



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 www.ecgc.in)

The online examination for selection of personnel for the post of Probationary Officer in cadre of Executive Officers (Specialist Officers) in ECGC Limited. in the pay scale of 53600-2645(14)-90630-2865(4)-1,02,090 is scheduled in July 2023. The officers are also eligible for the allowances and benefits like Dearness Allowance, House Rent Allowance / House Lease Reimbursement, Transport Allowance, Medical Allowance, Newspaper Allowance, Meal coupons, Reimbursement of Mobile Bills, Mobile Handset & Briefcase Allowance, Furniture Allowance, Household help Allowance, etc. The current CTC (Cost to Company) of Executive Officer (Probationary officer) posted in Mumbai is approximately Rs.16 lakh per annum.

Any eligible candidate who aspires to join in ECGC Limited as a Probationary Officer is required to register for the Recruitment Process. The Recruitment Process consists of Online Examination followed by the interview of the candidates shortlisted on the basis of their performance in the Online Examination. The online examination will be conducted at 6 centers i.e., Bangalore, Chennai, Guwahati, Kolkata, Mumbai and New Delhi. Candidates who will be shortlisted in the online examination will be called to Mumbai or other centers for an interview detail of which will be communicated in the interview call letter to the eligible candidates. The recruitment will be strictly in line with the spirit of Government's guidelines on Reservation Policy.

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

S. No.	Activity	Tentative Dates
1	Online registration including Edit/Modification of Application by candidates	02.05.2023 to 31.05.2023

2	Payment of application fee / intimation charges (online)	02.05.2023 to 31.05.2023
3	Download of call letters for Pre- Examination Training	07.06.2023 Onwards
4	Pre- Examination Training for SC/ST	Third week of June, 2023
5	Download of call letters for Online written examination	Second week of June, 2023 onwards
6	Online written Examination	15 th July 2023
7	Declaration of result of Online Written Examination	August, 2023
8	Interview	August/September 2023

The Company reserves the right to modify the above dates and time entirely at its discretion.

Candidates are advised to regularly check the details and updates at ECGC website www.ecgc.in.

Number of Vacancies

Type of vacancies	SC	ST	OBC	EWS	Unreserved	Total
Vacancies* arising upto 31.03.2024 which may vary as per requirements of the Company	02	02	05	02	06	17
Total	02	02	05	02	06	17

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

Selected candidates have to serve a minimum 10 years in respective Department at Head Office in Mumbai, before any change is considered. However, the Company reserves the right to transfer any employee to any of its offices in India for administrative reasons.

Vacancy for Persons with Benchmark Disability (PWBD)

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

**Specific Learning Disability (SLD) or Multiple Disabilities (MD) from amongst (a) to (d) above.

Candidate belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for general category provided they fulfil all the eligibility criteria applicable to General category.

B. ELIGIBILITY CRITERIA

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

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a self- attested 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 any subsequent stage of the recruitment process. 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. No request for considering the candidature under any category other than that the one in which one has applied will be entertained. 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.

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

II. Age (as on 01.04.2023)

Minimum: 21 years, Maximum – 30 years

i.e., A candidate must have been born not earlier than 02.04.1993 and not later than 01.04.2002 (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 military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years

- NOTE:
- (i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. II (3) & II (4).
 - (ii) The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Category candidates.
 - (iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of interview and at any subsequent stage of the recruitment process as required by ECGC Limited.
 - (iv) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of 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 01.04.2023):

Sl. No	Discipline	Minimum Educational Qualification	Tentative number of posts
1	Accounts (CA)	An Associate member of Institute of Chartered Accountants of India (CA), Institute of Cost & Works Accountants of India (ICWA), Chartered Financial Analyst (CFA)	1
2	Legal	Bachelor of Law (LLB) from a recognized Indian University/Institution	4
3	Company Secretary	CS qualified with ACS membership of Institute of Company Secretaries of India (ICSI)	1
4	Actuary	Student member of the Institute of Actuaries of India who has cleared at least 3 papers including CM1, CS1 and CS2 or its previous equivalents.	2
5	IT	B Tech or BE in Computer Science / Information Technology or MCA with certificate course on Cyber Security of duration of at least 6 months.	2
6	IT/CISO	B Tech or BE in Computer Science / Information Technology/Computer engineering/ Electronics & Instrumentation & ME/MTech/MS in Computer Science/ Information Technology/Information Security/Cyber Security Preference would be given to those who have core specialization in Cyber Security at PG level or certifications of CISSP/CISM/CompTIA CySA+/GSEC/OSCP	1
7	Country Underwriting/research	Master's Degree in Statistics/Mathematical Statistics/Mathematical Economics/Econometrics/Statistics & Informatics from a recognized University.	1
8	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.; OR (ii) Master's degree in English with	4

