



TOBACCO BOARD

Government of India, Ministry of Commerce & Industry, Department of Commerce

G.T. Road, GUNTUR – 522 004 Andhra Pradesh

[AN ISO 9001:2015 CERTIFIED ORGANISATION]

www.indiantobacco.com

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Employment Notification No: 01/2019

On line applications are invited for filling up the following posts:

Code No.	Name of the post	No.of vacancies	Posts reserved for	Age in years	Pay Band, Scale and Grade pay (Rs.)	Fee (Rs.)
01	Field Officer/ Technical Assistant	25	SC-02, OBC- 08 ; UR- 13; EWS-02 (out of 25 vacancies, 01 for PwD –OH-OA.	18-30	Pay of Rs. Rs.35400 ; 7 th CPC-level-6 of pay matrix (pre revised 6th CPC PB-2; Rs. 9,300- 34,800 GP Rs.4,200/-)	500+ GST
02	Accountant/ Superintendent	16	SC-02; ST-01; OBC- 04; UR-08; EWS-01 (out of 16 vacancies, 01 for PwD-HH	18-30	Pay of Rs. Rs.35400 ; 7 th CPC-level-6 of pay matrix (pre revised 6th CPC PB-2; Rs. 9,300- 34,800 GP Rs.4,200/-)	500+ GST

Note: Relaxation of age will be given as per Government of India guidelines applicable to Group-B for SC/ST/OBC/PwD/ Meritorious Sportspersons/ Tobacco Board Departmental candidates.

Educational Qualifications (as on the last date of Online Registration i.e.15/07/2019):

Code No.	Essential	Desirable
01	B.Sc (Agriculture)	Knowledge of tobacco cultivation & grading
02	1) Degree of a recognized University or Institute. 2) Diploma or certificate Course in Tally Accounts Software from a recognized institute.	-

The last date for receipt of application is **15/07/2019**. The Crucial date for determining age limit shall be the closing date for receipt of applications from the candidates.

IMPORTANT INSTRUCTIONS TO CANDIDATES:

1. The posts are purely temporary but are likely to continue. Present place of posting is likely to be in Andhra Pradesh/Karnataka State and the person recruited will be transferred to any of the existing Tobacco Board's offices or likely to be opened in India.
2. The qualifications prescribed are minimum and possessing higher / additional qualification does not entitle the candidate to be called for test. The Tobacco Board has the right to fix criteria for screening the applications.
3. **The pattern of examination is as follows:**

Field Officer/Technical Assistant

Sl No	Test	No. of questions	No. of Marks
1	Knowledge of Agricultural Science	60	60*
2	General Knowledge	20	20
3	General English	20	20
Total:		100	100

*The following topics in the Knowledge of Agriculture Science have been prescribed for preparation of question paper and weightage of marks to different topics.

S.No.	Subject	No. of Marks
1.	Soil Science / Soil Chemistry: a) Soil & water analysis b) Types of Soil c) Soil & water conservation	5
2.	Agronomy: Field crops covering a) Nurseries, Main Field b) Field Preparation, Spacing, fertilization, Seed Sowing and Tillage and harvesting etc.,	10
3.	Pest and Pest Control	5
4.	Fungal and Viral diseases and their control	5
5.	Genetic plant breeding & Plant physiology	5
6.	General coverage of all agricultural subjects including Horticulture & Extension	10
7.	Environmental Sciences	20
Total Marks		60

Note: FCV tobacco cultivation related knowledge may be tested under S.No.1 to 5 in addition to general questions.

Accountant / Superintendent

S.No.	Test	No. of Questions	No. of Marks
1	Reasoning Ability	25	25
2	General Awareness/ knowledge of Accounting Principles	50	50
3	English Language	25	25
4	Numerical Ability	25	25
5	Office Work Aptitude	25	25
Total:		150	150

4. In view of the large number of applications, scrutiny of the eligibility category etc., will not be undertaken at the time of on line examination. Therefore, the application will be accepted provisionally only. The candidates are advised to go through the requirement of educational qualification, age etc., and satisfy themselves that they are eligible, before applying. Copies of supporting documents will be sought only from those candidates who are offered the post and they will be verified with the original documents. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the Board. Board's decision shall be final in this regard.
5. Candidates employed in Government/Public Sector undertakings /Autonomous bodies must apply through proper channel and candidates claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain in the service till the time of appointment in the event of their selection.

