kanpur, Lucknow, Ludhiana, Madurai, Mohali, Mumbai/Navi Mumbai/Thane/MMR region, Mangalore, Mysore, Nagpur, Panchkula, Patna, Prayagraj, Pune, Rajkot, Ranchi, Surat, Udaipur, Varanasi, Visakhapatnam, Vizag.

(ii) No request for change of center for examination shall be entertained.

(iii) The Company, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. The intimation for the same will be provided to the candidates on their registered mobile number/e-mail/its website.

(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 this exam and also from future examinations conducted by the Company.

D. **Scores**

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

II. **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 negative marking 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 of each section of the Online Examination (including Descriptive Examination)

ii. on Total Score

III. **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 through the Online Examination will subsequently be called for an interview to be conducted by the Company at Delhi orMumbai. The Centre, address of the venue, time and date of interview will be informed to shortlisted candidates in their interview call letter. Candidates are required to download their interview call letters from the website of the Company, i.e. www.ecgc.in. Please note that no request regarding change in date, centre etc. of interview will be entertained. However, the Company reserves the right to change the date/venue/time/centre etc. of interview.

The total marks allotted for interview are 60. The minimum qualifying marks in interview shall not be less than 40% (35% for SC/ST/OBC/ PWBD 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 should be sufficiently high in the merit list 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 the Recruitment process.
(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 I of the advertisement
(v) Marks-sheets and certificate for Std X/ Matriculation or equivalent Examination, Class XII/ Senior Secondary or equivalent Examination, Graduation or qualifying degree examination etc. Proper document from Board/University/Institution for having declared the result on or before **01.11.2025**has to be submitted.
(vi) Caste Certificate issued by the Competent Authority in the prescribed format 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) **Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.**
(viii) **Latest Valid Disability certificate/UDID card in the prescribed format issued by the District Medical Board in case of Persons with Benchmark 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 to be submitted along with the call letter at the examination centre.
(ix) 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. The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time. Those who are

still in defense service should submit a certificate from the Competent Authority that they will be relieved from defense services on or before the joining date.

(x) Candidates serving in Government / Quasi Government Offices /Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original 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.

(xi) Experience certificate, if any. (Hardcopy/Digitally signed copy/Received from valid e-mail id- subject to verification, of experience certificates will be accepted).

(xii) Persons falling in categories (ii), (iii), (iv) and (v) of Point C (I) should produce a certificate of eligibility issued by the Government of India.

(xiii) Certificate in case of persons with specified disability covered under the definition of section 2 (s) of the RPwD Act, 2016 but not covered under the definition of section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing, to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per Performa attached as Annexure-VIII.

(xiv) Any other relevant documents in support of eligibility.

Note:

i. **Candidates will not be allowed to appear for the interview if he/she fails to produce the relevant eligibility documents as mentioned above.**
ii. **Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.**
iii. **No documents shall be sent directly to the Company before or after the interview.**
iv. **All documents like Educational Qualification, Caste Certificates including OBC Non-Creamy Layer Certificate, EWS Certificate, Latest valid Disability Certificate/UDID Card etc. will be verified with the Issuing Authority to ensure the veracity and validity of the same as and when required. Any wrongful submission of such documents will attract action of debarring the candidate and further taking legal action as applicable.**
v. **It will solely be the responsibility of the candidate to submit genuine and proper documents, any wrongful submission found after joining will also attract same action as mentioned above.**
vi. **The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section/ PERSONS WITH BENCHMARK 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 / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (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.

Economically Weaker Section : (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra

Assistant Commissioner, (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

For Persons with Benchmark 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 Orthopedic / Ophthalmic / ENT Surgeon or any person designated as Certifying Authority by appropriate Government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of interview. Such certificate will be subject to verification/re-verification as may be decided by the Competent Authority. **The certificate should be dated on or before the last date of registration of application and should be valid for the Financial Year 2025-26**.

Prescribed formats of SC, ST, OBC, EWS, PWBD certificates to be submitted at the time of interview can be downloaded from ECGC's website www.ecgc.in . Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

F. **Selection**

Final selection shall be based on the performance and merit of the candidates in the Online Exam and Interview, taken together. On completion of the interview process, 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 indicative as on the date of advertisement. However, the merit list of this Selection Process will be valid till one year (i.e. 365 days) from the date of publication of final result and any vacancies arising for the period up to **31.03.2026** may be filled by issuing the offer letters to the candidates based on it. The merit list will expire automatically one year (i.e. 365 days) after the publication of final result**.** However, the Company reserves the right to not use this merit list when all the notified vacant posts are filled up.

