

- c. For 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 use keyboard, and scribe is essential to write and use keyboard in examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per prescribed proforma (**Annexure-E**).
- d. The posts identified suitable in FCI for PwBD candidates have been tabulated in the advertisement. As such, facility of scribe/reader/lab assistant can only be provided on production of certificates from the concerned authority in the prescribed proforma as mentioned above.
- e. **The candidate opting for bringing his own Scribe/Reader/Lab Assistant, the qualification of the scribe should be one step below the qualification of the candidate taking examination.**
- f. In case, subsequently it is found that the qualification of Scribe is not one step below the qualification of the candidate taking examination the candidature of the candidate shall liable to be summarily rejected.
- g. Accordingly, PwBD candidates appearing in the above examination who are eligible for scribe (as given in Para-b and c above) are advised that in case they need the assistance of Scribe from FCI, they should indicate the same at the time of applying online. Further, such candidates may also visit the FCI Regional Office of the State in which their Examination Centre is situated to meet the scribe **two days** before the examination to check and verify whether the scribe is suitable or not. The address & email ids of FCI Regional Offices are available on FCI website i.e. <http://fci.gov.in/contactUs.php>
- h. **For eligible PwBD candidates using their own Scribe in the above examination are required to submit 'Scribe Declaration Form (Annexure-F) on the day of examination at Examination Venue.**
- i. The candidates eligible for scribe will be allowed compensatory time of 20 minutes per hour in the examination on production of requisite certificate as mentioned in Para-d above.
- j. It may be noted that in case candidate does not apply for scribe assistance from FCI at the time of applying online, it will be presumed that he/she does not require scribe from FCI and may arrange for the same on their own.
- k. PwBD candidates taking assistance of a scribe and availing compensatory time will be required to submit requisite certificate as mentioned above at the time of Document Verification/Online exam venue (as applicable), failing which their candidature will be liable to be cancelled.

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

SELECTION PROCESS:

Manager (General/Depot/Movement/Accounts/Technical/Civil Engineering/Electrical Mechanical Engineering):- The selection process will be consisting of Online Test, Interview and Training.

Manager (Hindi):- The selection process will be consisting of Online Test and Interview.

A) PATTERN OF ONLINE TEST

The online test will comprise of Phase-I and Phase-II exams.

i) The online test of Phase-I shall be common irrespective of the post. The test structure for Phase I Online test is as follow:-

Sr. No	Name of the Test	No. of Qs.	Max. Marks	Duration (minutes)	Medium of examination
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual (English and Hindi)
3	Numerical Aptitude	35	35	20 minutes	Bilingual (English and Hindi)
		100	100	60 minutes	

NOTE: - In the Phase-I of online test, the test will be Objective type (Multiple Choice Questions). Each question will carry equal 01 (one) mark. For each wrong answer, there will be negative marking of one-fourth (1/4) of the mark assigned to that question. If a question is left blank, i.e. no answer is marked by the candidate; there will be no negative marking for that question. The marks obtained in Phase-I will not be reckoned in final merit ranking.

ii) Phase-II online test will comprise of:-

Number of Papers			Post code	Post	Note
One Exam	Paper	Paper I only	A	Manager (General)	
			B	Manager (Depot)	
			C	Manager (Movement)	
Two Exam	Paper	Paper I and Paper II	D	Manager (Accounts)	Candidates applying for any ONE of the post code D, E, F and G will appear in Paper-I to be followed by Paper-II. ONLINE TEST for Paper - I & Paper – II shall be held in single sitting.
			E	Manager (Technical)	
			F	Manager (Civil Engineering)	
			G	Manager (Electrical Mechanical Engineering)	

	Paper III and Paper IV	H	Manager (Hindi)	Candidates applying for Post code H will appear in Paper-III to be followed by Paper-IV. ONLINE TEST for Paper - III & Paper-IV shall be held in single sitting.
Note-I: - Paper-I is common for post code A, B, C, D, E, F, and G.				
Note-II:- Online Test for Paper - I & Paper - II and Paper – III & Paper IV shall be held in single sitting.				

