

CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE, KOLKATA

(A Unit of Council of Scientific & Industrial Research)

Advertisement No. 01/2021

CSIR-CGCRI/Govt. strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply

Closing Date: 15.08.2021

Applications are invited from the Indian Nationals for the under mentioned posts in the CSIR- Central Glass & Ceramic Research Institute, Kolkata and its two extension centres at Khurja and Naroda.

Vacancy Code	Vacancy Code and Name of the Post	No. of Vacancy, Reservation Status and Age Limit	Qualifications required	Scale of Pay
J-01	Junior Stenographer (English/Hindi)	05 [UR: 04, SC:01 Total posts : 05 including 01 VH] [#] Age: 27 years	10+2/XII standard or its equivalent with proficiency in computer typing speed/ use of computer and stenography.	Pay Level-4, Cell-1 of Pay Matrix as per 7 th CPC (Gross emoluments approximately Rs. 38,000/- p.m)

[#] No. of Vacancies may vary either way

Job requirement:

Vacancy Code: J-01: To provide secretarial/stenographic assistance/Typing and other official work.

Mode of Recruitment: Skill Test and Written Examination.

Vacancy Code.	Vacancy Code and Name of the Post	No. of Vacancy, Reservation Status and Age Limit	Qualifications required	Scale of Pay
A-01	Junior Secretariat Assistant (General)	07 [UR:05, SC:01, OBC:01 Total posts : 07 including 01 reserved for Ex Serviceman] [#] Age: 28 Years	10+2/XII standard or its equivalent with a computer typing speed of 35 wpm in English or 30 wpm in Hindi along with proficiency in use of computer.	Pay Level-2, Cell-1 of Pay Matrix as per 7 th CPC (Gross emoluments approximately Rs. 30,000/- p.m)
A-02	Junior Secretariat Assistant (F&A)	03 (UR:03) [#] Age: 28 Years	10+2/XII standard or its equivalent with Accountancy as a subject with a computer typing speed of 35 wpm in English or 30 wpm in Hindi along with proficiency in use of computer.	Pay Level-2, Cell-1 of Pay Matrix as per 7 th CPC (Gross emoluments approximately Rs. 30,000/- p.m)
A-03	Junior Secretariat Assistant (Stores &Purchase)	03 (UR:03) [#] Age: 28 Years	10+2/XII standard or its equivalent with a computer typing speed of 35 wpm in English or 30 wpm in Hindi along with proficiency in use of computer.	Pay Level-2, Cell-1 of Pay Matrix as per 7 th CPC (Gross emoluments approximately Rs. 30,000/- p.m)

[#] No. of Vacancies may vary either way

Job requirement:

Vacancy Code: A-01, A-02, A-03: Candidates are required to provide assistance in the functions of General Administration/Stores & Purchase/Finance & Accounts besides any other official work as and when assigned.

Mode of Recruitment: Skill Test and Written Examination

General Information and Conditions:-

[A] Benefits under Council Service:

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance(HRA), Transport Allowance etc. as admissible to the CSIR employees stationed in Kolkata, Khurja, Naroda. Council Employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
2. Besides pay, these posts carry usual allowances as admissible under the CCS rules made applicable to Council employees.
In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.
3. The selected candidate will be governed by the New Defined Contribution Pension Scheme of Government of India as made applicable with effect from 1st January, 2004.

[B] Relaxations:

1. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of online applications i.e. 15.08.2021. The upper age limit is however, relaxable as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/examination.
2. There will be no age restriction in the case of Departmental Candidates from CSIR for these posts provided they possess the prescribed qualifications.
3. Relaxation in case of Ex-Servicemen will also be applicable as per GOI/CSIR provisions.
4. Upper age limit is relaxable for SC/ST [5 years]/ OBC [3 years].
5. Age relaxation for persons with benchmark disabilities: Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;(d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
6. Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of this application and should be issued by the Competent Authority.
7. In case of a candidate unfortunately becoming a Candidate belonging to Person with Benchmark Disability during the course of the examination process, the candidate should produce valid document of acquiring a disability to the extent of 40% or more as defined under the RPwD Act, 2016 to enable drawing the benefits of reservation as available to the Persons with Benchmark Disability (PwBD).
8. Special Age Relaxation: Upto the age of 35 years (Up to 40 years in case of candidates of Scheduled Castes/Scheduled Tribes) in the case of Widows, Divorced Women, Judicially Separated from their husbands, who are not re-married. Persons claiming age relaxation under this sub-para, would be required to product following documentary evidence- i) In case of Widow, Death Certificate of her husband together with an affidavit that she has not remarried since. ii) In case of divorced women, or women judicially separated from her husband, a certified copy of judgement/decreed of the appropriate court to

Proof the fact of divorce or judicial separation, as the case may be, with an affidavit that she has not remarried since.

