

## Instructions & Guidelines for the candidates

The applications has to be registered strictly online at [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) under "Careers" from **07/01/2016 to 28/01/2016** and no other mode of application will be accepted.

The details of vacancies is as under-

### 1. Assistant Engineer (Civil) - Total vacant posts 173

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	18	18	5	2	4	4	0	15	107	173
<b>Details of Horizontal Reservation</b>										
General	11	11	3	1	3	3	0	9	67	108
Women (30%)	5	5	2	1	1	1	0	5	32	52
Person with disability (3%)	1	1	0	0	0	0	0	0	3	5
Meritorious sportsperson (5%)	1	1	0	0	0	0	0	1	5	8

### 2. Assistant Engineer (Electrical) - Total vacant posts 3

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	0	0	0	0	1	0	0	0	2	3
<b>Details of Horizontal Reservation</b>										
General	0	0	0	0	1	0	0	0	1	2
Women (30%)	0	0	0	0	0	0	0	0	1	1
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

### 3. Assistant Engineer (Telecom) - Total vacant post 1

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	0	0	0	0	0	0	0	0	1	1
<b>Details of Horizontal Reservation</b>										

General	0	0	0	0	0	0	0	0	1	1
Women (30%)	0	0	0	0	0	0	0	0	0	0
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

#### 4. Junior Planner - Total vacant posts 16

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
		2	1	1	0	1	0	0	3	8
Details of Horizontal Reservation										
General	1	1	1	0	1	0	0	2	6	12
Women (30%)	1	0	0	0	0	0	0	1	2	4
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

#### 5. Field Officer (Architect)- Total vacant posts 10

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
		0	1	1	0	0	0	1	2	5
Details of Horizontal Reservation										
General	0	1	1	0	0	0	1	1	3	7
Women (30%)	0	0	0	0	0	0	0	1	2	3
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

#### 6. Accountant - Total vacant posts 6

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
		1	1	0	0	0	0	0	1	3

Details of Horizontal Reservation											
General	1	1	0	0	0	0	0	0	1	2	5
Women (30%)	0	0	0	0	0	0	0	0	0	1	1
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0	0

**7. Field Officer (General )- Total vacant posts 4**

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	0	1	0	0	0	0	0	0	0	3
Details of Horizontal Reservation										
General	0	1	0	0	0	0	0	0	2	3
Women (30%)	0	0	0	0	0	0	0	0	1	1
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

**8. Higher Grade Stenographer - Total vacant posts 6**

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	0	1	1	0	0	0	0	0	2	2
Details of Horizontal Reservation										
General	0	1	1	0	0	0	0	1	1	4
Women (30%)	0	0	0	0	0	0	0	1	1	2
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

**9. Fire Station Officer - Total vacant posts 1**

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL

	1	0	0	0	0	0	0	0	0	1
<b>Details of Horizontal Reservation</b>										
General	1	0	0	0	0	0	0	0	0	1
Women (30%)	0	0	0	0	0	0	0	0	0	0
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

**10. Sub Officer - Total vacant post 1**

Category	SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	OPEN	TOTAL
	1	0	0	0	0	0	0	0	0	0
<b>Details of Horizontal Reservation</b>										
General	1	0	0	0	0	0	0	0	0	1
Women (30%)	0	0	0	0	0	0	0	0	0	0
Person with disability (3%)	0	0	0	0	0	0	0	0	0	0
Meritorious sportsperson (5%)	0	0	0	0	0	0	0	0	0	0

**Eligibility Criteria as on 31.12.2015**

Post Code	Post Name	Age Limit	Educational Qualification	Experience
1	Assistant Engineer (Civil)	Not more than 33 yrs Min - 18 yrs Max- 33 yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	<b>Essential Qualifications:</b> 1) Degree in Civil Engg. / Construction Management Of a recognized university or Dip. holder who have passed associated member of Institute of Engineers exam (AMIE) will be considered equivalent to a person holding the qualification of BE(Civil). from a recognized university 2) SAP GLOBAL certification in integration of business process in	Candidate with minimum 1 year of experience as engineer (even on contractual basis) in reputed organization.

