Recruitments at ICTS-TIFR, Bangalore

Guidelines for Screening and Selection Process

Contents

(i) Guidelines for the online application form……..……..Page 2

(ii) Clarification of terms used in the Screening and Selection Process…….Page 3

(iii) General instructions and information for all posts at all Pay Levels……Page 6

(iv) Preliminary scrutiny of documents……...……Page 9

(v) Physical Tests for the post of Driver or Security Guard
(or for other posts where Physical Tests are compulsory)…….…….Page 10

(vi) Skill / Trade Test, Written Test ……..…….…….Page 10

(A) For all Administrative/Technical/Auxiliary posts up to level 6 …..…….Page 10

(B) Final selection: For all posts of Administrative, Technical and
Auxiliary of Pay Level 6 and below.…..……..Page 11

(C) Written Test, Interview, and Selection for all posts at or above
Pay level 7 ……..…….Page 11

(i) Guidelines for the online application form

1. Candidates should read this document and the advertisement thoroughly, before filling the online application forms.

2. Candidates are required to fill the application form via the online link given in the advertisement. For this, they should make sure to use a reliable internet connection.

3. Candidates are required to fill separate application forms when applying for multiple posts. An application submitted for a specific post will not automatically be considered for other posts, even if the candidate is eligible for the other posts.

4. Candidates should ensure that they meet the minimum eligibility requirements – like age, caste category, qualifications, work experience, etc. They should submit the application form only if they meet the minimum requirements. Applications of candidates who do not meet the minimum eligibility requirements will be rejected.

5. Candidates should ensure that they make no errors while filling the application form. To ensure this, they should keep all required documents with them while filling the form.

6. Candidates are required to enter all the mandatory information specified in the application form. Incomplete applications will be immediately rejected. If specific questions are not applicable to the candidate, they should enter "NIL" or "Not applicable" as the response.

7. Candidates should ensure that the required information, including the age, mobile number, e-mail address, details of the qualifying degree (university, degree, year of passing, marks, etc), work experience (company name, designation, start and end date of work, etc), etc., is entered in the correct format in the form.

8. If there is a problem while applying, or for any queries regarding the application procedure, candidates should contact the ICTS-TIFR Establishment section for clarifications, at the e-mail address recruitment@icts.res.in.

9. Candidates should provide a working mobile number and email address in the application form. They should regularly check their e-mail and the ICTS-TIFR website for information related to their application. For clarifications, the ICTS-TIFR Establishment would use the e-mail address or the mobile number to get in touch with the candidate.

10. Candidates who are eligible for further age relaxation as per extant TIFR or GOI rules are required to submit the applications online and send a hardcopy of the online application by post (through Indian Post or Speed Post), along with a copy of the relevant certificate in support of age relaxation and proof of DOB, education certificates, experience certificates, ID proof, caste certificate (if applicable).

    Applicants working in a Government/Semi-Government/Public Sector Undertaking must apply online and send hardcopies of their online application along with a copy of relevant documents through the proper channel. Applicants who do not send their online application through the proper channel, if called, will be able to participate in the recruitment process only upon submission of a NOC from the competent authority.

(ii) Clarification of terms used in the Screening and Selection Process.

11. **Preliminary Screening of Applications**: This involves screening of all online applications for a given post based on the minimum eligibility criteria, as stated in the advertisement. The eligibility criteria include age, caste category, educational qualifications, number of years of work experience, etc. Applications that are incomplete will also be removed at this stage.

12. **Short-listing after the Skill/Trade test**: All candidates who meet the eligibility criteria will be invited to take the skill/trade test. Candidates who qualify in the skill test/trade test would be short-listed to appear for the written test and interview. Note that short-listing of candidates does not mean that they would be selected for the post; the final selection will be based on the written test and the interview.

12.1. **Internal Candidates:** A permanent, project, or temporary staff member of TIFR may apply for an advertised post. Certain relaxation in age is provided for such candidates, as given below:

(a) Relaxations in upper age limit up to 45 years (limited to 50 years with all relaxations) for posts below level 9.

(b) A relaxation in upper age limit, up to 50 years (limited to 55 with all relaxations) for posts at Level 10 and above unless a particular post has a higher upper age limit.

(c) Waiver of experience in clerical duties while applying for the post of clerk.

(d) The above age relaxations for internal candidates applying for permanent posts in TIFR are also applicable for temporary/project/contract posts.

(e) Candidates hired through service/manpower contracts and casual employees will not be considered as Internal Candidates.

12.2. Reserved and Ex-Servicemen categories

12.2.1. The age relaxation criteria for candidates belonging to the reserved category and for Ex-Servicemen are given below:

Category	**Age relaxation**
SC	5 years
ST	5 years
OBC	3 years
PWD	10 years for Group C and 5 years for Group A and B
PWD belonging to SC/ ST/ OBC	Age relaxation of 10 years over and above the age relaxation of 5 years for SC/ST and 3 years for OBC for Group C, and age relaxation of 5 years over and above the age relaxation of 5 years for SC / ST and 3 years for OBC for Group A and B.
Ex-Servicemen	Deduct the period of service from his/her actual age and the resultant age should not exceed the maximum age limit prescribed for the post by more than 3 years (period of military service plus 3 years)

12.2.2 Age relaxation for candidates in the reserved category can be given only after verification of the valid Caste Certificate issued by the competent authority and enclosed by the applicant with the application. For OBC candidates, the OBC certificate should be in the Government of India format and should be supported by the Non-Creamy Layer Certificate. However, if an OBC candidate has enclosed an OBC Certificate supported by a Non-Creamy Layer Certificate issued by a state government, the candidate may be called for the interview (if found otherwise suitable). If so, this would be clearly indicated in the screening committee report.

12.2.3 Candidates will not be disqualified due to over-qualification, except when this is explicitly stated in the advertisement.

12.2.4 If the number of applications for a given post is very high, after the initial screening based on the minimum requirements, the Screening Committee, in consultation with the Chairperson of the Selection Committee, may restrict the numbers using criteria suitable for the particular post. If this is done, it will be explicitly stated in the Screening Committee report.

12.2.5 The Screening Committee report shall not only include the list of eligible candidates, but also the list of rejected candidates with the reasons for their rejection. The report will be signed by all the committee members.

13. **Preliminary checking of documents**: For each candidate, the statements in the application will be verified to test his/her eligibility for the post for which she/he has applied. The original documents will be scrutinized before the start of the Skill/Trade test to verify the age, caste category, educational qualifications, number of years of post-qualification experience, whether or not the application was received through the proper application channel, and (for candidates working in central or state government institutions, public sector units, or autonomous bodies), whether a no-objection certificate from the employer has been included. Candidates should keep their original documents ready for this preliminary check.

14. **Skill/Trade Test:** The Skill/Trade Test aims at assessing the competence of the candidate in the working areas of the post. For clerical posts, these skills include the English language, Computer proficiency, Communication, Mathematical Ability, Reasoning, Aptitude, General Knowledge, Knowledge of the domain subject, etc. For technical posts, such as Tradesmen or Laboratory Assistant posts, the skills would include technical aspects such as soldering, identifying components, understanding circuits, etc.

    For administrative posts, the Skill/Trade Test may be in written form; it is emphasized that this does not constitute the main Written Test. For technical posts, the skill/trade tests will be conducted in either the workshop or the laboratory as practical work, with the outcome of the tests decided by the committee.

    Some posts require a mandatory Physical Fitness test.

    The result for the Skill/Trade Test will be either YES (pass) or NO (fail). If required, more than one Skill/Trade Test may be conducted to assess the abilities of each candidate.

