

Employment Advertisement No. 01/2014

The Maharashtra State Electricity Transmission Company Limited (MAHATRANSCO) is the State Transmission Utility of Maharashtra and one of the largest transmission utilities in India, having work force of about 16,000 employees, operating around 42185 CKT KM Transmission Lines, 593 EHV Sub-Stations having transformation capacity of 100641 MVA and ambitious plan of network expansion; invites applications from experienced, dynamic, talented and professional persons for the following posts:

Post Code	Post Name	Category-wise Vacancy									Total Vacancy	Reservation for Persons with Disability (PWD)
		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open		
01	Executive Engineer (Trans)	04 (1WR)	02	01	-	-	-	01	03 (1WR)	07 (2WR)	18 (4WR)	} 2 - HH
02	Executive Engineer (Civil)	-	01	-	-	-	-	-	-	-	01	
03	Deputy Executive Engineer (Trans)	09 (3WR)	11 (3WR) (1SP)	01	01	05 (1WR)	01	02	14 (4WR) (1SP)	32 (10WR) (2SP)	76 (21 WR) (4 SP)	
04	Deputy Executive Engineer (Civil)	-	02	-	-	-	-	-	-	-	02	
05	Assistant Engineer (Trans)	15 (5WR) (1 SP)	08 (2WR)	03 (1WR)	03 (1WR)	04 (1WR)	02	02	22 (7WR) (1 SP)	55 (16WR) (3 SP)	114 (33 WR) (5 SP)	} 24 - HH 11 - OL
06	Junior Engineer (Trans)	72 (22WR) (4 SP)	33 (10WR) (2 SP)	18 (5WR) (1 SP)	06 (2WR)	12 (4WR) (1 SP)	09 (3WR)	10 (3WR) (1 SP)	-	87 (26WR) (4 SP)	247 (75WR) (13 SP)	

- The number of vacancies and reservation for Backward Classes, Persons with Disability, Women and Sports Persons is provisional and may change. Such change will not be notified either in Newspaper, on website or intimated to the candidate.

ABBREVIATIONS:- WR- Woman Reservation, SP- Sports Persons, PWD- Persons With Disability, HH- Hearing Handicapped, OL- One Leg (Disability) .

2. PAY SCALES:

Post Code	Post Name	Pay Scale (In ₹)
01	Executive Engineer (Trans)	25380-975-30255-1105-54565
02	Executive Engineer (Civil)	
03	Deputy Executive Engineer (Trans)	21365-845-25590-900-48090
04	Deputy Executive Engineer (Civil)	
05	Assistant Engineer (Trans)	19205-780-23105-845-43385
06	Junior Engineer (Trans)	15285-670-18635-705-36965

- In addition to basic pay, the selected candidates are entitled to DA, HRA, Medical Benefit, Leave Encashment, CPF and Gratuity etc. as per Company's rules.

3. PRE-REQUISITES AS ON 29.01.2014:

Post Code	Post Name	Educational Qualification	Experience
01	Executive Engineer (Trans)	Bachelors Degree in Electrical Engineering / Technology	9 years experience in Power Sector . Out of which at least 5 years in the area of Power Transmission as Dy. Executive Engineer & Assistant Engineer OR 2 years as Dy. Executive Engineer.
02	Executive Engineer (Civil)	Bachelors Degree in Civil Engineering / Technology and its equivalent.	9 years experience in the field of civil works related to Power Sector . Out of which at least 5 years as Dy. Executive Engineer & Assistant Engineer OR 2 years as Dy. Executive Engineer.
03	Deputy Executive Engineer (Trans)	Bachelors Degree in Electrical Engineering/Technology.	7 years experience in Power Transmission .
04	Deputy Executive Engineer (Civil)	Bachelors Degree in Civil Engineering / Technology and its equivalent.	7 years experience in the field of civil works related to Power Sector .
05	Assistant Engineer (Trans)	Bachelors Degree in Electrical Engineering/Technology.	3 years experience in Power Transmission .
06	Junior Engineer (Trans)	Bachelors Degree in Electrical Engineering/Technology.	No Experience

Note:

- i. A Degree should be from a University or Institute in India, established or incorporated under Central Act or a State Act or any other qualification recognized as equivalent thereto.
- ii. Equivalency of outside candidates will be compared / decided on the basis of gross emoluments drawn and job responsibilities.
- iii. **For the post of Executive Engineer (Trans), Deputy Executive Engineer (Trans) & Assistant Engineer (Trans):-**
The departmental candidates of MSETCL possessing Degree in Engineering/Technology in any other discipline and who fulfill the condition of required experience will be considered provided that they will have to appear for written test, Personal Interview, etc. consisting of syllabus of Electrical Engineering and compete along with other candidates.