			SAP ERP (TERP-10) issued by SAP Global Services	
2	Assistant Engineer (Electrical)	Not more than 33 yrs Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	Degree in Electrical engineering of a recognized university or equivalent.	
3	Assistant Engineer (Telecom)	Not more than 33 yrs Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	Bachelor degree in electronics & Tele communication or Electronics Engineering	
4	Junior Planner	Not more than 33 yrs Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	Graduation in planning from recognized university.	Preference will be given to the candidates having experience in the field of Town planning.
5	Field Officer (Architect)	Not more than 33 yrs Min – 18 yrs Max- 33yrs  Candidate should not be	1) Full Time Degree or equivalent Govt. diploma in Architecture - B. Arch / G.D. Arch. from a recognized university. 2) SAP GLOBAL certification in integration of business process in	Candidate with minimum 1 year of experience as architect (even on contractual basis) in reputed organization

		born earlier 01/01/1983 and not later than 31/12/1997 both dates inclusive	SAP ERP (TERP-10) issued by SAP Global Services	
6	Accountant	Not more than 33 yrs  Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	B.Com	Minimum 07 years of experience out of which 3 years of experience should be in the cadre of Accounts Assistant or Upper division Clerk in Accounts, Finance and Audit department of a large public sector undertaking, commercial undertaking or manufacturing concern preferred.
7	Field Officer (General)	Not more than 33 yrs  Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	<u>Essential-</u> Degree of a recognized University or its equivalent. <u>Desirable-</u> 1. Degree in Law 2. Specialization in the area which the candidate will have to work.	3 years experience on a supervisory capacity in a Government/Semi Government office or a reputed public/private sector Organization.
8	Higher Grade Stenographer	Not more than 33 yrs  Min – 18 yrs Max- 33yrs  Candidate should not be born earlier than 01/01/1983 and not later than 31/12/1997 both dates inclusive	SSC with GCC of speed 100/40wpm in English Shorthand/ TW. In the case of Marathi steno of 100/40 wpm in Marathi shorthand/TW.	Experience of 2 years as stenographer in reputable organization.
9	Fire Station Officer	40 years  Min – 18 yrs Max- 40 yrs	1. Graduate in any discipline 2. Diploma in Fire Engineering of	1. Practical experience of not less than 10 years in a

		<p>Candidate should not be born earlier than 01/01/1976 and not later than 31/12/1997 both dates inclusive</p>	<p>National Fire Service college, Nagpur OR</p> <ol style="list-style-type: none"> <li>3. Sub-Officers &amp; Fire Prevention Officers course from State Fire Academy AND</li> <li>4. Should have passed MSCIT or equivalent exam</li> <li>5. Should have valid Heavy Vehicle Driving License</li> </ol> <p>Physical Standards Height – 165 cms Weight – 50 kgs Chest – Normal : Minimum 81 cms with 5 cms expansion Eye sight – Normal</p>	<p>regular fire service, out of which at least 5 years as Sun Officer equivalent post, working in the revised pay band of Rs. 9300-34800/- plus grade pay Rs. 4200/- in a regular Fire service of Government department or a Municipal Corporation or State Government undertaking functioning as a Special Planning authority.</p> <p>AND</p> <ol style="list-style-type: none"> <li>2. Adequate experience of preparation of budget provision, proposal for technical and administrative approval, scrutiny of building plans and ability to recommend fire preventive and fire protection measures in line with the Development Control Rules, National</li> </ol>
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				Building Code and other related laws and rules and regulations.
10	Sub Officer	<p>Min – 18 yrs Max- 35 yrs, for candidates possessing 10 yrs experience as Fire rescue leader, Max 40 yrs.</p> <p>Candidate should not be born earlier than 01/01/1981 and not later than 31/12/1997 both dates inclusive</p> <p>For candidates possessing 10 yrs experience as Fire rescue leader, should not be born earlier than 31/12/1975.</p>	<ol style="list-style-type: none"> <li>1. Graduate in any discipline</li> <li>2. Sub-Officer &amp; Fire Prevention Officer course of Maharashtra Fire Service Academy OR</li> <li>3. Sub-Officers course from National Fire Service college, Nagpur</li> <li>AND</li> <li>4. Should have passed MSCIT</li> </ol> <p>Physical Standards:- Height – 165 cms Weight – 50 kgs Chest –Normal : Minimum 81 cms with 5 cms expansion Eye sight – Normal.</p>	

#### Pay Structure-

Post code	Post Name	Pay Scale (in Rs.)
1	Assistant Engineer (Civil)	9300-34800+GP 4400
2	Assistant Engineer (Electrical)	9300-34800+GP 4400
3	Assistant Engineer (Telecom)	9300-34800+GP 4400
4	Junior Planner	9300-34800+GP 4400
5	Field Officer (Architect)	9300-34800+GP 4400
6	Accountant	9300-34800+GP 4400
7	Field officer (General)	9300-34800+GP 4400
8	Higher Grade Stenographer	9300-34800+GP 4400
9	Fire Station Officer	9300-34800+GP 4400
10	Sub Officer	9300-34800+GP 4200