Paper Type	Number of questions and Marks	Duration	Negative marking
Paper – I	120 Multiple Choice Questions will carry equal 01 marks. Paper will carry maximum 120 marks	90 minutes	There will be no negative marking in Phase-II of the examination.
Post specific Paper-II (in phase II)	60 Multiple Choice Questions each carrying 02 marks. Paper will carry maximum 120 marks.	60 minutes	
Paper-III (Only for the Post of Manager (Hindi) Post Code-H)	120 Multiple Choice Questions will carry equal 01 mark. Paper will carry maximum 120 marks	90 minutes	
Paper-IV (Only for the Post of Manager (Hindi) Post Code-H)	(i) 01 Passage for translation from Hindi to English (ii) 01 Passage for translation from English to Hindi (iii) 01 essay in Hindi (iv) 01 Precis Writing in English Each question carries 30 Marks and total Marks will be 120.	90 minutes	

Pattern of Paper – I and Paper – II of Phase-II Online Test shall be as follows:

Paper-I (Duration - 90 minutes) (120 Marks):

120 Multiple Choice Questions of General Aptitude consisting of Reasoning, Data Analysis, Computer Awareness, General Awareness, Management and Current Affairs for the post of Manager (General / Depot / Movement / Accounts / Technical / Civil Engineering / Electrical Mechanical Engineering).

Paper-II (Duration - 60 minutes) (120 Marks):

- I. 60 Multiple Choice Questions on General Accounting and Finance for candidates applying for Manager (Accounts)

OR

- II. 60 Multiple Choice Questions on Agriculture, Food Science and Technology, Agricultural Engineering & Bio Technology for candidates applying for Manager (Technical)

OR

- III. 60 Multiple Choice Questions on Civil Engineering / Electrical Mechanical Engineering for candidates applying for Manager (Civil Engineering / Electrical Mechanical Engineering).

The syllabus for specified technical posts for Paper-II to assess the post specific technical knowledge of relevant stream is as under:

I. Manager (Accounts) (Post Code-D):

- 1. Basic Accounting concept including preparation of books of accounts and Accounting Standards.**
- 2. Financial Management:** (a) Analysis of Financial statement (b) Budgeting & Budgetary control (c) Working Capital management (d) Capital Budgeting & Ratio Analysis.
- 3. Taxation:** (a) Income Tax including filing of return, TDS, Advance Tax etc. (b) Goods & Services Tax.
- 4. Auditing:** (a) Auditing Concepts and Methods (b) Internal & External Audit of Companies.
- 5. Commercial Laws:** (a) Contract Act (b) Companies Act (c) Sales of Goods Act (d) Negotiable Instrument Act (e) Consumer Protection Act (f) RTI Act.
- 6. Basic of Computers:** (a) Operating System (b) Browsers (c) Email (d) Memory (Internal, External, portable) (e) Chats (f) Office (Word, PowerPoint, Excel) (g) Networks.

II. Manager (Technical) (Post Code-E):

- 1. Agricultural-** Statistics of Indian Agriculture (Cereals & Pulses), Food & Agriculture Microbiology, Nutrition (Animal & Plant), Postharvest care of Cereals & Pulses, Food grain Protection, Agriculture Extension.
- 2. Biotechnology-** Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, Recent trends.
- 3. Entomology-** Basic Entomology, Economic Entomology, Beneficial and harmful insects, integrated Post Management (IPM), Storage Grain Insect pest, Vertebrate Pests.
- 4. Chemistry-**Physical Chemistry: Structure of Atoms, Chemical Bonding, Radioactivity; Inorganic Chemistry, Periodic Table, Basics Metals & Non-metals, Organic Chemistry, Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Biochemistry (Carbohydrates, Proteins & Fats).
- 5. PFA Act, 1964, Food Safety and Standards Act, 2006/ Food Safety and Standards Regulations 2011, Right to information Act, 2005**

III. Manager (Civil Engineering) (Post Code-F):

1. Engineering Materials & Construction Technology

Selection of site for the construction, Planning and orientation of buildings, Ventilation and air conditioning, acoustics. Building and highway materials, Stones, Bricks timber, Lime, Cement Mortar, Plain and reinforced Cement Concrete, Bitumen, Asphalt.