4. Age Limit as on 29.01.2014:-

Post Code	Name of the Post	Applied Against Open	Applied against Reserved Categories
01	Executive Engineer (Trans)	40 years	45 Years
02	Executive Engineer (Civil)		
03	Deputy Executive Engineer (Trans)		
04	Deputy Executive Engineer (Civil)		
05	Assistant Engineer (Trans)	35 years	40 Years
06	Junior Engineer (Trans)		

Note:-

- The upper age limit for departmental candidates (only MSETCL Employees) is 57 years.
- The upper age limit for Persons with Disability is relaxable by 10 years.
- The upper age limit for candidates applying against Sports Quota is relaxable by 5 years.
- Date of birth as per SSC/School leaving certificate and **age as on 29.01.2014** should be mentioned.

5. Reservation:

- i. There shall be 30% horizontal reservation for women (**Only Maharashtra Domicile Candidates**) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt. 25.05.2001. The women candidates who desire to avail benefit of women reservation including Open category (except SC/ST) should submit **latest/current year Non Creamy Layer Certificate** from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to “Creamy Layer” category. All women candidates availing benefit of women reservation should also required to submit **Domicile certificate of Maharashtra State** issued by the appropriate Authority of Govt. of Maharashtra at the time of Personal Interview (if shortlisted).
- ii. There shall be 5% horizontal reservation for **Sports Persons of Maharashtra State** as per the provision of Govt. of Maharashtra Resolution No. Rajya Krida Dhoran-2002/No. 68/KRI.U.SE-2 dated 30.04.2005 issued by Department of School Education and Sports, Govt. of Maharashtra. The candidates who desire to avail benefit of reservation for Sports Person should submit relevant sports certificate issued by Competent Authority as stipulated in the Govt. Resolution mentioned above. Further, as per the prevailing directives of Govt. of Maharashtra, all such candidates should also required to submit **latest/current year Non Creamy Layer Certificate** showing that they do not belong to “Creamy Layer” category issued by the appropriate Competent Authority of **Govt. of Maharashtra** and he should submit **Domicile certificate of Maharashtra State** issued by the appropriate Authority of Govt. of Maharashtra at the time of Personal Interview (if shortlisted).
- iii. The reservation policy for Persons with Disability shall apply as per State Government directives. Persons suffering from not less than 40% of disability shall only be eligible for the benefit of reservation for Persons with Disability. The candidate should submit copy of Medical certificate issued by the appropriate Medical Board in terms of Govt. of India, Office Memorandum No. 36035/3/2004- Estt (Res.) dated 29.12.2005.
- iv. The reservation for Sports Person and Woman is against current reservation. The reservation for these categories i.e. Sports Person, Woman and Persons With Disabilities is Horizontal reservation and candidates selected against the quota for Sports Person, Woman and Persons With Disabilities will be placed in appropriate category viz. SC, ST, VJ (A), NT (B), NT (C), NT (D), SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the Backward classes.
- v. Maharashtra State Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act.2001 has been enforced by the Govt. of Maharashtra from 29th, January, 2004. As per the provisions under Sub-section 2 (ii) of Section-4 of this Act, the principle of Creamy-Layer has been made applicable to all categories except Schedule Castes and Scheduled Tribes i.e. VJ(A), NT (B), NT(C), NT(D), SBC & OBC category. The candidates should produce **latest/current years Non-Creamy Layer Certificate** in the prescribed form issued by appropriate authority as per Govt. of Maharashtra Circular No. CBC-10/2006/PK15/BCR-5 dated 5/6/2006.
- vi. Candidates claiming the benefit of reservation under SC, ST, VJA, NTB, NTC, NTD, Spl. BC & OBC categories, should produce a caste certificate alongwith **copy of on line application at the time of personal interview**. They will also have to **produce** attested copy of **caste validity certificate** issued by the Caste Scrutiny Committee **if available with them**. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him/her as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra vide **बीसीसी-२००९/प्र.क्र.२९९/०९/१६-ब दि. ०५.११.२००९** read with GR No. **बीसीसी-२०११/प्र.क्र.१०६४/२०११/१६-ब दि. १२.१२.२०११**.