### **Age limit & eligibility criteria:**

1. Upper age limit is relaxed by 5 years for the candidates belonging to SC, ST, VJNT, SBC & OBC (Only Maharashtra Domicile Candidate) wherever the post is reserved for that category of backward class.
2. 30% Horizontal reservation under women category. If women candidates are not available in any category the same will be filled from Male Candidate of the same category.
3. 3% Horizontal reservation for candidates having disability.
4. There shall be 5% Horizontal reservation for Meritorious Sportspersons for games as notified by the Government of Maharashtra in its GR dated 30.04.2005.
5. The upper age limit for a physically handicapped person is 45 years.
6. There is no upper age limit for the departmental employees working in CIDCO.
7. Date of birth as per SSC/School Leaving Certificate and age as on **31<sup>st</sup> December 2015** should be mentioned.
8. In case of candidates clearing the online examination and other things being equal, preference will be given to CIDCO Project Affected Persons.
9. **To qualify the candidate should possess minimum 45% of marks (on total marks) in online exam as notified in Government resolution of Maharashtra dated 27.06.2008.**
10. Only those candidates who have qualified in the online exam shall be called for document verification on the basis of merit of marks obtained in the online exam. The number of candidates called for document verification will be on the basis of vacancies advertised.
11. The candidate must produce all the original documents at the time of document verification. Failure in producing the required document will result in cancellation of candidature and the post will be filled by subsequent eligible candidate.
12. The candidates applying for the post of AE (Civil) and FO (Architect) should mention the unique SAP code.

### **Reservation-**

1. There shall be 30% horizontal reservation for women (Only Maharashtra Domicile Candidates and who do not belong to Creamy Layer category) as per the provision of Govt. of Maharashtra Resolution No. 82/2001/MSA-2000/PK 415/K-2 dt.25.05.2001. The women candidates who desire to avail benefit of women reservation ( VJNT, SBC, OBC & open) should submit latest/ current year Non Creamy Layer Certificate from the appropriate Competent Authority of Govt. of Maharashtra showing that they do not belong to "Creamy layer" category. All woman candidates availing benefit of women reservation should submit Domicile certificate of Maharashtra State issued by the appropriate Authority of Govt. of Maharashtra.

2. The reservation policy for persons with disability shall apply as per Government directives. Persons suffering from not less than 40% disability shall only be eligible for the benefit of reservation for persons with disability. The candidate should submit copy of Medical Certificate issued by the appropriate Medical Board.

The details for the reservation for the post along with category and number of posts reserved are as below-

Post Code	Posts	Persons with Disability Category	Reserved
1	Assistant Engineer (Civil)	PS, PD, OL	5

Abbreviations- PS- Partial Sight, PD- Partially Deaf, OL - One Leg Affected

3. The reservation for Persons with Disability, Women and Meritorious Sports person is against current vacancy. The reservation for these categories is Horizontal reservation and the candidates selected in this quota will be placed in appropriate category viz. SC, ST, VJ (A), NT (B), NT(C), NT (D), SBC, OBC & Open categories depending upon the category to which they belong in the roster meant for reservation of the backward classes.
4. Maharashtra state Public Services (Reservation for Schedule Castes, Schedule Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Class and Other Backward Classes) Act.2001 has been enforced by the govt. of Maharashtra from 29<sup>th</sup> January, 2004. As per the provisions under Sub-Section 2(ii) of Section-4 of this Act, the principle of Creamy Layer has been made applicable to all categories viz., VJ (A), NT (B), NT(C), NT (D) & SBC category except Schedule Castes and Schedule Tribes. The candidates should produce current years (i.e. up to 31.03.2015) Non-Creamy Layer Certificate in the prescribed form issued by appropriate authority.
5. Candidates claiming the benefit of reservation under SC, ST, VJ (A), NT (B), NT(C), NT (D), SBC & OBC categories should produce a caste certificate at the time of interview. They will also enclose an attested copy of **Caste validity certificate** issued by the Caste Scrutiny Committee if available with them at the time of interview. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him as per the provisions/ directives prescribed in G.R. of Govt. of Maharashtra vide no. BCC-2011/Pra.Kra.1064/2011/16-B dated 12.12.2011.
6. In case of VJNT category, if candidate belonging to particular VJNT category for which post is advertised is not available then, the said post will be filled in from the other VJNT category as per the interchangeability norms.
7. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including benefit in the application fees. Caste notified in other State as reserved will be considered as Open for all the purposes.
8. The candidates should be domicile of Maharashtra State and should belong to categories notified by the Maharashtra State viz. (a) Scheduled castes (including SC

category person who had adopted Buddhist Religion) (b) Scheduled Tribes (c) SC, ST, VJ(A), NT(B), NT(C), NT(D) and (d) Special Backward Class.