The main Written Test may be carried out before the Skill/Trade tests, depending on the availability of resources and at the discretion of the competent selection authority. In such circumstances, the Written Test answer sheets will be evaluated only for candidates who qualify in the Skill / Trade tests.

15. **Main Written Test**: Candidates who qualify in the Skill/Trade test will then take the main Written Test. The Written Test will consist of a combination of multiple-choice and descriptive questions in the domain areas of the advertised post, as mentioned in the guidelines. The marks obtained in the Main Written Test shall be considered for the final selection. The main written test may be carried out before the Skill/Trade test depending upon the discretion of the competent selection authority/ availability of resources.

16. **Interview:** Candidates who clear the Written Test will then be interviewed by a committee for all posts at or above Pay Level 7. Interviews may also be required for posts at Pay Level 6 and above in case of Scientific and Technical post and also for Trainees.

17. **Selection Process**: The selection of candidates will take place at ICTS-TIFR referred to as the venue of the selection. The marks obtained by each candidate in the Written Test and the Interview will be considered for the final selection for the post. The top-scoring candidate, subject to a minimum score of 60%, will be selected for the post. Other candidates, again subject to a minimum score of 60%, would be placed in a rank-ordered wait-list. If the Selection Committee finds no suitable candidate for the post, the result of the selection process will be "No suitable candidate found".

18. **Listing of candidates**: Listing of candidates is done at various stages:

    18.1. Shortlisting of candidates after the preliminary checking of documents, to verify eligibility. The list containing the application number and the remarks "Shortlisted" or "Not Shortlisted" will be displayed on the institute website.
    18.2. Shortlisting of candidates who clear the Skill/Trade Test, and qualify for the Written Test and the interview. The list containing the application numbers of all such candidates will be displayed on the notice board of the institute and at the venue of the selection process. However, in case the written test is conducted before the result / marks of this test will not be published.
    18.3. Selected candidate: The list of selected candidates, based on the main Written Test and the interview, along with the name and the application number will be displayed on the institute website.

(iii) General instructions and information for all posts at all Pay Levels:

19. The Institute has the right to cancel the entire advertisement OR the advertisement of some or any posts at any point of time, without assigning any reason and even at very short notice. In case of any dispute or ambiguity that may occur in the selection process, the decision of the Institute shall be final. No complaints or correspondence will be entertained in such circumstances.

20. Applications that are incomplete, that omit required details, or that contain false information or incorrect details will be rejected immediately. For such applications, there will be no correspondence with the candidate. It is the responsibility of the candidate to submit complete and correct information in the application by the application deadline. The applicant should retain a copy of the submitted application and its reference number for any related communication. Applications received after the application deadline will not be considered. For such cases, no correspondence or personal inquiries shall be entertained.

21. Candidates working under Central/State Govt./Public Sector Undertakings/Autonomous Bodies/Universities should forward their application through the proper channels before the application deadline, or produce a "No Objection Certificate (NOC)" at the time of Skill/ Trade Test and the Written Test and interview. Candidates whose applications are not forwarded through the proper channels and who also do not produce an NOC at the time of Skill/ trade Test and the Written Test and interview (as the case may be) will be deemed to be ineligible for selection, and will not be allowed to appear for the Skill / Trade Test or the Written Test and Interview.

    However, if the candidate has applied via the proper channels but there has been a delay in the forwarding of the application, the candidate may produce a copy of the application forwarding request made by them at their organisation with the obtained acknowledgement (with seal and stamp). Similarly, if there is a delay in receiving the NOC from the organisation, the candidate may produce a copy of the application that s/he has made at his/her organisation for the issue of the NOC with the obtained acknowledgement (with seal and stamp). Such candidates would be allowed to participate in the selection process. However, the "application through the proper channel" or NOC (as the case may be) from their parent office should be received at ICTS-TIFR within 8 days of the date of the Written Test and interview, failing which they will be disqualified from the selection process.