- vii. For claiming the benefit of caste reservation, candidates should produce attested copy of Caste Certificate, Caste Validity (if available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra **at the time of personal interview.**
- viii. Those reserved category candidates who have applied as Open category & compete with the Open category candidates will be treated as Open category candidate for the purpose of recruitment/selection process. However, if any such departmental reserved category candidate who have entered in MSEB / MSETCL by taking the benefit of reservation earlier, he/she will have to submit the caste certificate & caste validity certificate from Competent Authority before appointment, if selected even though he/she may be applying under Open category against this advertisement.
- ix. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.
- x. Backward class candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled Castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJ-A, NT-B, NT-C, NT-D (d) Special Backward Class and (e) Other Backward Class.
- xi. Once the caste is notified in application form, it cannot be changed at any stage later on.
- xii. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.

6. Methodology of Selection:

- i. Normally selection process comprises of Online Written Test & Personal Interview. However, which selection process is to be adopted will be at the absolute discretion of the Company and the decision of the Company in this regard shall be final.
- ii. The candidates will be short listed for Personal Interviews on the basis of performance in the online written test.
- iii. The Personal Interviews of the shortlisted candidates shall be held at Mumbai.
- iv. Taking into consideration the performance in the On Line Written Test and Personal Interview the select list will be prepared.
- v. The list of finally selected candidates will be displayed on the website.

7. Centers for Online Written Test:-

i) The Online Written Test will be conducted at following centers:-

- (1) Amravati
- (2) Aurangabad
- (3) Bhandara
- (4) Kolhapur
- (5) Latur
- (6) Mumbai
- (7) Nagpur
- (8) Nasik
- (9) Pune
- (10) Ratnagiri

ii) If the number of candidates desiring to appear for the Online Written Test at a particular center is not adequate, these candidates will be asked to appear for test at other center.

- iii) If sufficient numbers of candidates are not available at any of the centre, the Company reserves rights to add/delete/change centers for administrative reasons. The decision of the Company in this regard shall be final.
- iv) If the numbers of candidates at any of the centers is more than the capacity of the Centre for On Line Written Test / Examination, the candidates may be shifted to any other Center/s as per the decision of the Company.
- v) The Company reserves right to allot the candidates to any center other than the one he / she has opted for, for any other reason.
- vi) Candidate will have to appear for examination at Examination Centre at his / her own risks and MAHATRANSCO will not be responsible for any injury or losses, etc of any nature.

8. Application Fee:-

Post Code	Name of the post	Application Fees (Through online Payment Only)		
		Applying against Open	Applying against Reserved Categories	For Persons With Disability
01	Executive Engineer (Trans)	*₹ 500/-	*₹ 250/-	Application Fee not applicable to the Persons with Disability
02	Executive Engineer (Civil)			
03	Deputy Executive Engineer (Trans)			
04	Deputy Executive Engineer (Civil)			
05	Assistant Engineer (Trans)			
06	Junior Engineer (Trans)			

*** Bank transaction charges, if any, for online payment of application fees will have to be borne by the candidate.**

- i. Fees in any other form other than online Payment will not be accepted.
- ii. In case candidate pay lesser fees than applicable fee or pays fees by any other mode than online payment system shall be held ineligible.
- iii. The fees once paid will not be refunded for any reason.

9. How to apply:-

i. Before applying online, candidates should-

- a) Scan their recent passport style photograph and signature image (digital) in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure I to this Advertisement.
- b) Keep the necessary details/documents for **Online Payment** of the requisite application fee ready.
- c) **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment. The company will send intimation about call letters for Online Written Test, Personal Interview, etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- d) In case, candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.

- ii. Candidates are required to apply Online by clicking on the Link given at the end of this Advertisement. Except online application, no other means/mode of application will be accepted.
- iii. The departmental employees of the Company (MSETCL) applying against this advertisement should submit their applications online well in time.
- iv. Candidates should upload the scanned image of passport size recent colour photograph and scanned signature in the online application. The online application will not be registered unless candidate's photo and signature is uploaded after completion of the entry in online mode. **The detailed procedure of scanning photograph and signature is given in Annexure I.**
- v. The name of the candidate or his / her father / husband name, caste, etc should be spelt correctly in the application form as it appears in the certificates, mark sheets. Any change/alteration found may disqualify the candidature.
- vi. Candidates should carefully fill in the details in the On-Line application at the appropriate places very carefully. In the event of the candidate not able to fill in the data in one go, or wishes to cross check it before submitting, he /she can save the data already entered. When the data is saved, the provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number & password. E-mail & SMS indicating the provisional registration number & password will be sent. Applicants can reopen the saved data using provisional registration number & password & edit the particulars, if needed. This facility will be available for 3 times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application.
- vii. The candidates are advised to take utmost care in filling up the required columns in the On Line Application mode, payment of fees etc. and before pressing the "SUBMIT" button ensure that the details entered in the appropriate columns are correct, since there is no provision to modify the application after submission.
- viii. Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the On-Line Application format.
- ix. To ensure the security of data, candidates are advised to close the browser window once his / her transaction is completed.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Company 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.

On Line Fees Payment

- x. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - (a) The payment is to be made by using only Master/Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
 - (b) After the upload of photograph and signature, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details of On Line fees payment.
 - (c) After submitting payment information in the online application form, the candidates are advised to wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- x. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- xi. 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.
- xii. If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- xiii. On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take a printout of the e-receipt and submitted online application form.
- xiv. The generation of Registration ID, Password, SMS & e-mail is not the final confirmation of the successful submission of fees against the online application form unless the e-receipt is generated.

Note:

- i. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form and retain it along with Registration Number and Password for future reference. They should not send this printout to the Company.
- ii. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- iii. Any request for change of address and any other information filled in the application form later on will not be entertained.
- iv. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on the Company's website on account of heavy load on internet / website jam. MSETCL 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.

- v. Candidates are required to download the call letters for online examination /interview from Company's website by entering their registration number and password which are generated by the system on submitting the online application and are intimated to the candidates by e-mail/SMS. Candidates are advised to preserve these details for future use. Call letters for Online Written Test and Interview will not be dispatched by post or courier etc.
- vi. Candidate who has successfully registered On Line Application can Re-Print his / her application form within 7 days from the last date of submission of On Line application.

10. PENALTY FOR WRONG ANSWERS

The test will be of Objective Type and there will be penalty for wrong answers. For each question for which a wrong answer has been given by the candidate one fourth (i.e. 0.25%) of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

11. Instructions for appearing for On Line Written Test.

Please note that candidates will not be permitted to appear for the Online Written Test without the following documents:

a) Valid Call Letter for the respective date, post and session of Examination / Test.

b) Photo-Identity Proof in original along with the Photocopy of the said Photo-Identity Proof should be as :-

'PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo Identity Proof issued by a Gazetted Officer on official letterhead/ Photo Identity Proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph'

c) Candidates reporting late for whatsoever reason i.e. after the reporting time specified on the call letter for Examination / Test will not be permitted to take the examination / test.

d) The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification, logging in, giving of instructions etc.

e) **IDENTITY VERIFICATION:-** In the examination hall, the call letter along with a photocopy of the candidate's photo identity (as mentioned in 13-b above) 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.

- f) **For Female candidates:-** Their names as appearing on the Call Letter (provided by them during the process of registration) should exactly match with the name as appearing on the Photo Identity Proof. Female candidates who have change first / middle / last name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter & Photo Identity Proof such female candidates will not be allowed to appear for online test.

12. Important Dates:

Website Link Open for Online Application and Online Payment	From 08.01.2014 to 29.01.2014
Tentative Date of On-line Test	12.03.2014
	13.03.2014
	14.03.2014