9. Once the caste is notified in application form, it cannot be changed at any stage later on.
10. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.

#### **GENERAL CONDITIONS-**

1. Appointment will be made as per vacancies and requirements.
2. CIDCO has right to cancel this advertisement without giving any notice at any time.
3. All candidates should be domiciled in the state of Maharashtra.
4. Candidates who are working in the Government Organization/ undertaking must forward their application with the "No Objection Certificate" from his/her Head of the Department.
5. Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
6. If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
7. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All official communication will be send to their respective e-mail ID.
8. Candidate will not eligible be for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
9. Knowledge on Marathi is desirable.
10. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
11. Selected candidate appointed in CIDCO and will have to work at any place within State of Maharashtra or elsewhere at Project places and you will have to reach your places of work from your residence at your own cost.
12. The appointment will be made only after the receipt of police verification certificate and character certificate from the concerned police station.
13. Candidate must remain present with their own expenses for the entire recruitment drive.

14. The candidates who have applied for the reserved posts of VJ (A), NT (B), NT(C), NT (D), SBC, OBC category must have Non-Creamy Layer Certificate valid up to 31.03.2016.
15. Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to CIDCO.
16. The recruitment in CIDCO Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.
17. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.

**APPLICATION FEES:**

Post Code	Application fees	
	For Open category Candidates	For SC, ST, VJNT, SBC, OBC & Physically handicap candidates
For Post code 01 - 10	Rs. 300/-	Rs.150/-

1. The candidates belonging to VJNT, SBC and OBC categories and belonging to Creamy Layer or those backward class candidates who do not possess the caste certificate & Domicile Certificate issued by the appropriate Competent Authority of Maharashtra State will be treated as Open category candidates for all purposes & they shall pay the application fees applicable to Open category candidates. They should apply against open reservation posts and indicate their category as general in application form.
2. Where there is no reservation for any specific category / community of backward classes, in such case BC candidates of that category/community shall be treated as open category candidates for all purposes & they will have to pay the application fees as applicable to Open category candidates.

Bank Transaction charges, if any, for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

**General Instructions-**

1. Online exams shall be conducted tentatively during February /March 2016 across various centers in Navi Mumbai, Thane & Mumbai.

2. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, stipulated original identity proof, a photocopy of photo identity proof etc. at the time of online examination.
3. Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read these instructions/ guidelines and follow all the instructions given for submitting online application.
4. A candidate's admission to the examination / subsequent process is strictly provisional. The mere fact that the call letter (s) / provisional appointment has been issued to the candidate does not imply that his/her candidature has been finally cleared by CIDCO. CIDCO 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 fulfill the eligibility norms and/ or that he/she has furnished any incorrect / false information /certificate/ documents or has suppressed any material fact(s) if any of these shortcomings is/are detected after appointment in CIDCO, his/her services are liable to be summarily terminated.
5. Decision of CIDCO in all matters related to this recruitment drive will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the CIDCO in this behalf.
6. A candidate can apply for multiple posts and not more than one application for each post should be submitted by any candidate. However, the candidate should satisfy the eligibility criteria and should register separately for each post applied. In case of multiple Applications for the same post only the latest valid (completed) application will be retained. Intimation charges/application fees paid for the other multiple registration(s) for the same post will stand forfeited.
7. 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 in reserve for any other examination.
8. 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.
9. Canvassing in any form will be a disqualification.
- 10.No request for change of address, or changes in any other details mentioned in the online application form will be entertained.
- 11.In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English version available on CIDCO website shall prevail.
- 12.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 correspondences with the CIDCO in future should be identical and there should be no variation of any kind.
- 13.A recent, recognizable photograph 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/ doubt about identity at any stage could lead to disqualification.

