

**ANNEXURE-III****The details of the Written test modality, Skill test & Selection methodology and General Instructions****1.0 APPLICATION FEE:**

- i.** Candidates belonging to General (Including EWS) and OBC categories are required to attach a non-refundable application fee of Rs 100/-(Rupees one hundred only) by way of Demand draft drawn in favour of BVFCL, Namrup payable at SBI/UCO Bank, at Namrup, Assam-786623. SC/ST/PwBD/Ex-SM candidates are exempted from payment of Application Fee.
- ii.** No other mode of fee payment would be acceptable. Demand draft 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 age as on 01.05.2021.
- ii.** Upper age relaxation of 5 years to SC/ST candidates and 3 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) and 15 years for PwBD-SC/ST candidates.
- v.** 20 minutes per hour of extra compensatory time in Written Test and Computer Proficiency 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/OBC 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 DETAILS OF THE SELECTION TEST/ CRITERIA:****A. WRITTEN TEST MODALITY**

- i.** Written Test shall be of Objective Type Multiple Choice Questions (MCQ's) consisting of 4 options with one correct option. Candidate has to choose the correct option.

ii. There shall be 100 questions in the Written Test and total marks shall be 100 except for Helper. Each correct answer shall carry 1 mark.

iii. Written test for the post of Office Assistant Gr-III ( 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	Computer Knowledge	40	40	
	Total		100	

iv. Written test for the post of Operator Trainee ( 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	

v. Written test for the post of Technician Trainee (Machinist/Welder/Electrical/Instrumentation) ( 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 ( Trade related ) separately for each discipline.	40	40	
	Total		100	

vi. Written test for the post of Boiler Attendant/ Cable Jointer/ Fireman ( 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 separately for each discipline.	40	40	
	Total		100	

**i. Written test for the post of Helper (Operation / Maintenance) (Maximum 50 marks)**

SL.No	Type of Test	No. of questions	Maximum marks	Duration
1	General Knowledge	10	10	1 ½ hours
2	Numeric / mental ability	10	10	
3	Reasoning & Analytical ability	10	10	
4	General Safety / work environment	20	20	

**B. GENERAL**

- i. The questions including subject knowledge will be set as per standard of Educational qualification criteria as advertised for each post.
- ii. There shall be no negative marking for wrong answers.
- iii. Duration of Written Test for PwBD candidates for posts reserved for them shall be of 4.00 hours (Including extra Compensatory Time).
- iv. The written test will consist of multiple choice type questions which are to be answered on an OMR answer sheet.
- v. All the question papers (except General English portion) will be bilingual i.e. English and Assamese. Question paper for each discipline will be printed in four series A, B, C & D.

**4.0 SKILL/PROFICIENCY TEST & SELECTION METHODOLOGY FOR THE POST OF OFFICE ASSISTANT GR-III/TECHNICIAN TRAINEE (MACHINIST/ WELDER/ ELECTRICAL/ INSTRUMENTATION)/ CABLE JOINTER AND FIREMAN.**

The details of the Skill/ Proficiency tests will be as under:

- i.** The Skill /Proficiency test for the post of Office Assistant Gr-III/ Technician Trainee (Machinist /Welder/Electrical/ Instrumentation), Cable Jointer and Fireman shall be conducted by an approved Committee.
- ii.** For the post of Office Assistant Gr-III all the provisionally selected candidates will have to undergo for Skill/Proficiency Test in the form of Computer Proficiency Test (CPT). Working knowledge of the candidate in MS Windows, MS Word, MS Excel and MS Power point shall be assessed in the computer. The CPT shall be of 30 minutes (Additional 10 minutes of Compensatory Time for PwBD candidates).

- iii. For the post of Technician Trainee (Machinist/ Welder/Electrical/ Instrumentation), Cable Jointer and Fireman all the provisionally selected candidates will have to undergo skill test to their Trade.
  - iv. The documents shall be checked for only those candidates who qualify in the Written Test and are shortlisted for Skill/Proficiency Test, on the day of Skill/Proficiency Test. Only those candidates shall be allowed to appear in Skill/Proficiency Test whose documents are found in order.
  - v. Candidates shall be shortlisted for Skill/Proficiency Test in the ratio of 1:5 from the top of the merit list in written test.
  - vi. If there is a tie of scores in written test marks, then candidates with the same score shall be short listed for Skill/Proficiency Test.
  - vii. This skill test will be of qualifying nature and candidates not found suitable will be rejected. Final Merit list shall be prepared based on Written Test marks only of those candidates who are found qualified in Skill/Proficiency Test.
- ix. In the final merit list for selection for the above posts except the post SL. no.2, 7 & 10 of notification, if written test marks of more than one candidate are same, then the candidate with the higher percentage of marks in the induction level qualification (HSLC/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.

If the selected candidate does not join after issuance of offer of appointment, then next 05 candidates as available in Panel as per the order of merit shall be called for Skill/Proficiency Test to fill up the post.

4.01 For the post of Helper (Operation / Maintenance): additional marks will be allotted based on the years of relevant work experience maximum up to 50 in the following manner. For weightage of experience minimum five years of experience is required.

Year of experience		Marks
05 years (05years to less than 06 years)	-	10
06 years (06years to less than 07 years)	-	18
07 years (07years to less than 08 years)	-	26
08 years (08years to less than 09 years)	-	34
09 years (09years to less than 10 years)	-	42
10 years (10 years or more)	-	50

- i. For the post of Helper (Operation / Maintenance) the final merit list will be prepared by considering written test marks plus weightage of experience marks assigned against length of experience.
- ii. In the final merit list for selection for the post of Helper(Operation / Maintenance), if written test and experience marks of more than one candidate are same, then the candidate older in age shall be given preference in the merit list. In case if the age is also identical, then the candidate with the more experience shall be preferred.
- iii. 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.

4.02 For the posts of Operator Trainee and Boiler Attendant: A merit list will be prepared on the basis of performance in the written test. If written test marks of more than one candidate are same, then the candidate with the higher percentage of marks in the induction level qualification (HSLC/Diploma/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.

#### 5.0 PHYSICAL STANDARD TEST:

Candidates provisionally selected for the post of Fireman will be required to fulfill physical standard criteria as advertised, which shall be verified by a approved Committee prior to Skill/ Proficiency test. Candidates not meeting the advertised physical criteria shall be disqualified.

#### 6.0 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).PwDB candidates should submit also submit the self attested copies of disability certificates along their application form in the prescribed format issued by competent authority.
- 3) Disability certificate of only those candidate who are short-listed for SPT from Written 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 considered for appearing in SPT.

## 7.0 PRE-EMPLOYMENT 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.

## 8.0 VERIFICATION OF DOCUMENTS

- 1) Candidates are required to submit photo copies of document along with application with regard to their qualification, age, experience as applicable and category and etc. They shall be short listed for appearing in Written 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 written test.
- 2) Candidates are, therefore, advised to furnish the correct information about their qualification, age & category.
- 3) During document verification before the Skill/Proficiency 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 material 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 on the day of Skill/Proficiency Test . 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 Skill/Proficiency Test.
- 5) The following original documents along with self attested copies are required to be furnished at the time of Skill/Proficiency Test :
  - 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)/EWS certificates of reserved category candidates in the prescribed format issued by the Competent Authority.
  - c. For the post of Office Assistant Gr-III: Year-wise mark sheets and Full Time Bachelors' Degree (Arts, Commerce & Science) and Diploma in Computer Application.

- d. Valid discharge Certificate for Ex-servicemen candidates
- e. Any other certificate, if applicable
- 6) Without original documents, candidates shall not be allowed to appear in Skill/Proficiency Test.
- 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.

#### 9.0 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) SC/ST/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of /extended to them.
- 5) Category (General/SC/ST/OBC/EWS/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.
- 6) The reservation for Ex-servicemen as indicated will be applied on horizontal basis, across all categories, as per Government Guidelines, under respective categories.
- 7) Candidates applying for posts found eligible will be called for an appropriately designed written Test.
- 8) Candidates having higher qualification against the advertised post shall not be eligible 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.
- 9) 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 appearing in the Skill/Proficiency Test. In case the candidate fails to do so, his/her candidature will not be considered.
- 10) 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.
  - 11) The internal candidates shall not be eligible to apply for the said posts.
  - 12) Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
  - 13) Service is transferable to anywhere in India.
  - 14) Candidates with induction level qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall not be considered.
  - 15) Candidates will be required to carry a Photo ID Proof for the Written Test and Skill/Proficiency Test . The original Photo ID shall be checked and verified during the Tests. A self attested photocopy of the same shall also be collected along with the admit card after the Written Test and Skill/Proficiency 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 Written Test or Skill/Proficiency Test.
  - 16) 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.
  - 17) Caste/Tribe/Disability/EWS certificate is to be submitted by reserved category candidates in the format prescribed by the Govt. of India and issued by the Competent Authority at the time of Skill/Proficiency Test , if they get shortlisted for it.
  - 18) 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. OBC candidates not submitting the 'Non-creamy layer' certificate will not be entitled for relaxation/concession and such candidates will have to indicate their category as '**Unreserved**' in their application. Further, name of OBC caste mentioned in the certificate should fall in the central list of OBCs of the State.
  - 19) For claiming the benefit applicable to Economically Weaker Section Category (EWS), candidates have to produce latest Income and Asset Certificate issued by the Competent Authority, in the prescribed format, failing which such candidates would be considered as General Category.



- 20) If any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.
- 21) Candidates should mention their Mobile number and one email ID clearly in the application.
- 22) 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 also be produced at the time of Skill/Proficiency Test in case the candidate gets shortlisted for Skill/Proficiency Test.
- 23) 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.
- 24) 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.
- 25) Applications which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" but shall be treated as "Rejected".
- 26) Canvassing of any kind shall disqualify the candidate.
- 27) Mere selection in written examination or Skill/Proficiency Test or empanelment after the selection process shall not confer any right of appointment to the applicants.
- 28) 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.

## ANNEXURE-IV

## APPLICATION FORMAT

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD

NAMRUP, DIST. DIBRUGARH (ASSAM) PIN-786623

Affix self-attested  
latest passport  
size photograph

POST APPLIED FOR: \_\_\_\_\_

1. Name in full (in CAPITAL letters):	2. Father's name:
3.(a) Date of birth  (b) Age as on 01.05.2021	4. Place of birth :
5. (a) Nationality :  (b) Religion:  :	6. (a) Mother Tongue:  (b) Sex
7. Permanent Address/Home Address :	8. Address for communication:

		9. *Mobile No.			
		10. *Valid email id:			
11. Educational/vocational Qualification: Self-attested copies of the relevant certificates, marksheets, experience certificates, licence / permit, etc. wherever applicable, to be enclosed.					
Examination Passed	School/Board/ University/ Institution	Year of passing	Percentage of marks	Class/ Division, if any	Subjects studied

Note: \* Mandatory

12.Experience, if any as on 01.05.2021 (Self-attested copies of certificates/appointment, etc. to be attached)

13. Caste Category: SC / ST / OBC (NCL) / EWS/Ex.SM/GENERAL  
(Please tick ✓)

Candidates belonging to SC/ST Community should submit self-attested copies of their valid caste/tribe certificates in the prescribed format issued by the competent authority. OBC (NCL) candidates shall have to submit copies of requisite caste Certificate issued in current financial year by the competent authority.

14. Extracurricular activities/proficiency, etc. :

15. Valid Employment Exchange Regn. No. :

16. Demand Draft for ` 100.00 : Number-----, Payable at----- in favour of-----

I hereby certify that all the statements given in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given herein is found false or incorrect or concealed, the appointment will be liable to be terminated.

Place\_\_\_\_\_

Date\_\_\_\_\_

Signature of the Applicant