No change in the data already registered by the candidate in the online application form is possible.

A candidate belonging to reserved category, selected on the basis of norms as applicable to Unreserved Category, will be treated at par with an Unreserved Category candidate. Such own merit candidates belonging to reserved categories who are selected under unreserved category will not be adjusted against a reserved post. However, their original category as registered in the online registration will remain unchanged.

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 is detected at any stage 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 shall be final and binding.

This is a PAN-INDIA service and the selected candidates may be posted anywhere in India as per the discretion of the Company.

Bond: The selected candidates, at the time of joining, will have to execute a Bond for a value of a sum equivalent to three months' salary (salary for which officer is eligible) as liquidated damages to serve ECGC for a minimum period of three years. In **the event of a selected candidate leaving the employment earlier for any reasons whatsoever, the selected candidate and / or the surety shall forthwith**, on demand by ECGC Ltd, pay to it at Mumbai, a sum equivalent to three month's salary **(thrice of the monthly amount of salary that he/she was eligible to draw) as liquidated damages. The selected candidate will be required to serve three-month notice period in addition to liquidated damages.**

In case an employee is unable to fulfill the conditions as stated above, he/she will be liable to pay the Company, as compensation, a sum equal to his/her salary for the period of notice required of him/her, which sum may be deducted from any money due to him/her. This shall be in addition to the Bond amount.

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 currently valid photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer or People's Representative on official letterhead along with a photograph / Identity Card issued by a recognized college or university/ Aadhar/ E-Aadhar 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. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the examination/ interview.**

Ration Card and Learner's Driving License will not be accepted as valid id proof for this recruitment process.

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.

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 the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.

(ii) Biometric Verification:

At different stages of the selection process: Photograph and Biometric data (Left thumb impression or otherwise) of candidates may be captured/ verified. The photo captured will be matched with the photo uploaded by the candidate in the application. Candidate must NOT change his/her appearance from the photo uploaded in the application. Refusal to

participate in the process of Biometric Thumb Impression, capture/verification on any occasion may lead to cancellation of candidature.

With regards to the biometric data capture, please note the following:

a) If fingers are coated (stamped ink/mehndi/coloured. etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
d) 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.

Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

(vii) ECGC Ltd. may also conduct Online Aadhaar verification of the candidates/scribes at different stages of the selection process.

(viii) Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue and post their Admit Card/ Call Letter and ID verification.

H. **Items permitted into the venue for Candidates**

Candidates will be permitted to carry only certain items with them into the venue.

a. A simple ball point pen
b. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, passport sized photograph etc)
c. Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the Identity Card (ID) and on the Call Letter/Admit Card should be exactly the same. PwBD candidates are required to bring their latest valid disability certificate/ Unique Disability Identity Card (UDID card and show at the online written exam venue.
d. In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

I. **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, Log Table, Electronic Pen/Scanner etc.

(b) Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.

(c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.

(d) All ornament 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

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

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

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 with 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.

Candidate should not share any of their personal belonging/material with anyone.

J. **Candidate registration at Venue:**

a. Candidate registration will be done through photo capture.
b. Photograph will be taken and biometrics captured while candidate is standing.
c. Seat number will be given to the candidate.

M. **Rough sheet, call letter, and ID proof management**

a. Rough sheet(s) kept at each candidate desk will be used by candidate. No additional sheets will be provided during the examination.
b. Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place. Those candidates who avail the services of Scribe should submit Scribe form also along with the Call Letter and ID proof copy.
c. Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the rough sheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

N. **Post Examination Controls**

On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.
(Some more instructions related to examination may be added or modified depending on the situation during the scheduled date of examination)

O. HOW TO APPLY

Candidates can apply online only from 11.11.2025to 02.12.2025 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—
(i) scan their:
- photograph (4.5cm × 3.5cm)
- signature
- left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such

cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

- a hand written declaration: The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

Ensuring that all these scanned documents adhere to the required specifications as given in Annexure I to this Advertisement.

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

(iii) The left thumb impression should be properly scanned and not smudged.

