ANNEXURE-III

The details of the Computer Based Test modality & Selection methodology and General Instructions

1.0 APPLICATION FEE:

i. Candidates belonging to General and OBC categories are required to pay application fee of Rs100/-(Rupees one hundred only) through SBI collect only. The link is available at our website →www. bvfcl.com →online payment. SC/ST/PwBD /Ex-SM candidates are exempted from payment of Application Fee.

ii. No other mode of fee payment would be acceptable. Payment slip is to be sent along with Application form.

iii. Application fee, once paid, will not be refunded under any circumstances.

iv. Application of candidates for whom application fee is not received by BVFCL within the last date of receipt of applications, shall not be considered for selection process.
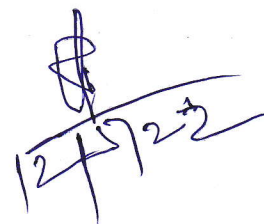
2.0 CONCESSIONS & RELAXATIONS:

i. Minimum age requirement is 18 years and upper age limit is 33 years as on 01.05.2022.

ii. Upper age relaxation of 03 years to OBC (Non-creamy layer) candidates shall be available for the post reserved for them only, as per Govt. of India guidelines.

iii. Age relaxation to Ex-servicemen candidates (ExSM) would be provided as per rules.

iv. Upper age relaxation by 10 years for PwBD(UR), 13 years for PwBD-OBC (Non Creamy layer) candidates.

v. 20 minutes per hour of extra compensatory time in online test shall be provided to PwBD candidates who are allowed use of scribe. **If** the examination is less than one hour long then additional time will be allocated accordingly on pro rata basis.

Note: SC/ST candidates applying against un-reserved posts shall be considered against general standards of merit and no relaxation in age, qualification, prescribed in various selection process of above posts etc. shall be extended to them. Further the same shall also be applicable to PwBD candidates applying for unreserved posts as mentioned above (except age relaxation).

3.0 ONLINE COMPUTER BASED TEST & SELECTION METHODOLOGY FOR THE POST OF JUNIOR CHEMIST GR-I.

i. Selection process shall consist of ONLINE CBT Test.

i. Merit list shall be prepared based on online Computer Based Test marks only.

ii. Based on the number of posts equal number of candidates from top of the merit list will be called for document verification and medical test.

ix. In the merit list for selection for the above posts, if Computer Based Test marks of more than one candidate are same, then the candidate with the higher percentage of marks in the

induction level qualification (B.Sc degree) shall be given preference in the merit list. In case if the percentage of mark is also identical, then the candidate older in age shall be preferred.

ii. If the selected candidate does not join after issuance of offer of appointment, then next candidates as available in Panel as per the order of merit shall be issued offer of appointment to fill up the post.

iii. All applications will be scrutinized as per qualification, work experience and age criteria specified in the notification of vacancies. Only eligible ones will be considered for Computer Based Test.

4.0 DETAILS OF THE ONLINE TEST /SELECTION CRITERIA:

A. ONLINE TEST MODALITY

i. There shall be 100 questions in the Computer Based Test and each correct answer shall carry 1 mark.

ii. Eligible candidates will be required to appear online Computer Based Test at their own expenses.

iii. Computer Based Test for the post of Junior Chemist Gr-I (Maximum 100 marks)

SL.No	Type of Test	No. of questions	Maximum marks	Duration
1	General English	20	20	3 hours
2	General Knowledge	20	20	
3	Reasoning & Analytical ability	20	20	
4	Subject knowledge.	40	40	
	Total		100	

B. GENERAL

i. The questions including subject knowledge will be set as per standard of Educational qualification criteria as advertised for post.

ii. There shall be no negative marking for wrong answers.

iii. Duration of online test for PwBD candidates shall be of 4.00 hours (Including extra Compensatory Time).

iv. All the question papers (except General English portion) will be bilingual i.e. English and Assamese.

v. Candidates are advised to visit our website: www.bvfcl.com from time to time for all necessary information like online Test, Roll No: Venue, etc.

5.0   DISABILITY CERTIFICATE

1) Categories / sub-categories of Persons with Benchmark Disabilities eligible shall be as identified under Govt. of India notification. Persons suffering from not less than 40% of the relevant disability shall be considered as a PwBD candidate for this recruitment process as per the Rights of Persons with Disabilities Act 2016, for the post reserved for them and the applicable relaxations/concessions shall be available to them.

2) The certificate of disability should be in terms of Rule 18(1) & 20 of the Rights of Persons with Disabilities Rules, 2017 in the prescribed format (Form V/Form VI/Form VII).

3) Disability certificate of only those candidate who are in merit list from online test, shall be checked at the time of document verification and only those candidate whose disability certificate is found in order, along with other documents, shall be allowed for joining in BVFCL

6.0   PRE-EMPLOYMEWNT MEDICAL FITNESS

1) All the provisionally selected candidates will be required to undergo pre-employment medical and fitness test at BVFC Hospital prior to employment and fulfilling other conditions mentioned in the offer of appointment. Candidates found medically unfit will be disqualified.

2) The PwBD candidates, except for their specified category of handicap, must be within the normal range of all other physical standards.

7.0   VERIFICATION OF DOCUMENTS

1) Candidates are required to submit photo copies of document along with application with regard to their qualification, age, experience and category etc. They shall be shortlisted for appearing in online test purely based on the supporting document furnished by them along with application and fulfilling the requisite criteria as per advertisement. Only eligible candidates will be considered for online test.