[C] General conditions/information:

1. These positions are open only to Indian Nationals.
2. Candidates in their own interest should go through this advertisement and satisfy themselves that they meet all the eligibility requirements in terms of age, educational qualifications etc. CSIR_CGCRI will not scrutinize the applications at this stage. Any wrong or incomplete information shall render the candidate ineligible without any further notice. The candidature is provisional at all the stage of recruitment process.
3. Candidate should ensure that he/she possesses educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of online electronics application.
4. The number of vacancies indicated against each category is provisional and may vary at the time of selection.
5. The qualifications prescribed should have been obtained through recognized Universities/Institutions.
6. Application form should be complete in all respects. Complete application means (i) all information sought duly filled in or provided (ii) application form duly signed with date wherever required/asked (iii) all relevant documents sought duly self-attested by the individual to be enclosed. Incomplete applications/applications received not accompanied by the required certificates/documents are liable to be rejected.
7. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted.
8. Verification of original documents regarding date of birth, educational qualification, caste (wherever applicable) etc will be verified at a date and time to be communicated.
9. No travelling allowance shall be paid to the candidates for appearing in the examinations.
10. Further information regarding the examination including the names and addresses of the Centre Coordinators, admit cards, result of examination etc. will be displayed on the CSIR-CGCRI website. The candidate may visit CSIR-CGCRI website (<http://www.cgcri.res.in>) from time to time for any additional instructions/updates.
11. CGCRI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
12. **DOWNLOAD OF CALL LETTER:** Candidates will have to visit the Institute's 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.
13. **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.
14. **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 Licence/ 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 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 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.

15. Interim queries will not be entertained.

16. Canvassing in any form and/or bringing in any outside influence (political or otherwise), will be treated as a disqualification for the post.

17. Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.

18. Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification either before or after any of the stages of selection, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled forthwith.

19. The decision of the Director, CSIR- CGCRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of skill/written test as per CSIR Administrative Services(Recruitment & Promotion) Rules, 2020 and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

[D] 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. Institute, 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. Institute 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 Institute 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, the Institute 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, Institute reserves the right to allot any other centre to the candidate.

[E] GUIDELINES FOR PERSONS WITH 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:

- The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination.
- 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.
- 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.

•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.

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.
- 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.

(F) 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 the Institute in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Institute 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. The Institute or its outsourced agency 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 the Institute or outsourced agency in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the Institute or its outsourced agency 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 of the Institute's 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, where applicable.

(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: Cut offs are applied in two stages:

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

(G)BIOMETRIC DATA – Capturing and Verification

Biometric data (thumb impression) and the photograph of the candidates may be captured at the examination hall at any stage to verify the identity of the candidate. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

[H] Mode of Selection:

1. **Selection for the post of JSA(G/F&A/S&P):** The candidates fulfilling all necessary eligibility criteria as recommended after the Screening will be invited for an open competitive examination and typewriting test on Computer. The Written competitive examination consists of the papers (Paper-1[Mental Ability Test] and Paper-2{General Awareness & General Language}). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. The proficiency in computer typing speed and in using computer will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the written examination.
2. **Selection for the post of Junior Stenographer:** The candidates fulfilling all necessary eligibility criteria as recommended will be invited for open competitive examination and typewriting test on Computer and proficiency test in stenography. While the typewriting test on Computer and proficiency test in stenography will be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
3. **Medium of Examination:** The questions for examination will be bilingual i.e., Hindi and English except for the English Language part of Paper II.

[I] How to apply:

1. Applicants working in Government Departments shall be required to upload a 'No Objection Certificate' from their employer while applying, failing which their candidature will NOT be considered. The Vigilance Clearance Certificate should be recorded in the NOC. CSIR-CGCRI will not accept any person on lien or deputation basis.
2. (a) Eligible candidates are required to apply on-line through CSIR-CGCRI website: <http://www.cgcri.res.in>
(b) No other mode of application will be accepted.
(c) Online application will be available on CSIR-CGCRI website upto 11.59.59 p.m. of 15.08.2021.
(d) The candidates has to remit application fee Rs.100/- through NET Banking/Debit Card/Credit Card etc

(e) Scheduled Caste/Scheduled Tribe/Persons with Disabilities/Women/CSIR Employees are exempted from submission of application fee.

DETAILED GUIDELINES/PROCEDURES FOR

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

Candidates can apply online only from 01.07.2021 to 15.08.2021 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 × 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. Intimation may be sent 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: 01.07.2021 TO 15.08.2021

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 Institute’s website www.cgcri.res.in and 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 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 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-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.

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

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - 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
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - 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
- 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.
- 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
- File Size as specified above
- 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).
- 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.

Procedure for Uploading the documents:

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

- Select the file by clicking on it
- Click the ‘Open/Upload’
- 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.

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.*

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.

(J)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 the Institute**
 - (c) for termination of service, if he/ she has already joined the Institute.**

For any Technical Support, please contact: ‘Technical Support to Candidates’:
<http://cgrs.ibps.in>