    Candidates who are working in term-based/contract appointments in Central or State government organisations, including autonomous bodies, also need to submit an NOC or forward their application through the proper channels.

22. The shortlisting of applications will be based on the essential qualifications, essential experience, and desirable requirements as mentioned in the advertisement. However, in case of a large number of eligible applications for a post, the institute reserves the right to restrict the number of candidates for shortlisting by using additional criteria such as the percentage of marks, the number of years of experience, or other suitable parameters. No correspondence or personal inquiries shall be entertained in such cases.

23. Verification of Documents: All the original documents of candidates relating to age, caste/category, educational qualifications, work experience, reference certificates, no-objection certificates, etc., will be checked and a self-attested copy of each document retained when candidates report for the selection process.

24. Candidates who have worked earlier OR are currently working at any center/field stations including TIFR are allowed to apply against the advertised post(s). If they meet the shortlisting criteria, such candidates will be considered for the selection process along with other candidates. Certain relaxation for such candidates, as allowed by the Government/TIFR rules, will be applied.

25. The Institute will display the list of Shortlisted and non-Shortlisted candidates (including the application numbers) on the institute website and will provide a deadline within which shortlisted candidates should respond, to confirm their availability. Based on the responses received by the above deadline, the Screening Committee will make the final decision as to whether any additional candidates, who are eligible and suitable, will be added to the list of Shortlisted candidates for the selection process.

26. Provisionally shortlisted/not shortlisted list of candidates: The list of Provisionally shortlisted/not shortlisted candidates will be uploaded on the website after the preliminary screening of applications. An email and SMS notification will be sent to the candidates. The not shortlisted candidates will be given a timeline of 10 days to submit their representations, if any.

    The time given for non-shortlisted candidates is only to facilitate the candidate and is not absolute in nature. While every care will be taken in screening the applications, ICTS-TIFR reserves the right to rectify errors and omissions, if detected at any stage.

    Mere submission of representations shall not confer any right to the applicant for acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion, which is subject to examination by the Review Committee for the purpose.

    If at any stage, it is found that the candidate is not eligible for the selection process, then his/her candidature shall be cancelled forthwith.

    The final list of shortlisted candidates will be uploaded on the website subsequent to the review of the representations, if any. An email and SMS notification will be sent to the candidates.

27. The Call letters, inviting candidates to appear for the selection process, will be sent only to the final shortlisted candidates. Such a list with application numbers will be displayed on the ICTS-TIFR webpage. This list is not the final selection list for the post.
28. The final shortlist of candidates will be displayed on the institute website once the shortlisting has been completed. No enquiries will be entertained about the shortlist before it is displayed on the institute website.

29. The Call letters will be sent to the shortlisted candidates by ordinary post at the contact address mentioned in their application. A soft copy of the Call letter will also be sent to the email address provided in the application. It is the responsibility of the candidate to provide a correct contact address and a correct email address in the application, so that s/h receive the communications from the Institute about the post. No enquiries will be entertained for cases of non-receipt of call letters by the candidates.

30. Candidates should acknowledge receipt of the call letter by post or e-mail and specifically state whether they will be attending the selection process as detailed in the call letter.

31. Candidates should carry with them either the original call letter, a printout of the soft copy of the call letter, or the soft copy on a mobile phone for the selection process. They should also be aware of their application number, which will be required at various stages of the selection process.

32. For all posts, outstation candidates belonging to the SC/ST categories will be reimbursed with the travel fare (i.e. will be provided with a travel allowance, TA) as per their eligibility, as mentioned in their call letter and as per the Institute rules. To avail of this, they will have to fill in a TA form at the venue of the selection process and will have to attach the original travel tickets.

Candidates should book their travel tickets according to the guidelines mentioned in the call letter. These will be considered for TA reimbursement. After completing the selection process, the candidate may collect the TA amount from the Accounts department, ICTS-TIFR. If candidates are found to not be eligible for TA fare as per the guidelines, they will not be reimbursed the TA fare. Candidates who do not meet the eligibility criteria will not be entertained for any TA reimbursement process.