GENERAL CONDITIONS

- 1) Before filling up the application form candidates should ensure that they fulfill all eligibility criteria as mentioned in the advertisement. Their admission to all the stages of the recruitment process will be purely provisional subject to verification and satisfying the prescribed eligibility criteria as mentioned in this advertisement.
- 2) All the candidates registered successfully through online process will be called for online written test.
- 3) Candidates are not required to submit any document/certificate, etc, (Except copy of Identity Proof) prior to online written test. Company will take up verification of eligibility conditions with reference to original documents of those candidates who have qualified for Personal Interview. The documents/certificates will be verified at the time of Personal Interview and prior to issuance of offer letter. It is responsibility of the candidates to produce all the required documents/certificates for proving his/her eligibility at the time of Personal Interview.
- 4) Candidate must be an Indian Citizen.
- 5) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- 6) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified at any stage of recruitment process and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.
- 7) The recruitment in MSETCL is done strictly as per merit. Canvassing in any form will disqualify a candidate.
- 8) The possibility for occurrences 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 the conduct of another examination if found necessary. Decision of the Company in this regard shall be final. Candidates not willing to accept such change shall loose his /her candidature for this examination.
- 9) The lists of candidates called for online written test & personal interview will be made available on the website of the Company i.e. www.mahatransco.in

- 10) The candidates selected for the post of Jr. Engineer (Trans) –Trainee, (Post Code No.6) will have to undergo the training. On satisfactory completion of training, they will be absorbed as Junior Engineer (Trans).
- 11) The candidates selected for the post of Junior Engineer (Trans) will have to execute a surety bond of value of ₹ 1,00,000/- on Non Judicial Stamp Paper of ₹ 200/- for serving in the MSETCL for minimum period of 5 years.
- 12) This advertisement is published subject to the provisions of Maharashtra Civil Services (declaration of Small Family) Rules, 2005, prescribing declaration of the small family as one of the essential qualifications.
- 13) The candidates shall produce following certificate showing knowledge of Marathi:-
Certificate of Secondary School Certificate Examination Board or recognized University showing passing of Secondary/School Certificate Examination or Matric or Higher Examination of University with Marathi Language.
OR
Certificate stating the candidate can read, write and speak Marathi Language fluently issued by Professor of Marathi Language of College/Institute affiliated to recognized University and countersigned by the Principal of the said College / Institute.
- 14) Knowledge of Marathi is desirable. The candidates selected and not possessing the knowledge of Marathi will have to pass Departmental Marathi Language Examination within period of three years from the date of joining the Company.
- 15) Employees working in Govt. / Semi. Govt. Undertaking will have to produce No Objection Certificate at the time of interview/joining if selected.
- 16) The selection of Departmental candidate will be subject to verification of disciplinary actions and vigilance enquiries in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representation will be entertained.
- 17) The online Written Test will include test of Marathi Language.
- 18) The Company reserves the right to modify or to cancel the Advertisement/selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- 19) Any dispute pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.
- 20) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 08.01.2014

Sd/-
Chief General Manager (HR)

[CLICK HERE TO APPLY ONLINE](#)

Guidelines for scanning and Upload of Photograph & Signature

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(1) Photograph Image:

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

(2) Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

(3) Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg
Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see the preceding paragraphs in this Annexure above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

(4) Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After uploading the photograph/ signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

**GUIDELINES FOR VISUALLY IMPAIRED OR ORTHOPEADICALLY CHALLENGED
CANDIDATES USING SCRIBE**

Those candidates who are blind / low vision or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use services of a scribe of their choice during the written examination. In all such cases where a scribe is used, the following rules will apply:

- * Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Physically Challenged.
- * The candidate will have to arrange his/her own scribe at his own cost
- * The scribe can be from any academic discipline.
- * Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- * Such candidate who uses a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- * If any candidate approaches with a certificate that he/she is having locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), he/she may be given an extra time of 20 minutes for every hour of examination even if he/she is not taking the services of a scribe.
- * Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

Please fill up the **DECLARATION** and submit alongwith the call-letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the written examination for recruitment of ----- written examination to be held on----- and Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that : -

- i. The scribe is identified by the candidate at own cost and as per own choice
- ii. Qualification of the candidate and the scribe are as under:

Qualification (whether Graduate, Post graduate etc.)	
Candidate	Scribe

- iii. The candidate is visually impaired or affected by cerebral palsy with locomotor impairment and his/her writing speed is affected and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Disability.
2. (a) As per the rules, the candidate availing services of a scribe is eligible for extra time of 20 minutes for every hour of the written examination Visually Impaired candidates under Blind/Low Vision may skip the nonverbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Concerned Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph 1, clause (iii) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:-

Signature of the Scribe

Postal address:

STD Code:..... Phone No.....

Signature of the Candidate

Roll No.:

Postal address:

STD Code:..... Phone No.....

Signature of Invigilator

PHOTO OF THE SCRIBE
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