

disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

- The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-I**.
- The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-II**.

Any candidate who is not eligible to use scribe as per guidelines referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment. Any candidate using scribe in violation of the above guidelines shall stand disqualified from the exercise and can be removed from service without notice, if he/she has already joined the Company.

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

D. 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 **2022-23. The certificate should have been issued after 31.03.2023.** Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - i. 5 acres of Agricultural Land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of interview.
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.

8. Selection Procedure

Phase-I: Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This would consist of 3 sections (with separate timings for each section) as follows:

	Name of Test/Section (not in sequence)	Type of test	Max. Marks	Duration for each test/section (Separately timed)	Version
1	English Language	Objective	30	20 min	English
2	Reasoning Ability	Objective	35	20 min	Eng/Hindi
3	Quantitative Aptitude	Objective	35	20 min	Eng/Hindi
	Total		100		

Candidates have to qualify in each test/section by securing passing marks to be decided by the Company. Adequate number of candidates in each category as decided by the Company (approximately 15 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

Phase – II: Main Examination

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 30 marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(I) Objective Test: The Objective Test of 2.5 hours' duration will be as follows. There will be separate timing for every section.

For Generalists

	Name of Test (not in sequence)	Type of test	Maximum Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	50	Eng/ Hindi	40 min
2	Test of English Language	Objective	50	Eng	40 min
3	Test of General Awareness	Objective	50	Eng/ Hindi	30 min
4	Test of Quantitative Aptitude	Objective	50	Eng/ Hindi	40 min
	Total (Aggregate)		200		

For Specialists

	Name of Test (not in sequence)	Type of test	Maximum Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	40	Eng/ Hindi	30 min
2	Test of English Language	Objective	40	Eng	30 min
3	Test of General Awareness	Objective	40	Eng/ Hindi	25 min
4	Test of Quantitative Aptitude	Objective	40	Eng/ Hindi	30 min
5	In Specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline	Objective	40	Eng/ Hindi	35 min
	Total (Aggregate)		200		

(ii) **Descriptive Test:** The Descriptive Test of 30 minutes' duration with 30 marks will be a Test of English Language (Letter Writing-10marks & Essay-20 marks). The descriptive test will be in English and will be conducted through on-line mode.

Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive test evaluation/Interview. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies available, cut offs will be decided for Descriptive paper evaluation.

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test (main examination) and qualify in the descriptive test for short listing for the Interview. Qualifying marks in the descriptive test shall be as follows: 15/30 (13.5/30 for SC, ST and PwBD).

A candidate shall be required to qualify in the descriptive test, but the marks in the descriptive test will not be counted towards short listing for interview or final selection.

Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)

There will be penalty for wrong answers marked in the Objective Tests. Each question for which a wrong answer has been given by the candidate, one-fourth 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.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Phase – III: Interview

Candidates who have been shortlisted at the end of Phase-II will subsequently be called for an Interview to be conducted by the Company. Interview will be conducted at select centres. The weightage (ratio) of online Examination and Interview will be 75:25 respectively. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter.

Candidates are required to download their interview call letters from company's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However, the company reserves the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

Final selection

Final selection would be based on consolidated marks of main examination (objective test) & Interview. The final merit list shall be prepared in descending order of the consolidated marks secured by the candidates. Candidates who fall within the number of vacancies in the merit list shall be considered for appointment. The selected candidates may be appointed in more than one batch as per the discretion of the Management. The seniority of the selected candidates will be as per the merit / select list. A Waiting List of candidates not exceeding 50% of the number of vacancies may also be prepared and may be utilized in the event of non acceptance of employment offer by the candidates selected in the final merit list.

As per prevailing practice, in the event of two or more candidates having obtained the same score, final merit is decided in the following order: a) Marks secured in interview (candidate securing higher marks in interview shall be placed before/ above the candidate securing lesser marks). If interview marks are same, then b) date of birth (candidate senior in age is placed before/ above the candidate junior in age).

Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Company. Such appointment will also be subject to the service and conduct rules of the Company.

The candidates are advised to ensure that they fulfill the requirements of age and qualification (as on respective crucial dates mentioned earlier) before they apply. If a candidate is found ineligible, his/her candidature will be cancelled at any stage of recruitment. Appearing in the ONLINE EXAMINATION(S) & INTERVIEW will not automatically confer any right of being selected for the said post.

Please note that candidates will not be permitted to appear for 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 and other information as it appears on the call letter/ application form and
- (3) Photocopy of the above photo-identity proof (as detailed below*)

*IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator and the original shall be produced 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