

NO. IDCO/HO/P&A/A-10224/01/2021/V-1

16346

Date:

24-09-2021

IMPORTANT INSTRUCTION TO CANDIDATES NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. IDCO SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF IDCO.

Important Dates	
Starting Date of Submitting the Application Form Online	01.10.2021, 10.00 A.M.
Ending Date of submitting the application form online.	30.10.2021, 11.59 P.M.
Last Date of submitting the fee through Net Banking/Credit Card/ Debit Card etc.	30.10.2021, 11.59 P.M

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions:	
1.	Read the Instructions carefully and select "I Agree" and Press 'START' button to proceed further.
2.	For detailed Notification, click here to Download the Detailed Advertisement . Please read it carefully before filling the on-line application
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: <ol style="list-style-type: none"> a. Valid e-mail ID & Mobile Number. b. Scanned copy of the recent passport size color Photograph (not older than 3 Months). Candidates should ensure that the same photograph is used throughout this recruitment process. c. Scanned signature. d. Other Required Scanned Copies (Educational & reservations)
4.	Category once filled by candidate in the online application form will not be changed.

How to apply

I.	Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same mobile No & registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder).
II.	Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION. Once the form is submitted, it can't be edited.
III.	Application once submitted cannot be edited /withdrawn and fee once paid will neither be refunded nor adjusted.
IV.	The process for submitting the application is given below:-

STEP-I REGISTRATION

a.	The candidates agreeing to the terms & conditions may proceed further by clicking "I agree" check box given below and press the "Start" button.
b.	Sign-up by selecting Post, Candidate Name, Mobile No. and E-mail ID.
c.	On completion of Step-I candidates will receive User ID & Password on their registered email ID & Mobile No.

CAW

STEP-II REGISTRATION

d.	After registration, candidate may click on Go To Application tab icon at top right corner, select his category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature and relevant documents) and submission of Fee through Online mode via Debit card, Credit cards, Internet Banking, and UPI etc through Eazypay-Axis Bank Payment gateway
e	<p>Instructions regarding scanning of Photograph, Signature & relevant Certificates: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <p>i. Photograph Image:</p> <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture on light background (not older than 03 Months). • Look straight at the camera with a relaxed face. • The size of the scanned image should be up to 100 kb in jpg/ jpeg format only. <p>ii. Signature image:</p> <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be upto 30kb in Jpg/jpeg format only. <p>iii Other relevant Certificates:</p> <ul style="list-style-type: none"> • Scanned relevant certificates respectively for SC/ST/SEBC/PWD. • Scanned Qualification Certificates • Size of file should be up to 1000kb in PDF/JPG/JPEG format only
f.	After uploading Photograph, Signature and related document, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit " tab. Once the application is submitted, candidates automatically will be redirected to EasyPay AXIS Bank payment gateway to deposit the fee through Debit Card/Credit Card/Net Banking etc..
g.	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to EasyPay AXIS Bank payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees via the different payment modes. • After successful payment of application fees, the candidate will be redirected to his application form.
h.	Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: idcohelpdesk@gmail.com and Ph No. 022-61087549

PLEASE REFER ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY. I Agree that I have read and understood clearly all the above instructions and eligibility conditions including advertisement for the Post/Discipline I am applying and agree to abide by all conditions during the process of recruitment.

START

CAW

ADVERTISEMENT FOR RECRUITMENT OF JUNIOR MANAGER (ELECTRICAL) ON CONTRACTUAL APPOINTMENT IN IDCO

IDCO, a Golden Category Corporation of Govt. of Odisha invites applications from the intending applicants for recruitment to the post of Junior Manager (Electrical) on contractual appointment basis in IDCO as per Odisha Industrial Infrastructure Development Corporation (Method of Recruitment and Conditions of Service) Regulations, 2019.

(1) VACANCIES BE FILLED UP AND RESERVATION:

The details of post/category wise vacancies are as under :

SI No.	Name of the posts/Discipline	ST	SC	SEBC	UR	Total
1	Junior Manager (Electrical)	1 (W-0)	1 (W-0)	1 (W-0)	5 (W-2)	8 (W-3 PWD-0 Ex-Serviceman- 0)

(SC-Scheduled Caste, ST-Scheduled Tribe, SEBC-Socially and Educationally Backward Classes, UR-Unreserved, W-Women, PWD-Persons with Disability).

(2) VACANCIES FOR PWD RESERVATION:

(i) The candidates belonging to PWD category shall be adjusted against the category, which she/he belongs.