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

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

(v) The above mentioned hand written declaration has to be in the candidate's own hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges.

(vii) have a valid personal email ID, which should be kept active till the declaration of results. ECGC may send intimation to download call letters for the Examination etc. through the 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.

P. **LIVE Photograph Capture:**

a. In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
b. On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
c. On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone.
d. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Live Photo Capture

Dos:

a. Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
b. Look straight at the webcam/ camera.
c. Photograph should be of passport size.

Don'ts:

a. Small size photograph not to be clicked/ uploaded.
b. Coloured glasses or sunglasses/ Cap should not be worn.
c. Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
d. Photo not to be taken in dark/ improper background

Q. Application Fees/ Intimation Charges

Payable from 11.11.2025to 02.12.2025(Online payment), both dates inclusive, shall be as follows-

- Rs.175/- for SC/ST/PwBD candidates as intimation charges.

- Rs. 950/- **as Application fees** inclusive of intimation charges for all others

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

R. **'Edit Window' for Candidates to Modify/ Correct Application Form**

After the closing date for receipt of online applications, candidates who have successfully filled online application form along with payment of requisite application fees/intimation charges within the specified period of application registration; will be provided for a period of 2 days' edit window to enable them to correct/ modify online application form, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in online application data as per their requirement on making requisite payment. The candidates will be allowed to change preferences/ data entered only in the following fields in the 'Edit Window' post application:
(1) Exam Centre

(2) Father's Name
(3) Mother's Name
(4) 10th/ 12th Percentage
For detailed instructions, please refer to **Annexure-1.**
After the expiry of 'Edit Window for candidates to Modify/ Correct Application Form', no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained.

S. Procedure for applying online

(1) Candidates are first required to go to the ECGC website www.ecgc.in and click on the Home Page to open the link "Career with ECGC" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

(2) Candidates 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 and 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 required to upload their:
- Scanned Photograph
-Live Photo
- Signature

- Left thumb impression
- A hand written declaration

(4) **Candidates are advised to carefully fill in the online application themselves. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required before completing the REGISTRATION process. 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.**

T. Mode of Payment

Candidates should make the payment of requisite fees/ intimation charges through the **ONLINE** mode only:

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the On-Line Application format. Before pressing the "COMPLETE REGISTRATION" 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. Any change/alteration found may disqualify the candidature.

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. Candidate should note down the Provisional registration number and password. An Email and 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. Once the application is filled in completely, candidate should submit the data.

(ii) The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI etc. 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 Re-login 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 payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

i. 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.

ii. For Credit Card users: All prices 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.

iii. To ensure the security of your data, please close the browser window once your transaction is completed.

iv. After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the 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 ECGC Ltd.

v. **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, 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 at later date. 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.**

vi. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

vii. **An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.**

viii. **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.**

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

x. **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.**

xi. 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.

U. GENERAL INSTRUCTIONS

(1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of the original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and interview respectively. No document shall be directly sent to ECGC by the candidates before or after online examination.

(2) 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.

(3) A Candidate's admission to the examination/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by ECGC Ltd. and ECGC Ltd 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 fulfill 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 shall be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in ECGC Ltd, his/her services are liable to be summarily terminated.

(4) Decision of ECGC Ltd 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 will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by ECGC Ltd in this behalf.

(5) The scribe arranged by the candidate should <u>not</u> be a candidate for this online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. "Own Scribe" shall not act as scribe for more than one candidate in this examination.

(6) Not more than one application should be submitted by any candidate. Candidate should apply for only ONE post in respect of post notified in this advertisement for Generalist and Specialist Probationary Officers. In case of multiple applications for one or more posts, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

(7) <u>Multiple attendance/ appearances in the online examination and/or interview will be summarily rejected/ candidature cancelled.</u>

(8) Online applications 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 reserve for any other examination.

(9) 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.

(10) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

(11) Any request for change of date, time and venue for online examination and interview will not be entertained. Any request for change of address, details mentioned in the online application form will not be entertained.

(12) 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 ECGC website shall prevail.

(13) 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 ECGC Ltd in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.

(14) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-examination is at the absolute discretion of ECGC Ltd. 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 test delivery shall be summarily rejected from the process.

(15) Eligible outstation candidates called for interview and scribes accompanying PwBD candidates will be paid IInd AC 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.).

(16) Candidates are advised not to share/mention their application details with/to anyone.

