

- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on line including payment of fees/intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the ECGC.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination ETC., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. ECGC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

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An online application which is incomplete in any respect such as without proper photograph size and signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on to the ECGC website on account of heavy load on internet/website jam.

ECGC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of the ECGC.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution, civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

I. GENERAL INSTRUCTIONS

- a) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted**

application form etc. at the time of Online Examinations and interview respectively.

- b) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- c) **A candidate's admission to the examination/ short listing for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/her candidature has been finally cleared by ECGC. ECGC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/ false/ information/ certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after appointment in the Company, his/her services are liable to be summarily terminated.**
- d) Decision of Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to Recruitment Process will be final and binding on candidate. No correspondence or personal queries shall be entertained by ECGC in this behalf.
- e) **Not more than one application should be submitted by the candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the multiple registration(s) will stand forfeited. The scribe arranged by the candidate should not be a candidate for the Recruitment Process. If violation of the above is detected at any stage of the process, candidature for Recruitment Process of both, the candidate and the scribe, will be cancelled. Multiple attendance/ appearances in the online examination and/interview will be summarily rejected/candidature cancelled.**
- f) Online application once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination.

- g) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- h) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the Recruitment Process.**
- i) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- j) Any request for change of date, time and venue for online examination and interview will not be entertained.
- k) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Company's website shall prevail.
- l) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Company in future should be identical and there should be no variation of any kind.
- m) **A recent, recognizable photograph (4.5cm X 3.5 cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
- n) 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 ECGC. 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 the test delivery shall be summarily rejected from the process.
- o) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/ Persons with Benchmark Disabilities category candidates called for interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.) The above concession will not be admissible to SC/ST/ Persons with Benchmark Disabilities category candidates who are already in service in Central/ State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

- p) ECGC shall not be responsible for any application made/ wrong information provided by an unauthorized person/ institution. Candidates are advised not to share/ mention their application details with/to anyone.
- q) Appointment of selected candidates is subject to his/her being declared, medically fit and as per other requirements of ECGC as mentioned in this advertisement and subject to service and conduct rules of the Company.
- r) ECGC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- s) **Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for Recruitment Process.**

ECGC shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Company and candidates are advised to keep a close watch on the ECGC website www.ecgc.in for latest updates.

J. Following items are not allowed inside the examination centre:-

- a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Long Table Electronic Pen/scanner etc.
- b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health band etc.
- c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap etc.
- d) All ornaments like Ring, Earrings; Nose-pin, Chain/Necklace, Pendants, Badge, Brooch etc. should be thoroughly checked.
- e) Any Watch/Wrist Watch, Camera etc.
- f) Any metallic item.
- g) Any eatable item opened or packed, water bottle etc.
- h) Any other item which could be used for unfair means for hiding communication devices like camera, Bluetooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations of the Company.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. ECGC or any agency engaged for conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of