(ii) The physical requirement and functional classification of PWD suitable for the post of Junior Manager (Electrical) is as follows:

Physical requirement: ST, W, SE, S, BN, PP, KC, MF, RW, C

Functional classification: HI, OL

Code	Functions
Physical Requirements:	
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
S	Work performed by sitting (on bench or chair)
BN	Work performed by bending
PP	Work performed by pulling and pushing
KC	Work performed by kneeling and crouching
MF	Work performed by manipulating (with fingers)
RW	Work performed by reading, writing
C	Work performed by Communication
Functional Classification	
HI	Hearing Impaired
OL	One leg affected (R or L)

The PWD certificate is subject to verification of the candidate by the prescribed Medical Board.

(3) RESERVATION :

(i) Reservation of posts including reservation for Women will be as per the ORV Act and other applicable Acts and rules of Government of Odisha.

C.M.

- (ii) Permanent Disability Certificate (indicating percentage of disability i.e. 40% or more) issued by the concerned Medical Board, wherever applicable.
- (iii) Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.
- (iv) The Competent Authorities to issue the caste certificate are District Magistrate/Collector or Additional District Magistrate or Sub-Divisional Magistrate/Sub-Collector or Executive Magistrates or Revenue Officers not below the rank of Tahasildar/Additional Tahasildar of Govt. of Odisha.
- (v) Candidates belonging to PWD shall be adjusted against the categories to which they belong.
- (vi) Candidates belonging to Ex-Servicemen shall be adjusted against the categories to which they belong.
- (vii) In the event of non-availability or insufficient number of eligible/suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- (viii) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- (ix) Candidates of SC/ST/SEBC category shall enclose self attested photocopy of a valid caste certificate issued by Competent Authority. Candidate belonging to SEBC category should submit SEBC certificate, which must be issued within one year prior to the last date of online application.
- (x) Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing daughter of Caste Certificate obtained by virtue of marriage i.e. showing wife of is not acceptable. The same is to be submitted at the time of Document Verification.
- (xi) OBC Certificates will not be accepted in lieu of SEBC Certificate.
- (xii) Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

(4). SCALE OF PAY & CONDITION OF SERVICE:

The appointment will be initially on contractual basis carrying a consolidated pay of Rs.16,880/- per month (1st year) as per Odisha Group-B posts Contractual Appointment Rules, 2013 notified vide Government in G.A & P.G Department Notification No. 1147-GAD-SC-RULES-0061-2013/Gen. Dtd 17th January, 2014 and as amended in G.A & P.G Department Notification No. GAD-SC-RULES-0037-2017-19569/Gen. Dtd. 12th September, 2017. As per Notification No.19569/Gen., Dtd. 12.09.2017 of G.A & P.G Department, Govt. of Odisha, the Junior Manager (Electrical) on contractual appointment will get their remuneration on completion of

1 st Year	Rs.16,880/-
2 nd Year	Rs.18,570/-
3 rd Year	Rs.20,430/-
4 th Year	Rs.22,480/-
5 th Year	Rs.24,730/-
6 th Year	Rs.27,210/-

After completion of 6 years, he/she will be on the regular scale of pay in the Level-9 (Rs.35,400-1,12,400/-) of Pay Matrix under ORSP Rules,2017.

However, the Salary/Scale of Pay and other conditions of service may vary as per the decision of IDCO from time to time. The service condition shall be governed to relevant recruitment rules in force and also guided by Odisha Group-B posts Contractual Appointment Rules, 2013.

(5) SERVICE AGREEMENT BOND:

The selected candidates have to execute a Service Bond of Rs.50,000/- (Rupees fifty thousand) only on Non-judicial stamp paper worth of Rs.100/- (Rupees one hundred) only to serve the Corporation for a period of three years.

(6) EDUCATIONAL QUALIFICATION :

(i) The candidate must have possessed a Diploma in Electrical Engineering conducted by Odisha State Council of Technical Education & Vocational Training or an equivalent qualification for the post of Junior Engineer (Electrical) from any institution recognized by the Odisha State Council of Technical Education & Vocational Training (SCTE&VT). The candidate must have passed the examination on the closing date of the online application form.

(ii) The applicant must have Odia as one of the subject in the HSC or passed examination in Odia equivalent to M.E standard or passed in Odia as language subject in final examination of Class-VII or passed a test in Odia in M.E School Standard or above conducted by Education Department, Govt. of Odisha on the date of the application..

(iii) The candidates passing Diploma in Electrical Engineering from other than the Institutions approved by SCTE&VT, Odisha must upload the equivalent certificate issued by the SCTE&VT.

(iv) As per provisions of SCTE&VT, Odisha, the candidates, who have completed Diploma Courses through Distance mode shall not be eligible for the post.

(7) AGE:

The minimum age for the post is 21 years and the maximum age is 32 years as on the date of advertisement. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PWD category and the total period of service rendered in defence service in case of Ex-Servicemen. PWD candidates in the ST, SC & SEBC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, other candidates can only avail one type of age relaxation as per rule. The upper age limit is relaxable by 15 years for in-service contractual employees engaged by IDCO or through manpower service provider agencies, continuously working under IDCO for at least 10 years on contractual basis.

(b) Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent certificate issued by the recognised Board/Council/by an Indian University as equivalent there to shall only be acceptable to IDCO.

(8) GENERAL ELIGIBILITY CRITERIA:

In order to be eligible for appearing in the examination, a candidate must satisfy the following conditions:

- (i) The candidate must be a citizen of India.
- (ii) Be able to speak, read & write Odia.
- (iii) Be a good moral character & conduct.
- (iv) Be a good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.

- (v) If married, must not have more than one spouse living.
- (vi) Candidate must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-Language subject, or have passed in Odia as a language subject in the final examination of Class-VII or above or have passed a test in Odia in M.E School Standard or above conducted by the School & Mass Education Department.

Not fulfilling any of the eligibility criteria shall render the applicant's candidature invalid & rejected.

(9) EXAMINATION FEE :

- (i) The Un-reserved (UR) and SEBC candidates have to pay a non-refundable examination fee of Rs.1000/- (Rupees one thousand) only. The candidates belonging to SC/ST/Persons with Disabilities (PWD) category have to pay a non-refundable examination fee of Rs.500/- (Rupees five hundred) only. The fees can be deposited only through online mode using Internet Banking/Debit Card/UPI in AXIS Bank payment gateway linked with the online application form.
- (ii) Applications without payment of examination fee shall be liable for rejection.
- (iii) Application fee once paid shall not be refunded in any case.
- (iv) The candidate has to retain the print out/hard copy of the on-line application for future reference.

(10) Certificates/documents to be submitted at the time of certificate verification should be same as uploaded in the online application Form.

- (i) Copy of the registered online application with declaration duly filled in & ink signed at the appropriate place.
- (ii) Self attested photocopies of HSC certificate or equivalent certificate and mark sheet issued by the recognised Board/Council.
- (iii) Self attested photocopies of certificate and mark sheet of Diploma in Electrical Engineering from any institution recognised by SCTE&VT, Odisha.
- (iv) Self attested photocopies of equivalency certificate issued by SCTE&VT in case the candidates passed Diploma in Electrical Engineering from other Institutions approved by SCTE&VT, Odisha.
- (v) Candidates of SC/ST/SEBC category shall enclose self attested photocopy of a valid caste certificate issued by Competent Authority. Candidate belonging to SEBC category should submit SEBC certificate, which must be issued within one year prior to the last date of online application.
- (vi) Candidates have to submit a self attested photocopy of the certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E standard/Class-VII issued by Principal/Head Master or any other competent authority duly countersigned by the concerned BEO/DEO/Certificate of Test in Odia in M.E. Standard or above conducted by the School & M.E Department.
- (vii) Self attested photocopy of the certificate of disability issued from the concerned Medical Board of the concerned district in case of PWD candidates with permanent disability. Permanent Disability Certificate (indicating percentage of disability i.e. 40% or more) issued by the concerned Medical Board, wherever applicable.
- (viii) Self attested photo copies of documents in support of claim against Ex-Serviceman i.e. Discharge Certificate, Identity Card & P.P.O issued by the Appropriate Authority indicating there in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces.

CAW.

(ix) Certificate from employer indicating therein the date of appointment, period of service completed, post held, nature of post, scheme under which appointed and No Objection to appear the examination, in case of in-service Contractual employees claiming age relaxation.

(11) **Centre of Examination:** (1) Bhubaneswar, (2) Cuttack, (3) Berhampur, (4) Jeypore, (5) Rourkela, (6) Sambalpur and (7) Balasore.

(12) **Plan of Examination:**

Type of Examination	Marks allotted	Duration	Remarks
Main Written Examination (Objective Type)	120 Marks	120 Minutes (2 Hours)	Main written examination will be objective type to be conducted on CBT (Computer Base Test). Each Objective Type Multiple Choice Questions (MCQs) will carry one Mark. For every wrong answer 0.25 marks would be deducted. Different sets of question papers shall be prepared for different discipline/sessions.