6. Candidates seeking reservation benefits for SC/ST/OBC/EWS/Persons with Disabilities (PWD)/Meritorious Sportspersons and Tobacco Board Departmental candidates must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. *The Scheduled Caste certificate issued by the following authorities in the form as prescribed in M H.A.O H No.42/21/49-N.G.S, dated 28/01/1952, as revised in Department of Personnel & A.R letter No.36012/6/76-Estt(S.C.T), dt. 29/10/1977 and OBC candidates should ensure that they are in possession of valid OBC Certificate issued within the due date issued by the authority mentioned in the prescribed format. In case of candidates seeking reservation benefits for Economically Weaker Sections (EWSs), the income and assets of the families as mentioned in para 2 of OM No.36039/1/2019-Estt. (Res.) dated:19/01/2019 of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training would be required to be certified by an Officer not below the rank of Tehsildar in the States/UTs. In case of reservation for Persons With Disabilities (PWD) would have to submit a Disability certificate issued by a Competent Authority in the format given in G.I., Dept.of Per.& Trg., OM. No.36035/3/2004-Estt.(Res.), dated:29.12.2005 will only be accepted.*
- i) District Magistrate / Additional District Magistrate / Collector/ Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 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 Tahsildar
 - iv) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
7. Candidates with disability of 40% and more will be considered wherever such reservation is available.
8. Traveling Allowance: The candidates belonging to SC/ST who are not already in the service of the Central / State Governments/Autonomous bodies/PSU etc., are eligible to get T.A. as per rules.
9. The candidates selected for the posts will be governed by New Pension Rules, which came into force with effect from 01/01/2004 **mutatis mutandis** and modified from time to time.
10. No correspondence will be entertained from the candidates in connection with the process of selection/appointment. Canvassing in any form will be treated as disqualification.
11. The Competent Authority reserves the right to enhance or reduce the posts and right to cancel the recruitment process at any stage without assigning the reasons thereof.
12. The upper age limit is relaxable for SC/ST/OBC/ Persons with Disabilities (PWD)/ Meritorious Sportspersons/ Tobacco Board Departmental Candidates as per the Government of India rules applicable to Group-B posts.

13. The examination will comprise of Online Objective Type examination as per the scheme of Examination.
14. Candidates in their own interest are advised to go through the detailed instructions contained in this notice carefully before applying.
15. Candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Disabilities (PWD) eligible for reservation are exempted from paying application fee as per the extant of Government orders.

A. DOWNLOAD OF CALL LETTER

Candidates will have to visit the **Tobacco Board** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the time specified for reporting on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. 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 and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph 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.

Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

CENTRE CLAUSES:

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. **Tobacco Board**, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. **Tobacco Board** also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and **Tobacco Board** will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, **Tobacco Board** reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, **Tobacco Board** reserves the right to allot any other centre to the candidate.

OTHER CLAUSES

1. 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 test conducting body. 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.
2. Decision of **Tobacco Board** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the **Tobacco Board** in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. **Tobacco Board** would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by **Tobacco Board** in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, **Tobacco Board** reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. 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 **Tobacco Board** 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 affect.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 15/06/2019 to 15/07/2019 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i) Scan their:
 - Photograph (4.5cm x 3.5cm)
 - Signature (with black ink)
 - Left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in this advertisement.
- ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- iii) **The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
- 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. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).
- 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 and mobile no., which should be kept active till the completion of this Recruitment Process. Tobacco Board may send intimation to download call letters for the Examination etc., through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ON LINE: 15/06/2019 TO 15/07/2019

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

A. Application Registration

1. Candidates to go to the **Tobacco Board** website **www.indiantobacco.com** click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email and SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. 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/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES - ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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.
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. **Guidelines for scanning and Upload of Documents.**

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

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.
- 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.
- 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.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

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

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.

- The signature, left thumb impression and the hand written declaration should be of 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 attendance or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb-50 kb.
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, 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 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.
 - **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, left thumb impression and hand written declaration.**

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (preferred for required quality) i.e.3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB.

Hand-Written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration.
 - File type: jpg/ jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e.10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration.
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- 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.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the 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 left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his / her application and re-upload his / her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

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 examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature
or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, 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 Tobacco Board.
 - (c) for termination of service, if he/ she has already joined in the Tobacco Board.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

- 1) The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.
- 2) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.
- 3) In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at

APPENDIX-I.

- 4) The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The candidate is permitted to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- 5) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**.
- 6) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled.
- 7) Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- 8) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- 9) The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- 10) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case, it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- 11) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- 12) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based and it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
- 13) Candidates not registered for compensatory time shall not be allowed such concessions.

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

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 up to two digits.

Note: Cutoffs are applied in two stages:

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

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

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

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

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

(Signature of the candidate with Disability)

Place:

Date: