Recruitment of Asstt. Manager (Finance) on Direct Recruitment basis.

Pragati Power Corporation Limited (PPCL) & Indraprastha Power Generation Company Limited (IPGCL) are power generation companies under the Government of NCT of Delhi. The Companies are presently having three operational Power Stations i.e. Gas Turbine Power Station, Pragati Power Station-I and Pragati Power Station-III.

PPCL requires dynamic and goal oriented executives to join the organisation on the following position on direct recruitment basis:

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<td>04</td>
<td>19000-39100 + GP 5400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-revised Scale</td>
</tr>
</tbody>
</table>

* Pay scales are due for revision as per 7th CPC w.e.f. 1st January, 2016.

Candidates interested to apply for the above post may visit our website www.ipgcl-ppcl.nic.in or www.ipgcl-ppcl.gov.in to view Advertisement no. 2019/13 for eligibility and other terms & conditions along with application form/ web link: "https://ibpsonline.ibps.in/ppcldmoc19/".

Any amendments in the conditions or any other information will be uploaded on the websites of the Company only and no further notification will be given for the same in Press.

Last date of receipt of application is 30 days or 15th January, 2020 whichever is earlier from the date of issue of this advertisement.

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**Job Specification**

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<th>Minimum essential qualification and experience required</th>
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| 1.    | Asstt. Manager (Finance)    | **Age:** Maximum 30 years  
- Relaxable for employees of IPGCL / PPCL upto 05 years.  
- Age relaxation may be allowed as per Government Rules, if applicable on Delhi Government PSUs  
- The reservations to SC / ST, OBC and PwD is applicable as per Government norms.  
**Note:** The crucial date for determining the age limit shall be the closing date for receipt of application from the candidate.  
**Educational qualification:**  
Must possess one of the following qualifications:—  
- Chartered Accountant from the Institute of Chartered Accountant of India.  
or  
- Cost Management Accountant (ICWA), now CMA from the Institute of Cost Accountant of India.  
**Experience:**  
- One year on job training as Executive Trainee (Finance) in IPGCL & PPCL, OR  
- Two years' post qualification experience in Finance / Accounts department of the Government, Govt. PSUs, Large manufacturing or Generation Company.  
(DR will be carried through written test, interview and selection would be based on merit.)
- The selection process may consist any or all of the following selection methods i.e., written test / GD / Interview / or any other methodology as per the rules and decision of the Management.

- The post of AM (Finance) in PPCL is identified as suitable post for persons with disability. The PwD sub-category eligible to apply is OH-Orthopaedically handicapped (OL—One Leg / OA—One arm / CAL—One arm and One leg / BL—Both legs).

- The candidates from private sector organisation can apply for the post, if eligible.

- The essential educational and professional qualification shall be strictly as indicated above. In case of any deviation, the application will summarily be rejected.

- Wherever CGPA or grade in a degree is awarded, equivalent percentage of marks should be indicated (along with documentary proof from competent authority) in the application as per norms adopted by University / Institute.

**Pay & emoluments:** The pay & emoluments shall be as per pay band and grade pay as applicable from time to time and other benefits which includes, DA, HRA, Medical benefits, provident fund, gratuity, other perks etc. as per extant rules of the company. The pay scales are due for revision w.e.f. 1st January, 2016.

**Important Conditions:**

1. Only Indian Nationals are eligible to apply.

2. Before applying, the candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.

3. The candidates employed in Government Departments/PSUs/Autonomous Bodies must submit No Objection Certificate (NOC) with the application, from the employer. In case, the candidate fails to submit the NOC with the application, his/her candidature will not be considered.

4. In case of Direct recruitment, if the applicant is already working in a State Govt. PSU / Central Govt. PSU/ State Govt. Deptt. / Central Govt. Deptt. / Autonomous Bodies, application may be forwarded through proper channel. However, Disciplinary / Vigilance clearance certifying that no penalty is imposed against the officer for last 05 years and Experience Certificate will also be required at the time of interview.

5. Application sent through proper channel is to be certified by parent department that the particulars given by the candidates in their applications, regarding the details of educational qualification, relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete for post applied for.

6. The period for which the service is being rendered as “Trainee” will not be considered for counting of experience. Further, in case of applicants already
employed in Govt./PSUs/Autonomous bodies, only the experience gained on regular basis at substantive posts will be considered for eligibility.