Sl. No	Discipline	Minimum Educational Qualification	Tentative number of posts
		<p>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.</p> <p>OR</p> <p>(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.</p> <p>OR</p> <p>(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.</p>	
9	Data Science	Master's Degree in Data Science	1

Note: (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Government of India/ approved by Government Regulatory Bodies and the final result should have been declared on or before 01.04.2023.

Proper document from Board / University for having declared the result on or before 01.04.2023 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web-based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA (Cumulative Grade Points Average) / OGPA (Overall Grade Point Average) is awarded, the same should be

converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours 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", 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) from time to time.

A. "OC" 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 Cerebral Palsy, Leprosy Cured, Dwarfism and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- a. OA – One arm affected (Right or Left)
- b. OL – One leg affected (Right or Left)
- c. OAL- One arm & One leg affected
- d. 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. "Dwarfism" means a medical or genetic condition resulting in an adult height of less than 4 feet 10 inches (147 centimeters);

c. "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 degree.

C. Hearing Impaired ("HI" Category):

Includes both Deafness and Hard of Hearing

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, are eligible to apply under this category:

1. Intellectual disability.

a. "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.

2. "Multiple Disabilities" means multiple disabilities amongst clause "A"; "B"; "C"; D".

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by ECGC Limited.

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 in ECGC Limited.

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

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

- Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same in the online application form. Any subsequent request in this regard may not be favorably entertained.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream. However, academic qualifications of the scribe for specialized streams should be different from the qualifications stipulated for the respective specialized stream for which the candidate is appearing in this examination.
- 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.
- 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.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.

- the scribe should not be a current/Ex- employee of ECGC
- **The scribe arranged by the candidate should not be a candidate for the online examination.**
- Candidate using scribe in violation of the above guidelines shall stand disqualified from the recruitment procedure and can be removed from the service without any notice, if they have joined ECGC.
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

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

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) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

(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).

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

C. 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. Benefit of reservation can be availed upon production of an "Income and Assets Certificate" valid for the Year 2023-24 issued by a Competent Authority on the basis of gross annual income of the financial year 2022-23 in the format prescribed by Government of India. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2023 and before the date of document verification at the time of interview. "Income and Assets Certificate" shall be submitted by such candidate at the time of interview (if called for 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.

D. Online PRE-EXAMINATION TRAINING

Online Pre-examination Training will be arranged by the Company to candidates belonging to Scheduled Caste/Scheduled Tribes.

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.

E. RECRUITMENT PROCESS –ONLINE EXAMINATIONS

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

a. Online Examination:

(i) Objective Test- Multiple Choice Questions (MCQs):

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)

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	

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

Marks of Descriptive Paper (English Language) will only be will only be evaluated for those candidates who qualify in the Objective (MCQs) test and are placed

adequately high as per total marks in the objective test. The various qualifying cut off marks in each section of the objective tests and the descriptive paper will be decided by ECGC. Descriptive test to the extent of 25 times of the number of vacancies or more as decided by the Company will be evaluated. Marks of Descriptive Paper (English Language) will be counted for final selection.

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,**
- (2) Photo identity proof (as specified) in original bearing the same name as it appears on the call letter/application form and**
- (3) Photocopy of the photo-identity proof (as mentioned in (2) above)**

Candidates reporting late i.e., after the reporting time specified on the call 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. 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.

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

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

III. Examination Centres

- (i) The online examination will be conducted at 6 centers i.e. Bangalore, Chennai, Guwahati, Kolkata, Mumbai and New Delhi.
- (ii) No request for change of centre for examination shall be entertained.
- (iii) The Company, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) The Company also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

- (v) Candidate, will appear for the examination at an Examination Centre at his/her own risk and expenses and the Company will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/disqualification from this exam and also from future examinations conducted by the Company.

IV. Scores

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

V. Process for Arriving at Scores

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

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

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the Distribution of scores of all the forms.

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

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on total score

VI. Cut-off Score (Online Examination)

Each candidate will be required to obtain a minimum score in each test of Online Examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of

the interview process, scores obtained in the Online Examination will not be shared with the candidates shortlisted for interview.

