

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 and at any stage of the recruitment process as required by the Company, failing which they will not be allowed to appear in the interview/ their candidature is liable to be rejected at any stage.

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.

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.

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

8. Selection Procedure

Part A - Applicable for all applicants other than for Hindi Officers.

The written exam will be conducted in two phases

Phase – I: Preliminary Examination online

Phase – II: Main Examination online

Phase-I: Preliminary Examination (applicable for all disciplines except for Hindi Officers)

Preliminary Examination consisting of Objective Tests (Multiple Choice type Questions) for 100 marks will be conducted online (applicable for all disciplines except Hindi Officers). This test would be of 60 minutes duration consisting of 3 sections (with separate timings for each section) as follows:

S. No	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 minutes	English
2	Reasoning Ability	Objective	35	20 minutes	Eng / Hindi
3	Quantitative Aptitude	Objective	35	20 minutes	Eng / Hindi
	Total (Aggregate)		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 online (applicable for all disciplines except for Hindi Officers)

Main Examination will consist of Objective Tests (Multiple Choice type Questions) for 250 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 3 Hours duration consists of five & six sections for Generalists & Specialists respectively for total 250 Marks:

For Generalists:

S. No	Name of Test/Section (Not in sequence)	Type of test	No. of Questions	Maximum Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	50	50	Eng / Hindi	40 min
2	Test of English Language	Objective	50	50	Eng	40 min
3	Test of General Awareness	Objective	50	50	Eng / Hindi	30 min
4	Test of Computer Knowledge	Objective	50	50	Eng / Hindi	30 min
5	Test of Quantitative aptitude	Objective	50	50	Eng / Hindi	40 min
	Total (Aggregate)			250		

For Specialists:

S. No	Name of Test/Section (Not in sequence)	Type of test	No. of Questions	Maximum Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	40	40	Eng / Hindi	35 min
2	Test of English Language	Objective	40	40	Eng	30 min
3	Test of General Awareness	Objective	40	40	Eng / Hindi	20 min
4	Test of Computer Knowledge	Objective	40	40	Eng / Hindi	25 min
5	Test of Quantitative aptitude	Objective	40	40	Eng / Hindi	35 min
6	In Specialist stream, an additional test to assess technical & professional knowledge in the relevant discipline	Objective	50	50	Eng / Hindi	35 min
	Total (Aggregate)			250		

- (ii) **Descriptive Test:** The descriptive Test of 30 Minutes duration with 30 marks will be a Test of English Language (Essay – 10 Marks, Précis – 10 & Comprehension – 10 marks). The descriptive test will be in English and will be conducted through on-line mode.

Candidates will be required to obtain a minimum score for each section separately of objective test for short listing for the Descriptive Test evaluation i.e., the descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies, cut offs will be decided for Descriptive Papers evaluation i.e. there will also be a separate cut-off marks for the Descriptive Test. **The Descriptive test will be qualifying in nature and the marks scored in the Descriptive test will not be counted towards short listing for interview or final selection.**

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.

Penalty for Wrong Answers (Applicable to both – Preliminary and Main Examination (objective tests):

The objective test except on "English Language" will be bilingual (in English and in Hindi). All the questions will be objective type with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and "mouse click" that alternative which he or she feels correct. 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 alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

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

Candidates will be shortlisted for Interview on the basis of overall marks scored in Main Examination after evaluation as above.

The Descriptive English Test will be conducted only through online mode. Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 30 minutes to answer the questions.

Candidates will have to appear for the online examination at their own expenses.

Part B. - Applicable for Hindi Officers only

The online written exam of 3 Hours 30 Minutes duration will be conducted in a single phase for Hindi (Rajbhasha) Officers:

S. No	Name of Test/Section (Not in sequence)	Type of test	No. of Questions	Maximum Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	40	40	Eng / Hindi	35 min
2	Test of General Awareness	Objective	40	40	Eng / Hindi	25 min
3	Test of English Language	Objective	40	40	Eng	35 min
4	Test of Translation (English to Hindi and Hindi to English)	Objective	40	40		25 min
5	Test of Hindi and English grammar/ vocabulary & knowledge of Act/ Rules regarding Official Language implementation	Objective	40	40	Eng / Hindi	30 min
6	Test of Hindi Language Essay, Précis, Comprehension & Letter Writing	Descriptive	4	50	Hindi	60 min
	Total (Aggregate)			250		

The marks distribution for Test of Hindi Language (Section 6) is: Essay – 20 Marks, Précis – 10, Comprehension - 10 marks & Letter Writing – 10 marks.

The Descriptive Test of Hindi Language will be conducted only through online mode. Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

- i. Inscript
- ii. Remington (GAIL)

Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 60 minutes to answer the questions.

Each candidate will be required to obtain a minimum score for each section separately to be eligible for short listing for the interview.

Further, each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the Written Examination for short listing for the Interview.

Penalty for Wrong Answers (objective tests):

The objective test except on "English Language" will be bilingual (in English and in Hindi). All objective type questions will be with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and "mouse click" that alternative which he or she feels correct. 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 alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

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

Candidates will be shortlisted for Interview on the basis of overall marks scored in the online Examination after evaluation as above.

Applicable to all candidates

Candidates will have to appear for the online examination at their own expenses.

The Company reserves the right to modify the structure of the examination which will be intimated through its website. Selection would be based on the performance in the on-line 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. The decision to select the candidates from waiting list is solely at the discretion of the management.