No viva-voice will be conducted.

(13) **Syllabus for main written examination:**

The question of this paper will be of objective type from the Diploma courses to be conducted on CBT mode. The questions will be of objective type based on the Diploma in Electrical Engineering courses of SCTE&VT, Odisha.

The gist of the syllabus of the written examination is described below. The syllabus is indicative and not exhaustive. The question will be asked from both the theory and application part on each of the topic.

Part-A:

General Intelligence & General Awareness

General Intelligence & Reasoning:

The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, difference, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

General Awareness:

Questions will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Science, General Polity and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

Part-B:

- (i) Fundamental knowledge in Electrical Engineering.
- (ii) Basic computer software skill including MS Office, AUTO-CAD etc.
- (iii) Preferably familiar with Electrical installation in large / multi-storeyed building or complex.



- (iv) Design, estimation, installation, testing, commissioning, operation & maintenance of electrical installation in large industrial / public complex.
- (v) Electrical power transmission and distribution system.
- (vi) Conversant with Electricity codes and rules.
- (vii) Adequate knowledge in Transformer, generator, Switch Gear and Control, cable earthing, electric drives, Lift illumination system in various utilities (indoor or outdoor, stage, sports, facade lighting, etc.) ventilation, Solar, UPS system etc. are required.
- (viii) Exposure to inter-disciplinary works like HVAC, Fire fighting & detection, ELV system Data network, Telephony, CCTV, access control, public address, AV system etc.

(14) HEALTH :

- (i) Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.
- (ii) Candidates selected under PWD category must be within the prescribed normal range for all other physical standard. The PWD candidates will have to undergo a verification process by the authorized Medical Board on the date specified, failing which the candidature of the candidate will be forfeited.

(15) PLACE AND DATE OF WRITTEN EXAMINATION:

(a) The Date/Time/Venue of the Written Examination will be informed to the eligible candidates in their Admission Letters/Admit Cards in due course. The admission letters/Admit Cards shall only be downloaded by the eligible candidates by accessing the IDCO website by using their “user id” and “password” from a date to be notified later on.

(b) PWD candidates intend to use Scribe/Reader should apply for permission of the IDCO authority in writing prior to 7 (seven) days of the date of Examination submitting his/her admission letter of written test and copy of the self attested copy of disability certificate and enclosing there in the details of the scribe, who will be allowed for the test. The I.D proof and the highest educational qualification of certificate of the scribe to be used must be enclosed in the application. The scribe must have less qualification than the educational qualification prescribed for the post, basing on the advisory Notice to PwD candidates (copy enclosed).

(16) Admission Letter:

Admission Letters for the written examination will be made available to the eligible candidate in the official website of IDCO one week prior to the date of examination carrying the photograph and signature of the eligible/qualified candidate and signature of the authorised person of IDCO. This will carry intimation about the date, time and venue of the written examination. Each eligible candidate shall have to download their admit card *admission letter well before the date of the examination by logging in to the official website of IDCO “www.idco.in” and clicking at sub menu “online application” by using their “user id” and “password”.* Candidates may note that if the application has been rejected the same would be indicated along with grounds of rejection in the IDCO’s website for information of the candidates. No Admission letter/admit cards will be sent through post.

(17) Select List:

Candidates on the basis of their performance in Written Examination category wise in order of merit shall be called for verification of their original documents. The names of the candidates will be deleted from

CPM.

the common merit list, if they do not attend certificate verification. Common merit list of the candidates found suitable in certificate verification will be prepared category wise in order of merit and will be published in the IDCO website.

By order of CMD

CMD 24-9-21
Chief General Manager (P&A)

Memo No. *16347* Date: *24.09.2021*

Copy to the Additional Secretary to Govt., Industries Department/Additional Secretary, ST & SC Development Department/Director, Social Security & Empowerment of Persons with Disability Department, Govt. of Odisha, Bhubaneswar/Employment Officer, Bhubaneswar Employment Exchange Office, Bhubaneswar/The Executive Director (Projects), EdCIL (India) Limited,(Mini Ratna category of CPSU),EDCIL House, 18-A, Sector 16-A, Noida 201301, Uttar Pradesh. for information and necessary action.

CMD 24-9-21
Chief General Manager (P&A)

Memo No. *16348* Date: *24.09.2021*

Copy to the Private Secretary to the CMD, IDCO for kind information of the Chairman-cum-Managing Director.

Copy to the Private Secretary to the ED, IDCO for kind information of the Executive Director.

Copy to the Chief General Manager (Finance & Accounts), IDCO, Bhubaneswar for information and necessary action.