33. TA will be reimbursed for all eligible candidates for posts at Pay Level 10 and above, as stated in the call letter. To avail of this, candidates will have to fill a TA form at the venue of the selection process and attach the travel tickets. Candidates should book their travel tickets according to the guidelines mentioned in the call letter. These will be considered for TA reimbursement. After completing the selection process, the candidate may collect the TA amount from the Accounts department, ICTS-TIFR. If candidates are not found eligible for the TA fare as per the guidelines, they will not be reimbursed the TA fare. Candidates who do not meet the eligibility criteria will not be entertained for any TA reimbursement process.

34. Candidates are expected to carry with them all necessary stationery items such as pens, pencils, erasers, rulers, calculators, etc, as may be required based on the domain area of the Skill/Trade Test and the Written Test. No additional instruction on this account will be provided. Answer sheets and sheets for rough work will be provided. Mobile phones may not be used to carry out calculations.

35. Candidates should strictly switch off their mobile phones before starting the Skill / Trade Test and the Written Test. All luggage and mobile phones must be kept at a designated place, as instructed by the Institute staff.

36. During the selection process, candidates should remain at the place designated for them, and should not roam around the Institute. All candidates are required to maintain the decorum of the Institute. Instructions given by the Institute staff and/or the security staff should be strictly adhered to in this regard.

37. For selection, it is mandatory for candidates to appear for all the tests, i.e. the Skill / Trade Test, the Written Test and the Interview, as applicable for the post. Missing any individual test will result in the immediate disqualification of the candidate; in such cases, the candidate will not be considered for the rest of the selection process.

38. It is the responsibility of the candidate to be available at the venue of the selection process for the various stages of the process, as applicable for the post, unless s/he wishes to withdraw from the selection process. No communication shall be made to contact candidates who are not available on time for the steps of the selection process. If a candidate is not available at the expected time for the next step of the selection process, no justification or explanation will be entertained.

39. It is possible that the Written Test is conducted first for ALL candidates and the Skill/ Trade test is conducted later, depending on the availability of resources. In such a situation, the answer papers of the Written Test of only those candidates who have qualified (i.e. qualified YES) in the Skill / Trade Test will be evaluated. The decision to conduct the Skill / Trade test first or the Written test first will be taken by the Competent Authority depending on circumstances at the venue of the Selection process; the decision will be final and binding.
The selection committee, at its discretion, can conduct the skill test or the written test first.

40. Candidates will be assigned a random roll number for the written and skill/trade test. Only the roll number will appear on the answer sheets submitted by the candidates. The correspondence between roll number and candidates will be made available to the chair of the selection committee after the answer sheets have been evaluated.

41. The selected candidate(s) will be offered an appointment letter once the procedure of approval of the selection is completed in all respects. The appointment letter may be issued to the selected candidate(s) immediately after the selection approval process is completed, or, due to administrative reasons, may be sent to the selected candidate(s) later.

42. The ICTS-TIFR "Jobs" webpage will display the final Merit List as soon as possible after the selection process. No enquiries will be entertained about the final Merit List before it is displayed on the Institute webpage. This Merit list will only contain either names or application numbers.

43. The marks obtained in the main Written Test or the interview will not be displayed on the website.

(iv) Preliminary scrutiny of documents:

44. The call letter will be sent to the shortlisted candidates along with a bio-data form, which will contain the application number. The candidates should bring along with them the filled and signed bio-data form with an affixed photo, as well as all required original certificates and copies.

45. Candidates should reach the venue of the selection process by the reporting time mentioned in the call letter. Candidates who arrive late may be allowed to join the test at the discretion of the Selection Committee. The decision of the Selection Committee in this regard is final and binding.

46. **For all Administrative/Technical/Auxiliary posts at all levels**: At the time of attending the Skill/Trade Test or the Written Test or the Interview, a preliminary scrutiny of the original required documents (as stated in the advertisement) will be carried out for all the candidates, to ensure their eligibility for the selection process. The scrutiny will be for age, caste/category, educational qualifications, work experience, whether the application has been received through proper channels or whether an NOC from the employer has been submitted, reference certificates, etc, as per the advertisement. If the candidate cannot produce the required original documents, s/he will be deemed to be ineligible for the selection process.

47. It is the sole responsibility of the candidates to bring all relevant original certificates to prove their candidature, along with a photocopy set of these certificates. If a candidate fails to produce a required certificate, the Institute reserves the right to disqualify the candidate at any stage of the selection process. This clause will also be clearly mentioned in the call letter. No representation or correspondence will be entertained in this regard.

48. Candidates applying against the reserved category of posts (SC/ST/OBC/PwBD/EWS) should bring with them the original caste/EWS certificate in the format required for central government jobs along with a current validity certificate. If a candidate does not provide both these

certificates, s/he will be disqualified at the beginning of the selection process.

49. Finally, only candidates whose documents are checked, verified, and found to be correct will be eligible for the selection process. All other candidates will be disqualified from the selection process.

(v) Physical Tests for the post of Driver or Security Guard (or for other posts where Physical Tests are compulsory):

50. A preliminary physical examination of the candidates will be carried out by professionals on the day of selection. The preliminary physical and medical tests include measurements of height, weight, chest size, and eyesight, as well as a general medical check-up. The types of physical tests for the posts of Driver and Security Guard are described in the advertisement. The tests will be carried out in an open ground. For such posts, only candidates who qualify in the Physical Tests will be allowed to proceed for the Main Written Test.

51. For the post of Driver, the Skill Test will involve the driving of a vehicle as per the RTO rules and procedures. The Committee members will observe the driving skills of each candidate and will decide whether the candidate is qualified with all required driving skills. Only candidates who have cleared the driving test will be allowed to proceed for the main Written Test.

52. For the post of Security Guard, the Skill Test will be based on the requirements of Fire Fighting, Security Drill, Parade, General Security Duty aspects, etc.

(vi) Skill / Trade Test, Main Written Test:

(A) For all Administrative/Technical/Auxiliary posts up to level 6:

53. **Syllabus for Administrative Posts:** The Skill Test will aim at assessing competence in the English language, computer skills, communication skills, mathematical abilities, reasoning, aptitude, general knowledge, knowledge of the domain subject, etc. Skill Tests covering these topics will be taken in writing and/or on the computer, depending on the availability of resources. The Skill Test is used as a qualifying test, i.e., the result will be either YES or NO, for the main Written Test. In order to qualify, the candidate must score at least 60% in the test.

54. **Computer Skill Test:** Computer Skill Test shall be conducted for testing the level of accuracy in typing, understanding and knowledge about Microsoft Word, Excel, PowerPoint, as well as other tools and languages.

55. **Syllabus for Technical Posts**: The Skill / Trade Test will be aimed at assessing the competence and knowledge of the candidate in the trade relevant to the post. It will be conducted in either the workshop, the laboratory, or in a separate room. The test will involve performing practical work based on a diagram, a demonstration, or actual site work, etc. In such cases, the Skill/Trade Test will be conducted by a committee and the result will be declared as “Qualified YES or NO.” The Trade Test is used as a qualifying test, i.e. the result will be either YES or NO, for the main Written test. In order to qualify, the candidate must score at least 60% in the test.

The committee supervising the Skill / Trade Test may ask for clarifications from candidates about the practical work during the test or after the test is over, and may also test the understanding of the candidate about the formulas, methods, techniques, communication, etc. This is a part of the Skill / Trade Test and is not an Interview.

