

A. Filling up of Application Form is in two Parts viz.

PART-I

- a) In Part I, Candidate will have to fill the requisite information like Candidates Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (FCI) employee, Written Test Centre, Educational Qualification, Experience, E-mail Id, Mobile Number, Communication Address, Declaration, etc. On submission of details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.
- b) Photograph, Signature and certificate/document for Exemption of Application fee is to be uploaded as per instructions given on the website in the link **“Guidelines for scanning the Photograph, Signature, Certificate/Document”**. The image file of Photograph, Signature and certificate/document for Exemption of Application fee should be in .JPG or .JPEG format. There will be separate links for uploading Photograph, Signature and Certificate/Document. Click on the respective link **“Upload Photograph, Signature and Certificate/Document”**.

Recent passport size colour photograph, preferably with white background, should be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with Black/Blue Ink pen. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate is liable to be disqualified. Size of file should be between 10kb-20kb.

The candidate has to scan and upload the relevant Certificate/Document for Exemption of Application Fee {in case of SC/ST/PWD/Ex-Serviceman (Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation only) and Female candidate} in one page only. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. Size of file should be between 20kb-60kb.

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.

c) Submission of Application:

- The candidate may review all the filled information before clicking on the declaration.
- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.

For the candidates Exempted from Application Fee:

For SC/ST/PWD/EX-SERVICEMAN (Ex-Serviceman who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only) and Female Candidates only.

Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. **Candidates are advised to take a print of the Registered Application Form for their records and future reference.**

Candidates exempted from Application fee will get a Registration Number as confirmation after final submission. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated websites www.fcijobsukd.com. In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re-login)" given on the websites www.fcijobsukd.com.

Before submission of the online Application, candidates must see the preview of the filled details so that it can be edited if required. After submission of the Application, no addition / modification will be permitted.

PART-II

For the candidates who have to pay Application Fee:

It is NOT APPLICABLE for SC/ST/PWD/EX-SERVICEMAN (Ex-Serviceman who have already secured employment in civil side under Central Government in Group „C“ & „D“ posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Serviceman category. However, they are eligible for age relaxation only) AND Female CANDIDATES.

Once a candidate clicks on SUBMIT button a page will open having important instructions for payment and a Link to make payment of application fee.

Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. **SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards, Cash Payment through e-challan at branches of SBI.**

Candidates who opt for any Online Mode of Payment like Credit Card, Debit Card or Net banking:

After making the successful Payment they will immediately be redirected to www.fcijobsukd.com for generation of Registered Application Form. Candidates are advised to take a print of the Registered Application Form for their records and future reference. Thus the process for Registration of candidates who have to pay Application fee gets completed. The Registration number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated websites www.fcijobsukd.com.

Candidates may please note that unless they make the payment of Application Fee, their application will be treated as INCOMPLETE.

Note: It is in the interest of the candidates to use any Online Mode other than the Challan mode to instantly complete the Registration Process and generate the Registered Application Form. Candidates are advised not to wait till last date to make payment through Challan.

Candidates who opt for Cash mode of Payment i.e Bank e-Challan:

A challan will be generated in two copies (One Bank's copy and one Candidate's copy). After taking a printout of the Bank Challan, a candidate has to go to nearest SBI branch in working days/hours and make the payment on or before 21/11/2017. After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use. After making the Cash payment, a candidate should visit www.fcijobsukd.com after a minimum gap of 24 Hours to check his Application status by clicking on the "Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful" given on the websites www.fcijobsukd.com.

If the Payment status is updated successfully, Registered Application form will be generated having unique Registration Number. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank Challan mode, then either he is checking his payment status before 24 hours after making the payment, or his payment details have not been received from Bank. If the candidate has already made the payment by Bank Challan before 24 hours and his details are not available, then he is advised to send the scanned copy of his Challan receipt with requisite details on mail id : fcijobsukd@gmail.com. Bank commission charges will be borne by the Applicants. In case the candidate deposits the fee in a wrong account, FCI will not be responsible. Application Fee deposited after 21/11/2017 will not be valid.

Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and payment of Application Fee.

CANDIDATE SHOULD NOTE THAT IN CASE STATUS OF PAYMENT SHOWN BY SBI IS NOT "SUCCESS" FOR THEIR TRANSACTION, i.e. STATUS OF PAYMENT SHOWN BY SBI IS "PENDING", "FAILURE", "REJECTED" OR ANY OTHER TECHNICAL ISSUE, THEN IT IS THE RESPONSIBILITY OF CANDIDATE TO ENSURE THAT PAYMENT MADE TO FCI IS SUCCESSFUL WITHIN DUE DATE. IN CASE TRANSACTION IS REVERSE BY SBI TO CANDIDATE OR CANCELLED AND PAYMENT IS NOT RECEIVED BY FCI WITHIN DUE DATE, THE CANDIDATURE SHALL BE SUMMARILY CANCELLED.

CANDIDATE SHOULD ALSO NOTE THAT IN CASE THE PAYMENT DETAILS FILLED UP BY CANDIDATES IN ONLINE SYSTEM IS NOT MATCHING WITH THE TRANSACTION DETAILS PROVIDED BY SBI, THEIR CANDIDATURE SHALL BE SUMMARILY CANCELLED.

Please note that only after confirmation of the payment, the registration of a candidate shall be treated as COMPLETED. Candidates are advised to take a print of the Registered Application Form for their records and future reference. The Registration Number along with Date of Birth can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated websites www.fcijobsukd.com.

In-case the candidate is not able to take the printout of the Registered Application Form, the candidate can download / access the same by link "Print/Reprint Registered Application Form/ to make the Payment of Application Fee if earlier attempt was not successful" given on the websites www.fcijobsukd.com.

Thus the Step-2 of the application process gets completed. The Registration number so generated along with Date of Birth can also be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated websites (www.fcukdjobs.com)

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., will not be accepted, towards application fee.