(17) Appointment of selected candidates is subject to his/her being declared medically fit, as per requirements of the Company and subject to service and conduct rules of the Company. Decision of the Company will be final and binding on candidates.

(18) Intimations will be sent by email and/or sms only to the email ID and mobile number registered in the online application form.

(19) ECGC Ltd shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of ECGC and **candidates are advised to keep a close watch on the ECGC website www.ecgc.in for latest updates.**

(20) If at a later stage of selection process or recruitment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled. If any of these shortcomings is/are detected after appointment in ECGC Limited, his/her services are liable to be summarily terminated without any notice.

(21) ECGC Ltd. reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.

V. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

(1) 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.

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

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

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall or devices with screen freeze or storage facility etc;

(vii) Obstructing the conduct of examination/instigating other candidates not to take the examination;

(viii) Taking snapshots, making videos of examination/Question Paper related material, etc;

(ix) such above-mentioned activities and furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting online application form, the candidate, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

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

(b) to be debarred either permanently or for a specified period from any examination conducted by ECGC Ltd.

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

(3) The provisions of 'The Public Examinations (Prevention Of Unfair Means) Act, 2024 and Rules Framed therein' shall be applicable to candidates involved in the use of unfair means. *Candidate* as defined under the Act shall continue to be covered under the extant administrative provisions of the concerned public examination authority. Offences covered in the Act are in addition to provisions under *Bhartiya Nyaya Sanhita,2023, Bhartiya Sakshya Adhiniyam, 2023 and The Bhartiya Nagrik Suraksha Sanhita, 2023* and shall be cognizable, non-bailable and non-compoundable.

(4) ECGC reserves the right to share the list of debarred candidates/scribes to other Recruiting Agencies for their information.

Important: ECGC Ltd 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 ECGC Ltd in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, ECGC Ltd reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

W. CALL LETTERS

The Centre, venue address, date and time for Online examination and interview shall be intimated in the respective Call Letter.
An eligible candidate should download his/her call letter from the **authorized** ECGC Ltd website 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.
There will be an additional call letter for Scribe for the Online Examination.
Intimations will be sent by email and sms to the email ID and mobile number registered in the online application form for recruitment. ECGC Ltd 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 ECGC Ltd. Candidates are hence advised to regularly keep in touch with the ECGC website www.ecgc.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

X. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on ECGC authorized website www.ecgc.in from time to time.

Y. 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 candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the General Manager, HRD regarding process for recruitment of Probationary Officers in the Company shall be final and binding.

ECGC Limited reserves the right to cancel the above recruitment, partly or fully, at any stage of the process without assigning any reason thereof.

Mumbai

GM (HRD)
ECGC Ltd

ANNEXURE I

Guidelines for scanning and Upload of Documents

- Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.
- Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

Photograph Image: (4.5cm × 3.5cm)

i. Photograph must be a recent passport style colour picture.
ii. Make sure that the picture is in colour, taken against a light-colored, preferably white, background.
iii. Look straight at the camera with a relaxed face.
iv. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
v. If you have to use flash, ensure there's no "red-eye".
vi. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
viii. Dimensions 200 x 230 pixels (preferred).
ix. Size of file should be between 20kb–50 kb.
x. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Live Photograph Capture:

i. In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone:
ii. On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
iii. On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Live Photo Capture:

Dos:

a. Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
b. Look straight at the webcam/ camera.
c. Photograph should be of passport size.

Don’ts

a. Small size photograph not to be clicked/ uploaded.
b. Coloured glasses or sunglasses/ Cap should not be worn.
c. Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
d. Photo not taken in dark/ improper background

Signature, :

a. The applicant has to sign on white paper with Black Ink pen.
b. Dimensions 140 x 60 pixels (preferred).

c. Size of file should be between 10kb – 20kb.
d. Ensure that the size of the scanned image is not more than 20kb.

Left thumb impression

a. The applicant has to put his left thumb impression on a white paper with black or blue ink.
b. File type: jpg / jpeg
c. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
d. File Size: 20 KB – 50 KB.

Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

Hand-written declaration Image:

i. The applicant has to write the declaration in English clearly on a white paper with black ink.
ii. **File type:** jpg / jpeg
iii. **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
iv. **File Size:** 50 KB – 100 KB
v. **Note:** The hand written declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

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

Scanning the documents:

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

Procedure for Uploading the documents

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

Edit Window' for Candidates to Modify/ Correct Application Form:
After the closing date for receipt of online applications, candidates will be provided for a period of 2 days' edit window option to enable them to correct/ modify online application form, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in online application data as per their requirement on payment of requisite charges/ fees as hereinbelow mentioned. Dates for edit window will be notified on the Company's website.

Important points regarding the 'Edit Window' for candidates to modify/correct application form:
1. Only those candidates will be allowed to make corrections in the application form, who have successfully submitted their completed online application form along with payment of requisite application fees/intimation charges within the specified period of application registration.
2. A candidate will be allowed to correct and re-submit the modified/ corrected application only once during the 'Edit Window to Modify/ Correct Application Form' i.e. no updation will be allowed in case a candidate makes a mistake in updated application. Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form.

3. Data submitted by the candidates in original application for 'Name', 'Email ID', 'Mobile Number', 'State/UT' field in vacancy, 'State/UT' field in Correspondence address and 'Permanent address', 'Post'. 'Category' and 'Nationality' fields cannot be edited.

4. In case of multiple applications, candidates are advised to EDIT the latest application ONLY.

5. Fee applicable for Modifying/ Correcting the Application form through 'Edit Window' is ₹200/- (inclusive of GST). The correction fee will be uniformly applicable to all candidates irrespective of the category. The correction fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination.

6. Subject to the receipt of applicable correction fees, only the latest modified application will be treated as valid.

8. After the expiry of 'Edit Window for candidates to Modify/ Correct Application Form', no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration/certificate is unclear / smudged, or not uploaded at the place of Photo and/or signature, the candidate's application may be rejected. Candidate himself/herself will be responsible for the same. Fees/Intimation charges will not be refunded in such a case.
(2) After uploading the Photograph / signature / left thumb impression / hand written declaration/certificate in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or certificate is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or certificate, prior to final submission of the form.
(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied, Candidate him/herself will be responsible for the same.
(6) Candidates should ensure that the signature uploaded is clearly visible and not smudged/blurred.
(7) After registering online candidates are advised to take a printout of their system generated online application forms. Candidates are requested to preserve the print outs till the completion of recruitment procedure.

Annexure-II

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1. This is to certify that Sri / Smt / Kum* _____ son / daughter* of _____ of village / town* _____ in District / Division*_____ of the State / Union Territory*_____belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

* The Constitution (Scheduled Castes) Order, 1950;
* The Constitution (Scheduled Tribes) Order, 1950;
* The Constitution (Scheduled Castes) (Union Territories) Orders, 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 Areas (Reorganization)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and 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 and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) 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 Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second 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 / Smt / Kumari* _____ Father /Mother* of Sri / Smt / 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 _____ [Name of the authority] vide their order No. _____ dated _____.

3.Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: [With seal of Office]
Date: State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

Annexure-III

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kum*_____ Son / Daughter* of Shri / Smt.* _____ of village/Town* _____ District/Division* _____ in the _____ State belongs to the _____ community which is recognized as a backward class under :

(i) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
(ii) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No.163 dated 20/10/94.
(iii) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No.88 dated 25/05/95.
(iv) Resolution No.12011/96/94-BCC dated 09/03/96.
(v) Resolution No.12011/44/96-BCC dated 06/12/96 published in the Gazette of India Extraordinary Part I Section I No.210 dated 11/12/96.
(vi) Resolution No.12011/13/97-BCC dated 03/12/97.
(vii) Resolution No.12011/99/94-BCC dated 11/12/97.
(viii) Resolution No.12011/68/98-BCC dated 27/10/99.
(ix) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
(x) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000.
(xi) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
(xii) Resolution No.12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No.12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No.12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No.12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.
(xvi) Resolution No.12011/9/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No.67 dated 12/03/2007.
(xvii) Resolution No.12015/2/2007-BCC dated 18/08/2010.
(xviii) Resolution No.12015/13/2007-BCC dated 08/12/2011.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of _____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 O.M. No.36012/22/93- Estt.[SCT], dated 08/09/93 which is modified vide O.M. No.36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide O.M. No.36033/3/2004-Estt.(Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated :

District Magistrate / Deputy Commissioner / Competent Authority

Seal

***Please delete the word(s) which are not applicable.**

NOTE :