2. Building Materials: Stone, Lime, Glass, Plastics, Steel, FRP, Ceramics, Aluminium, Fly Ash, Basic Admixtures, Timber, Bricks and Aggregates Classification, properties and selection criteria, Cement etc.

3. Construction Practice, Planning and Management: Construction Planning, Equipment, site investigation, Tendering Process and Contract Management, Quality Control, Productivity, Operation Cost; Land acquisition, Labor safety and welfare.

4. Surveying

Surveying, Leveling, temporary and permanent adjustments of levels and Theodolite, Use of theodolite, tachometry. Trigonometrically and Triangulation survey. Contours and contouring, Computations of areas and volumes.

5. Soil/Geotechnical Engineering

Classification of soil , Field identification tests , water content, specific gravity, voids ratio, porosity, Soil permeability and its determination in the laboratory and field, Darcy's law, Flow nets its Characteristics. Local and general shear failures, design Criteria for shallow foundation, Plate load test, Stability of simple slopes.

6. Highway and bridges: Classification of road land width, Flexible pavements, WBM courses, sub base, sand bitumen base course, crushed cement concrete base / sub-base course. Prime and tack coats, surface dressing, Asphaltic concrete, seal coats etc.

7. Structural Analysis: Strength of materials, Bending moments and shear force, Analysis of determinate and indeterminate structure, Suspended Cables, Concepts and use of Computer Aided Design.

8. Design of steel structures: Principles of working stress methods, Design of tension and compression members, Design of beams and beam column connections, built-up sections, Girders, Industrial roofs, Principles of Ultimate load design.

9. Design of Concrete and Masonry Structures; Limit state design for bending, shear, axial compression and combined forces; Design of beams, Slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases.

10. Estimating, Costing and Valuation: estimate, analysis of rates, earthwork, Brick , RCC work shuttering, Painting, Flooring, Plastering flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles etc. Valuation- Value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation.

IV. Manager (Electrical Mechanical Engineering) (Post Code-G):

Thermodynamics, Heat Transfer, Refrigeration and Air-conditioning, Theory of Machines, Machine Design, Strength of Materials, Engineering Materials, Production Engineering , Industrial Engineering ,Production Planning and Control Material handling, Electrical Circuits, Network theorems, EM Theory, Electrostatics, Material Science (Electric Materials), Electrical Measurements, Elements of Computation Power Apparatus and Systems (Power System: Power generation; Thermal, Hydro, Nuclear & Solar power production and Transmissions), Electro mechanics, Control Systems, Electronics and Communications, Estimation and costing, Use of computers.

Pattern of Paper – III and Paper – IV shall be as follows:

Paper-III (Duration-90 minutes) (120 Marks)

120 Multiple Choice Questions on General Hindi, General English, General Awareness, General Intelligence, Computer Awareness, Management and Current Affairs for candidates applying for the Post Code H Manager (Hindi).

Paper-IV (Duration-90 minutes) (120 Marks) (Subjective Test):

- i. 01 Passage for translation from Hindi to English (30 Marks)
- ii. 01 Passage for translation from English to Hindi (30 Marks)
- iii. 01 essay in Hindi (30 Marks)
- iv. 01 Precis Writing in English (30 Marks).

For appearing in Paper-IV Manager (Hindi) candidate should be able to use the following keyboard layouts:

1. Inscript
2. Remington (GAIL)

Note-

- i. **Marks obtained in Phase-I online exam will not be reckoned for final merit list. The candidates fifteen times the number of vacancies advertised shall be called for Phase-II examination.**
- ii. The merit of Online Test, for post code A, B & C will be decided on Paper -I of Phase- II.
- iii. For post code D, E, F & G the merit of online test will be decided on the basis of combined marks secured by candidates in Paper-I & post specific Paper-II of Phase- II.
- iv. Manager (Hindi) (Post Code-H):- Candidates applying for Manager (Hindi) will need to take paper III & IV in Phase II. The merit of online test will be on the basis of combined marks secured by the candidates in both Paper – III and Paper- IV.
- v. Manager (General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering):- Candidates are to be shortlisted for Interview on criteria of minimum 50% marks in Online Test of Phase-II for unreserved categories and 45% marks for SC, ST, OBC and the Persons with Benchmarks Disabilities (PwBD). The number of candidates to be called for Interview shall normally be three times the number of advertised vacancies. However, where the number of candidates is less than three times the number of vacancies, then all the qualifying candidates may be called for interview as the case may be.
- vi. A candidate has to appear in all the phases of the recruitment process to be considered for the selection. The candidates are advised to visit FCI Website regularly.
- vii. All papers in the online examination will be of objective type multiple choice questions only except paper IV for Manager (Hindi) which will be of subjective type.
- viii. Online Test will be bilingual i.e. in English and Hindi except for language papers.
- ix. In case of Manager(General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering), the Weightage assigned for Online Test (Phase-II), Interview and Training are 80%, 10%, and 10% respectively. Upon successful completion of the training , the selected candidates may be considered for issue of appointment orders as Managers and such candidates will be placed on probation as per the rules.
- x. In case of Manager (Hindi) the Weightage assigned for Online Test (Phase-II) and Interview are 90% and 10% respectively.

B. INTERVIEW

- i. For the post code A,B,C,D,E,F,G and H candidates who have been shortlisted in the Online Test will subsequently be called for an Interview in the advertised vacancy to candidate ratio of 1:3, to be conducted by FCI. The document verification will be completed at the time of Interview. The said processes will be conducted at select centres. The venue, time & date of Interview will be informed to the shortlisted candidates in the call letter for interview. Candidates are required to download their Interview call letters from authorised FCI website www.fci.gov.in. Please note that any request regarding change in date, venue etc. of Interview will not be entertained. However, the FCI reserves the right to change the date/ venue/ time/ etc. of Interview. The weightage assigned to Interview will be 10%. The

combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Exam and Interview, details of which will be available subsequently on FCI website.

- II. Those candidates who are meritorious on the basis of combined merit in Online Test and Interview and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for further appointment as Manager (Hindi) or as Management Trainees (MTs) for cadres General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering.
- III. While appearing for the Interview/ Document Verification, the candidate should produce valid prescribed documents. In the absence of valid documents, candidature of the candidates is liable to be cancelled. Candidates will be allowed for the Interview only after Document Verification process. FCI shall take no responsibility to receive any certificate/remittance/ document sent separately.

C. TRAINING

Training as a Management Trainee is a part of the recruitment process which carries a weightage of 10%. Candidates selected as Management Trainees (General/ Depot/ Movement/ Accounts/ Technical/ Civil Engineering/ Electrical Mechanical Engineering) will undergo six months training. Only consolidated stipend will be paid to them at the rate of Rs. 40000/- (Forty thousand only) per month during the training period. On completion of six months training successfully, they will be considered for absorption in the Corporation as Managers in the IDA Pay scale of **Rs. 40,000 – 140000/-**

IMPORTANT INFORMATION / INSTRUCTIONS:

1. **A CANDIDATE CAN APPLY IN ANY ONE ZONE ONLY i.e. EITHER NORTH ZONE OR SOUTH ZONE OR EAST ZONE OR WEST ZONE OR NORTH EAST ZONE AS PER THE VACANCIES.**
2. **A CANDIDATE CAN APPLY ONLY FOR ANY ONE OF THE POST CODE A, B, C, D, E, F, G AND H in opted Zone only.**
3. However, if it is found that, for any reason, the candidate has submitted multiple Applications, in which case such online application with the higher "Registration Number" accompanied by fresh fee (If applicable) and complete in all respect will only be considered by FCI and the earlier applications submitted will not be considered. The fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further, it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.
4. The candidate will be considered for the post applied for, on the basis of his/her merit for the post within the Zone applied for.
5. Further, the candidates are advised to visit <http://fci.gov.in/pageDetail.php?view=333> for the Job Description of the above mentioned posts. The candidates applying for the posts under Depot, Technical cadres should further note that these are field level posts and the selected candidates are expected to render their services in the Mandis/Procurement Centres, Depots and Godowns, offices of FCI.
6. **DOWNLOAD OF CALL LETTER**
Candidates will have to visit the FCI website (www.fci.gov.in) 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