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

F. INTERVIEW

Candidates who have been shortlisted in the Online Written Examination will subsequently be called for an interview to be conducted by the Company at Mumbai and/or other centers. The Centre, address of the venue, time & date of interview will be informed to shortlisted candidates in the call letter. Candidates are required to download their interview call letters from website of the Company, i.e. www.ecgc.in. Please note that any request regarding change in date, center etc. of interview will not be entertained. However, the Company reserves the right to change the date/venue/time/centre etc. of interview in unforeseen circumstances.

The total marks allotted for interview are 60. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/ 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 be sufficiently high in the merit to be shortlisted for further selection process, details of which will be made available subsequently on the Company's website.

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

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

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non-submission of requisite documents by the candidate**

at the time of interview will debar his/her candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter.
- (ii) Valid system generated printout of the online application form registered for Online Examination.
- (iii) Proof of Date of Birth (Birth Certificate issued by the competent Municipal Authorities or SSLC/Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in point H (i) of the advertisement
- (v) Marks-sheets & certificate for Graduation or qualifying degree examination etc. Proper document from Board/University for having declared the result on or before **01.04.2023** 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) Disability certificate in the prescribed format issued by the District Medical board in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of Online Examination, the duly filled in details of the scribe in the prescribed format.
- (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. Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defence services on or before **30.11.2023**
- (x) Candidates serving in Government / quasi govt. offices /Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not

be paid. The No Objection Certificate should be issued for appearing in the interview for selection to ECGC Limited.

- (xi) Experience certificate, if any
- (xii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Government of India
- (xiii) Any other relevant documents in support of eligibility

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

Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.

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

The Competent Authority for the issue of the certificate to SC / ST / OBC / 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: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon 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.**

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.

G. 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 **31/03/2024** 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 date of publication of final result. However, the Company reserved 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 General Category, will be treated at par with a General category candidate. Such own merit candidates belonging to reserved categories who are selected under unreserved (General) 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 an ALL-INDIA service and the selected candidates may be posted anywhere in India as per the discretion of the Company.

However, selected candidates have to serve minimum 10 years at Head Office, Mumbai in respective Department before any change is considered. The Company reserves the right to transfer any employee for the administrative reasons.

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 the ECGC for a minimum period of three years. The Bond will be invoked by ECGC if the candidate resigns from the service of ECGC before expiry of three years from the date of joining. In addition, 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 amount shall be in addition to the Bond amount.

H. IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

During the Online examination as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar/ 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 project.**

□ 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. **Social Distancing Mode conduct of Exam Related Instructions**

Different reporting time will be printed for a set of candidates. Candidate must report much before the Reporting time to avoid crowding.

1. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the admit card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's allotted time slot ONLY. Candidates should report at least 15 minutes before the Reporting time indicated on the call Letter.

2. Mapping of 'Candidate Roll Number and the Lab Number' may 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.

3. Items permitted into the venue for Candidates

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

- a. Mask (Advisable to wear it at all times)
- b. Gloves (Advisable to wear it at all times)
- c. Personal transparent water bottle
- d. Personal hand sanitizer (50 ml)
- e. A simple pen
- f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc)

g. 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 ID and on the Call Letter/Admit Card should be exactly the same. PwBD candidates are required to bring their disability certificate and show at the online written exam venue.

h. In case of Candidates opting for Scribes – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

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

5. Candidate should maintain safe social distance with one another.

6. Candidate should stand in the row as per the instructions provided at venue.

7. If candidate is availing the scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory. **Both candidate and Scribe are advised to wear a Mask.**

8. Candidate registration:

a. Candidate registration will be done through photo & biometric capture.

b. Photograph will be taken while candidate is standing.

c. Biometrics will be captured of the candidate.

d. Seat number will be given to the candidate.

9. Rough sheet call letter and ID proof management

Rough sheet(s) kept at each candidate desk will be used by candidate. No additional sheets will be provided during the exam.

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

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.

10. 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 exam may be added or modified depending on the situation during the scheduled date of exam)

I. HOW TO APPLY

Candidates can apply online only from 02.05.2023 to 31.05.2023 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 (text given below). 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 the 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 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.

Application Fees/ Intimation Charges Payable from 02.05.2023 to 31.05.2023 (Online payment), both dates inclusive, shall be as follows

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

- Rs. 850/- inclusive of intimation charges for all others

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

Procedure for applying online

(1) Candidates are first required to go to 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 & 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

- Photograph
- Signature
- Left thumb impression
- A hand written declaration

as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure I).