(a) *The term 'Ordinarily* resides' 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 Certificates are indicated below :

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

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note : The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Annexure-IV

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ……
Date: ……

VALID FOR THE YEAR……

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

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

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

Signature with seal of Office ……
Name ……
Designation ……

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e., salary, agriculture, business, profession, etc.
**Note 2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE: -

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

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,

(iii)Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Annexure-V

Certificate of Disability
(In case of Single Disability)
(Name and Address of the Medical Authority Issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate/UDID No.:
Date of Issue:

1. This is to certify that I/we have carefully examined , Son/Daughter/Care of < name of father/mother/guardian> , Date of Birth (DD/MM/YYYY), Gender < Male/Female/Transgender> , Registration No. Resident of < address of PwD> whose photograph is affixed above, and I am /we are satisfied that: (A) He/She is a case of (Any one of the following disabilities):
   i. Locomotor Disability
   ii. Muscular Dystrophy
   iii. Leprosy Cured
   iv. Dwarfism
   v. Cerebral Palsy
   vi. Acid Attack Victim
   vii. Low Vision
   viii. Blindness
   ix. Hearing Impairment
   x. Speech and Language Disability
   xi. Intellectual Disability
   xii. Specific Learning Disabilities
   xiii. Autism Spectrum Disorder
   xiv. Mental Illness
   xv. Chronic Neurological Conditions
   xvi. Multiple Sclerosis xvii. Parkinson's Diseases
   xviii. Haemophilia
   xix. Thalassemia
   xx. Sickle Cell Disease
   (B) Name of affected body part:
   (C) The diagnosis in his/her case is _____
   (D) He/She has _____% (in figure) _____ percent (in words) disability and the nature of certificate is {Permanent / temporary and valid till (DD/MM/YYYY)} as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide dated (DD/MM/YYY).

   Signature / Thumb impression of the Person with Disability:

   Signature of notified Medical Authority Member(s):

Signature:

Name and Address of the Medical Authority Issuing the Certificate:

Logo of Government of India	**Logo of Department of Empowerment of Persons with Disabilities, GoI**	**Logo of Respective State or Union Territory**

Annexure-VI

Certificate of Disability
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate/UDID No.:
Date of Issue:

1. This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) _____ Age _____ years, Gender male/female/Transgender_____ registration No. _____ UDID Enrolment no. Resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and we are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Govt. of India vide <Notification No.> dated (DD/MM/YYYY) for the disabilities below:

Sr. No.	Disability	Name of the Affected Body Part	Diagnosis	Disability Percentage
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language Disability			
12	Intellectual Disability			
13	Specific Learning Disability			

14	Autism Spectrum disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18Parkinson's Disease19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(Note: Only the disabilities diagnosed will be listed)

(B) He/She has _____% (in figure) _____percent (in words) overall disability and the nature of certificate is { permanent/temporary and valid till (DD/MM/YYYY)}.

Signature/Thumb impression of the Person with Disability:

Signature of notified Medical Authority Members:

Signature:

Name and Address of the Medical Authority issuing the Certificate:

Annexure-VII

Certificate of Disability
(In cases other than those mentioned in Annexure V and Annexure VI)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport size Attested Photograph (Showing face only) of the person with disability

Certificate No. : Date :

1. This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) ____ ____ ____ Age _____ years, male/female _____Registration No. _____ permanent resident of House No._____ Ward / Village / Street _____ Post Office _____ct _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (…… number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid Attack Victim			
6	Low vision			
7	Deaf	#		
8	Hard of Hearing	€		
9	Speech and Language Disability	€		
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			

17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is :
(i) not necessary,
Or
(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____
@ - e.g. Left/Right/both arms/legs
# - e.g. Single eye / both eyes
£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Annexure-VIII

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

1. This is to certify that, we have examined Mr/Ms/Mrs ……..(name of the candidate) , S/o /D/o ……, a resident of (Vill/PO/PS/District/State), aged …… yrs, a person with ……(nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic/PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist /Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/ Chief District Medical Officer …… Chairperson				

Name of Government Hospital/Health Care Centre with Seal
Place:
Date:

Annexure-IX

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

1. I _____, a candidate with _____ (nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:
Date:

Note: The prescribed proforma shall be subject to amendment from time to time as per Govt. of India guidelines.