CMD 24-9-21
Chief General Manager (P&A)

Memo No. *16349* Date: *24.09.2021*

Copy to the Officer-on-Special Duty, IDCO, In-charge of PR for information and necessary action.

Copy to the Deputy General Manager (MIS), IDCO, Head Office for information and necessary action. He is requested to up-load the detailed advertisement in IDCO website.

CMD 24-9-21
Chief General Manager (P&A)

Odisha Industrial Infrastructure Development Corporation

(A Government of Odisha Undertaking)

IDCO, IDCO Towers, Janpath, Bhubaneswar – 751022, Odisha, INDIA

+91- 0674 - 2541525, 2540820 | Fax: 2542956 / 2541982

cmd@idco.in / md@idco.in

ADVISORY NOTICE TO PWD CANDIDATES

Following advisory is issued to all Persons with Disability (PwD) candidates, who have applied for different Recruitment Examination under IDCO.

1. They will be allowed compensatory time of 20 minutes per hour on production of PWD certificate in the examination hall to the concerned IDCO authorised Officer concerned.
2. Pursuant to Clause IV of Guidelines for conducting written examination for Persons with Benchmark Disabilities of Department of Empowerment of Persons with Disabilities (Divyangian) under Ministry of Social Justice & Empowerment, Government of India O.M. No.34-02/2015-DD-III, Dated 29th August, 2018 eligible PWD candidates with not less than 40% disability in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy who have limitation in writing have the option to use their own scribe. In case of other category of persons with disability, 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 scribe is essential to write examination on his behalf from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

The qualification of the scribe shall be one step below the qualifications of the candidate taking the examination as well as he/she shall not be from the same discipline/stream/subject on which the candidate is taking his/her examination. The scribe to be allowed for writing a subject shall not have the same subject in his/her academic qualification as of the candidate taking the examination in the said subject. The PwD candidates opting for scribe shall be required to submit details of the scribe prior to 7 (seven) days of Examination with following documents by IDCO e-mail.

- I Admission letter of written test.
- II Copy of the self attested copy of valid disability certificate.
- III Details of the scribe with Name, Date of Birth, Address, Id Proof issued by any Govt. Authority containing Specimen Signature and Photo.
- IV Copy of Educational qualification certificate of the scribe.
- V Letter of undertaking in APPENDIX-II (as uploaded in the website of IDCO). If, subsequently it is found that the qualification of the scribe is not as declared by the candidate in the declaration then the candidate shall forfeit his/her right to the post and claims relating thereto.

Any candidate who is not eligible to use scribe as per the guidelines referred to above, but use scribe in the written examination shall be disqualified to participate further in the recruitment process. Any candidate, who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines.

By order


Chief General Manager (P&A)

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that I have examined
Mr./Ms/Mrs. (name of
the candidate with disability), a person with
(nature and percentage of disability as mentioned in the certificate of disability),
S/O/D/O: a resident of
.....
(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing
capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of
Government Health Care Institution.

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal.

Place:

Date:

Note:-

Certificate should be given by a Specialist of the relevant stream/disability (e.g. Visual Impairment, Ophthalmologist, Locomotor disability-Orthopaedic Specialist/PMRI)

CAJ

DECLARATION BY THE PWD CANDIDATE FOR EXAMINATION CONDUCTED BY IDCO.

I, resident of bearing Roll Number for the post of (Post Code) of written examination, scheduled to be on and sitting hereby declared that Mr./Ms/Mrs. follows has agreed on my request to act as my scribe for the above examination and his educational qualification on the date is, which is one step below that of mine. He/She does not have the same subject in his/her academic qualification as of mine on which I am taking this examination.

DECLARATION BY THE SCRIBE/WRITER

I, S/O/W/O/D/O: resident of Village, PS District have agreed to act as scribe Mr./Ms/Mrs. with the disability of bearing Roll No. for written examination for the post of (Post Code) scheduled on and sitting.

I declare that my educational qualification as on the date of this examination is and subject(s) of the academic course is/are

Space for pasting of recent passport size photograph of Scribe to be cross self attested	Space for pasting of recent passport size photograph of Candidate to be cross self attested
--	---

If the above declaration is found false, I am liable for any penal action as deemed proper under relevant law and be solely responsible for the consequences and loss suffered by the candidate	If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own risk. I understand that if the declaration of scribe found false, I may be debarred from the examination.
Signature of the Scribe	Signature of the Candidate

The candidate & scribe should report at half hour before the normal reporting time at the Examination Centre for this purpose of sitting arrangement.