56. **The main Written test for all levels of Administrative Posts:** Candidates who qualify in the Skill / Trade Test will next appear for the Main Written Test. The list of such candidates, containing only the candidate application numbers, will be displayed on the notice board at the venue of the selection process. The Main Written Test will be designed based on the knowledge, experience, skills, etc. mentioned in the advertisement. It will include both descriptive and objective questions. The syllabus includes all knowledge required for the posts, all government rules and procedures required for the posts, general awareness, understanding of the English language, basic mathematics, accounts, purchase, stores, general administration, services, contracts, aptitude, reasoning, etc, and any other aspects deemed relevant for the post. No printed syllabus or earlier question papers will be provided to candidates; enquiries for the syllabus or earlier question papers will not be entertained.

57. **The Main Written test for all levels of Auxiliary and Technical posts:** Candidates who qualify in the Skill/Trade Test will next have to appear for the Main Written Test. The list of such candidates, containing only the candidate application numbers, will be displayed on the notice board at the venue of the selection process. The Main Written Test will be designed based on the knowledge, experience, skills, etc. mentioned in the advertisement. It will include both descriptive and objective questions. The syllabus includes all knowledge required for the posts, all relevant technical formulae, equations, fundamentals, principles, relevant mathematics, physics, statistics and analytics, diagrams, circuits, etc, and any other aspects deemed relevant for the post. No printed syllabus or earlier question papers will be provided to candidates; enquiries for the syllabus or earlier question papers will not be entertained.

(B) Final selection: For all posts of Administrative, Technical, and Auxiliary of Pay Level 6 and below:

57. For the purpose of the final Merit List, the marks secured in the main Written Test will be considered. The candidate(s) with the highest marks in the Written Test, subject to a minimum percentage of 60%, will be selected, with the number of selected candidates depending on the number of posts advertised. All other candidates with a percentage above 60% in the Written Test, will be placed on a rank-ordered Waiting List, ordered by the marks in the Written Test. The Waiting list will be valid for One year from the date of the selection process.

58. The above final Merit List, containing only names and application numbers (but not the marks), will be displayed on the institute website as per (19.3) of the Definitions.

(C) Written Test, Interview, and Selection for all posts at or above Pay level 7 and Pay level 6 and above for Scientific and Technical Post:

59. There will be a Written Test as well as an Interview for all posts at or above Pay Level 7.

60. The Institute will first conduct a Written Test for such posts, based on the required skills, experience, knowledge, etc. mentioned in the advertisement to assess the competence of the candidate. The Written Test will be conducted as described above. The Written Test will be conducted for total marks decided by the Competent Authority. However, the final marks obtained by each candidate in the Written Test will be scaled to total marks of 40.

61. After the evaluation of the Written Test papers, the Selection Committee will make a short list of candidates who have successfully qualified in the Written Test, and who are to be called for the interview. Candidates who do not qualify in the Written Test will not be called for an interview.

62. Candidates who have been called for an interview will be interviewed by a committee. The total marks for the interview will be 60.

63. If the number of candidates qualifying for an interview is large, it is possible that the interviews may spill over to the following day. Candidates should hence be prepared to stay overnight for the interview. For outstation candidates only, accommodation may be provided on a chargeable basis. Such accommodation is not guaranteed but is based on availability. Efforts will be made to complete the interview process for outstation candidates on the day of the Written Test but this cannot be guaranteed. The decision of the Committee on the order of the interviews will be final, and no argument on this will be entertained.

64. The final Merit List will be based on the sum of the marks in the Written Test (out of 40 marks) and the interview (out of 60 marks), and will have a total of 100 marks. The highest ranked candidate(s) from this Merit List, subject to a minimum of 60% of marks, will be selected, based on the number of posts advertised. All other candidates with a percentage above 60% in the Merit List, will be placed on a rank-ordered Waiting List, ordered by the final marks. The Waiting list will be valid for One year from the date of the selection process.

65. The marks obtained by candidates in the various tests mentioned above are confidential and cannot be shared with anyone other than the candidate.

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