(4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to 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. No change is permitted after clicking on COMPLETE REGISTRATION Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

Mode of Payment

Candidates 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 & 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 application form is integrated with the payment gateway and the payment process can be completed by following the instructions therein.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After COMPLETE REGISTRATION, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an **e-receipt** will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

o 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.

o 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.

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

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

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

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.

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.

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 (server).

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 ECGC.

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

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

J. GENERAL INSTRUCTIONS

(1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and 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 Limited. ECGC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not 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 will be entertained. Such decisions shall be final and binding on the candidate. 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.

(4) Decision of ECGC Limited 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 Limited in this behalf.

(5) The scribe arranged by the candidate should not be a candidate for this online examination. If violation of the above is detected at any stage of the process, candidature of the candidate and the scribe will be cancelled.

(6) Not more than one application should be submitted by any candidate. In case of multiple Applications 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) Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled

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

(14) A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till

the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

(15) 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-exam is at the absolute discretion of ECGC Limited. 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.

(16) Eligible outstation candidates called for interview and scribes accompanying PWBD candidates will be paid 2nd 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.).

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

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

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

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

(21) ECGC Limited 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.**

(22) If at a later stage of selection process or recruitment, the handwriting on the handwritten declaration or photograph or biometrics 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.

(23) The candidates are required to follow all the guidelines regarding Social Distancing Mode of Exam given in this advertisement and subsequently. Any violation may result in cancellation of candidature.

K. 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.

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

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) 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 electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

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

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

(c) for termination of service, without notice, if he/ she has already joined the ECGC Limited.

Important: ECGC Limited 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 Limited in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, ECGC Limited 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

M. 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 Limited 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 online examination.

ECGC Limited 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 Limited. 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.

N. 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.

O. 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
Date : 19.04.2023

General Manager (HRD)
ECGC Limited

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.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-colored, 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.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - o Dimensions 140 x 60 pixels (preferred)
 - o Size of file should be between 10KB – 20KB
 - o Ensure that the size of the scanned image is not more than 20KB
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - o File type: jpg / jpeg

- o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- o File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English only clearly on a white paper with black ink.
- o File type: jpg / jpeg
- o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- o File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

Scanning the documents:

- o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- o Set Colour to True Colour
- o File Size as specified above
- o 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).
- o 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.
- o 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

- o 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
- o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

- o Select the file by clicking on it
- o Click the 'Open/Upload'
- o If the file size and format are not as prescribed, an error message will be displayed.
- o 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration 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 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, prior to submitting 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

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using

a (Yes, I have) or (No, I do not have).

Cough

Fever

Sore Throat / Runny Nose

Breathing Problem

Body Ache

I have NOT been in close contact with any person suffering from COVID 19 and am NOT under mandatory quarantine.

I may be subject to legal provision/ action as applicable for hiding any facts on COVID 19 infections related to me and causing health hazard to others.

I am aware ECGC has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I'm certifying that I've NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

Candidate Name : _____

Candidate Roll No : _____

Name of the Bank : _____

Date of the Exam : _____

Exam Center Name: _____

Signature of Candidate _____

(In case candidate is availing the services of a scribe, same Form is to be filled by the Scribe also if scribe also does not have Aarogya Setu App on Mobile).

**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 Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) 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

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:
Date:

[With seal of Office]
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

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. / Kumari _____ son/daughter of
_____ of village/Town _____ District/Division
_____ in the State/ Union Territory _____ belongs to the
_____ community which is recognized as a backward class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____. * Shri/Smt./Kumari _____ and/or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not
belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt. [SCT],
dated 8-9-1993 **.

Dated:

District Magistrate
Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

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

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

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

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date:

VALID FOR THE YEAR

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

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

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

Signature with seal of Office
Name
Designation

Recent
Passport size
attested
photograph of
the applicant

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

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

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

NOTE: -

The Income and Asset Certificate issued 'by 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.

FORM-I

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness) (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:

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 _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
 - Dwarfism
 - Blindness
- (Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He / She has _____% (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified)

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

Nature of Document	Date of Issue	Details of authority issuing certificate\

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

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

FORM - II
 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 No.:

Date :

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, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am 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 ((.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, 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	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			
18				
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This 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

£ - 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

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson
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Signature/Thumb impression of the person in whose favour disability certificate is issued.
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FORM - III
 Certificate of Disability
 (In cases other than those mentioned in Form I and II)
 (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 :

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 impairment / physical disability (in %) / mental
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.