2) Candidates are, therefore, advised to furnish the correct information about their qualification, age, experience & category.

3) During document verification after the online test or at any stage of selection process, in case it is detected that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any materials fact(s) or is unable to produce original documents or possesses higher qualification, his/her candidature will stand cancelled.

4) The information furnished by the candidate with regard to qualification, age, category etc. shall be cross-checked from the original documents of the candidates at the time of document verification. Only those candidates, whose documents are found in order and who are meeting the prescribed eligibility criteria for the post, shall be allowed to appear in medical test.

5) The following original documents along with a self attested copies are required to be furnished at the time of document verification:

a. School Leaving certificate/10th pass/ Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.

b. SC/ST/OBC(NCL) certificates of reserved category candidates in the prescribed format issued by the Competent Authority.

c. Year-wise mark sheets and Full Time B.Sc with Chemistry one the subject in Degree level.

d. Experience certificate

e. Any other certificate, if applicable

6) Without original documents, candidates shall not be allowed to join in selected post.

7) After checking, original documents shall be returned to the candidates on the same day and only the self-attested copies shall be retained by BVFCL. Candidate himself shall be responsible for safe custody of original documents.

8.0   GENERAL INSTRUCTIONS:

1) The date of birth will be as per School Leaving certificate/HSLC / Matriculation certificate issued by the concerned education board as proof of date of birth. No other document relating to age such as horoscope, affidavit, birth extracts from Municipal Corporation, service records etc will be accepted.

2) The admit card for appearing in the written test will be sent to the eligible candidates through the email id's/ post provided by them in the application form. The candidates are advised to keep the email id's (as provided by them in the application form) active. No TA/DA will be paid to the applicants for the journey and stay during any stage of the recruitment.

3) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials etc. At any stage of the selection process, if it is found that candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.

4) Category (General/SC/ST/OBC/PwBD/Ex-servicemen once filled the application form will not be changed and no benefit of other category will be admissible later on. The
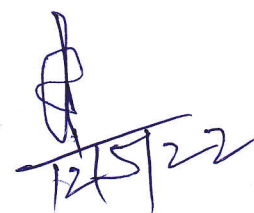
reserved category candidates are required to submit requisite certificate in the format prescribed by Government of India and issued by the Competent Authority.

5) Candidates applying for post found eligible will be called for an appropriately designed Computer Based Test.

6) Candidates having higher qualification against the advertised post shall not be given for any preference during the selection process nor will be entitled to get /claim any qualification based benefit in future for qualification acquired prior to his / her recruitment.

7) Candidates employed in Government/Semi Government/Public Sector Organization must send their application through proper channel or produce "No Objection Certificate" at the time of document verification. In case the candidate fails to do so, he/she will not be to join in the selected post.

8) BVFCL reserves the right to change the number of vacancies and cancel / restrict / modify / alter the recruitment/ selection process, if required, without issuing any further notice or assigning any reason thereof.

9) The internal candidates shall not be eligible to apply for the said posts.

10) Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.

11) Service is transferable to anywhere in India.

12) Candidates with induction level qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall not be considered.

13) Admit Cards for appearing in the online test will be sent to eligible candidates through email/post only.

14) Candidates will be required to carry a Photo ID Proof for the online test . The original Photo ID shall be checked and verified during the online test. A self attested photocopy of the same shall also be collected along with the admit card after the online test .Valid Photo ID proof like Aadhar Card, PAN Card, Driving license, Voter ID card, Passport. shall be accepted. Candidates without valid photo ID shall not be allowed to appear for the online test.

15) Candidates registered with Local Employment Exchange and meeting the prescribed eligibility criteria are required to apply through Local Employment Exchange, failing which their candidature will not be considered.

16) Caste/Tribe/Disability certificate is to be produced by reserved category candidates in the format prescribed by the Govt. of India and issued by the Competent Authority at the time of online test, if they get shortlisted for it.

17) For claiming the benefit of OBC category, the candidate should submit the requisite OBC (NCL) certificate in the proforma prescribed by Govt. of India issued in any month in the

current financial year, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No.36012/22/93-Estt. (SCT) dated 08.09.1993. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Further, name of OBC caste mentioned in the certificate should fall in the central list of OBCs of the State.

18) **Candidates should mention their Mobile number and one email ID clearly in the application.**

19) Wherever CGPA/OGPA or letter Grade is awarded in the qualifying examination, its equivalent aggregate percentage of marks must be indicated in the Application Form as per the norms adopted by Board/ University/ Institute. The supporting document should be produced at the time of document verification.

20) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials. In case it is detected at any stage of selection or thereafter, that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), then the same shall amount to misrepresentation/fraud and his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her appointment shall be terminated at any time, as per rules of the Corporation.

21) The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, higher qualification etc. No correspondence will be entertained in this regard. Filling up of the vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for selection, if some of these vacancies are not filled due to unsuitability/insufficient number of candidates or due to some administrative reasons.

22) Applications which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" but shall be treated as "Rejected".

23) Canvassing of any kind shall disqualify the candidate.

24) Mere selection in online test or empanelment after the selection process shall not confer any right of appointment to the applicants.

25) The candidates are advised to submit only one application. In case multiple applications are identified from a candidate, the latest one shall be considered as final and older applications shall be rejected without any notice.