7. Application not submitted strictly in the prescribed format or incomplete in any respect, especially without details of pay scales shall be liable for rejection. The candidates are advised to fill the application format carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that any subsequent request/clarification regarding job profile/experience, mailing address, category etc. at a later date will not be entertained under any circumstances.

8. PPCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. The Management reserves the right to fill or not to fill all or any of the above positions, without assigning any reason whatsoever. Also the vacancies may vary depending upon the requirement.

9. PPCL also reserves the right to cancel/amend the advertisement and/or the selection process there under, without assigning any reason thereof.

10. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Only short listed candidates will be notified for Test/Interviews.

11. Canvassing or bringing influence in any form will disqualify the candidature of the applicants.

12. Wherever the revised pay scale(s) have been mentioned, the corresponding pre-revised pay scale(s) should also be indicated.

13. Crucial date of determination of eligibility shall be the closing date prescribed for the receipt of applications.

14. It may please be noted that application received through e-mail or fax shall be summarily rejected. The envelope containing the application should be super-scribed with the name of the post applied for.

15. In case of any dispute, the decision of the Management will be final.

16. Legal jurisdiction in case of any dispute arising out of this recruitment shall be with the Courts of Delhi only.

17. The selected candidates for the Direct Recruitment posts shall have to execute the service agreement bond of specified amount as per the PPCL rules. Also, the selected candidates will be on probation for specified rules as per applicable rules and their regularization shall be subject to successful completion of the probation.

18. Candidates will have to produce the original documents for verification at the time of interview if call for. If any certificate etc. is issued in a language other than Hindi or English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of interview if called for.
HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD
D. TEST STRUCTURE

Candidates can apply online only from 17.12.2019 to 15.01.2020 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 Annexure III to 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. Bank 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 ONLINE : 17.12.2019 TO 15.1.2020

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 website www.ipgcl-ppcl.nic.in or www.ipgcl-pppcl.gov.in 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 & 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 candidate.

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 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 250 pixels (preferred)
- Size of file should be between 20kb–60 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 sheet 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.

[Signature]
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 / MS Office can easily obtain documents in jpeg format by using MS Paint or MS Office 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, 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: 300 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 handwritten declaration.
- Click on the respective link “Upload left thumb impression / handwritten declaration”.
- Browse and select the location where the scanned left thumb impression / handwritten 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 handwritten 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 handwritten declaration is unclear / smudged, the candidate’s application may be rejected.
2. After uploading the left thumb impression / handwritten 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 handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / handwritten declaration, prior to submitting the form.
3. After registering online candidates are advised to take a printout of their system generated online application forms.

D. TEST STRUCTURE:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Section</th>
<th>No. of questions</th>
<th>Maximum Marks</th>
<th>Version</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English Language</td>
<td>50</td>
<td>50</td>
<td>English Language only</td>
<td>35 minutes</td>
</tr>
<tr>
<td>2</td>
<td>Logical Reasoning</td>
<td>50</td>
<td>50</td>
<td></td>
<td>35 minutes</td>
</tr>
<tr>
<td>3</td>
<td>General Awareness</td>
<td>50</td>
<td>50</td>
<td></td>
<td>15 minutes</td>
</tr>
<tr>
<td>4</td>
<td>Professional Knowledge (Finance)</td>
<td>50</td>
<td>50</td>
<td></td>
<td>35 minutes</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200</td>
<td>200</td>
<td></td>
<td>120 minutes</td>
</tr>
</tbody>
</table>

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

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Company’s websites 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 (xii) 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 reporting time specified 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. Though the duration of the examination is 02 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, 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 / Photo identity proof issued by a People’s Representative 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 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. 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 name 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. Company, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

4. Company 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 Company 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, Company reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Company reserves the right to allot any other centre to the candidate.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A Scribe

(i) 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, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
The candidate will have to arrange his/her own scribe at his/her own cost.

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 candidate and the scribe will be cancelled. 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.

A person acting as a scribe for one candidate cannot be a scribe for another candidate.

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.

Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills 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.

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.

Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.

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.

(i) Guidelines for Candidates with loco motor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) 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 not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

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 Company in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company 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. Company 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 Company in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, Company 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 of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Company 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.

6. 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