14. The possibility for occurrences 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 test conducting body. 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 test delivery shall be summarily rejected from the process.
15. Candidate will have to appear for the online test at their own expense. CIDCO shall not bear any expense on account of the same.
16. CIDCO shall not be responsible for any application made/ wrong information provided by an unauthorized person/ institution. Candidates are advised not to share their application details with anyone.
17. Appointment of candidates is subject to him/her being declared medically fit, as per any other requirements of CIDCO and also subject to service and conduct rules of the CIDCO. Decision of CIDCO to which candidates are allotted will be final and binding on candidates. CIDCO has no role to play here.
18. CIDCO reserves the right to change (cancel/Modify/add) any of the criteria, method of selection, number of posts, appointment etc. With or without assigning any reason.

#### **\*IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

#### **Ration Card and E-Aadhar card will not be accepted as valid id proof for this process.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the

candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

## **CENTRE INSTRUCTIONS**

### **Note:**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. Candidate will appear for the examinations at an Examination Centre at his/her own risks and expenses and CIDCO will not be responsible for any injury or losses etc. of any nature.

## **HOW TO APPLY**

**Candidates can apply online only from 07/01/2016 to 28/01/2016 and no other mode of application will be accepted.**

Detailed Guidelines/Procedures for-

- a. Application Registration
- b. Payment of Fees
- c. Photograph & Signature Scan and Upload

### **A. APPLICATION REGISTRATION**

#### **I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CIDCO may send call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

## **II. APPLICATION PROCEDURE**

1. Candidates have to go to the CIDCO's website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct, prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**FINAL SUBMIT**" BUTTON.
5. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" given below.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before "**FINAL SUBMIT**".
10. Modify details, if required, and click on '**FINAL SUBMIT**' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on '**PAYMENT**' Tab and proceed for payment.
12. Click on '**SUBMIT**' button.

### **B. PAYMENT OF FEES ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master) , Credit cards , Internet Banking , IMPS, Cash Cards/ Mobile Wallets – Vodafone MPesa, Airtel Money, Oxicash, Mobikwik, Paycash etc.
3. After submitting your payment information in the online application form, *PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE*
4. On successful completion of the transaction, **an e-Receipt** will be generated.



5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

### **C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.

#### **PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **SIGNATURE IMAGE**

- 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.
- The signature will be used to put on the Attendance sheet.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.

- Ensure that the size of the scanned image is not more than 20KB.

### **SCANNING THE PHOTOGRAPH & SIGNATURE**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to **'True Color'**.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option. Please See point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

#### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

#### **NOTE:**

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 utmost care as no correspondence regarding change of details will be entertained. CIDCO 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. An online application which is incomplete in any respect such as without proper size photograph 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 website on account of heavy load on internet/website jam.

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

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.*

CIDCO shall not be responsible if the information/ intimation do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CIDCO. Candidates are advised to keep a close watch on the authorized CIDCO website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) for latest updates.

CIDCO shall not be responsible if the information/ intimation do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CIDCO. Candidates are advised to keep a close watch on the authorized CIDCO website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) for latest updates.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- i. Using unfair means or
- ii. Impersonating or procuring impersonation by any person or
- iii. Misbehaving in the examination/interview hall or disclosing , publishing , reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- iv. Resorting to any irregular or improper means in connection with his/her candidature or
- v. Obtaining support for his/her candidature by any unfair means or
- vi. Carrying mobile phones or similar electronic devices of communication in the examination/interview hall , such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
- vii. To be disqualified from the examination for which he/she is a candidate.
- viii. To be debarred, either permanently or for a specified period, from any examination conducted by CIDCO
- ix. For termination of service, if he/she has already joined CIDCO

**Important:**

CIDCO would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by CIDCO in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, CIDCO serves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

**USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:**

- (a) Mobile phone, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these

instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assorted.
- (c) Candidates are not permitted to use or have in possession calculators in examination premises.

### **DOWNLOAD OF CALL LETTERS**

Candidates will have to visit the website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS.

Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter.

Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 7 of this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

### **GENERAL INFORMATION:**

The possibility for occurrences of some problem in 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 the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the CIDCO in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any CIDCO recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**FORMAT FOR ONLINE EXAM:**

The method of recruitment to be followed (for Post Code No. 1 to 6) is stated below:

<p><b>Recruitment process</b></p> <p>Composite time of 120 minutes</p> <p>Test will be provided in English/Marathi</p>	<p><b><u>Online Test (Max 200 Marks)</u></b></p> <p>Test of English - 50 Marks</p> <p>Test of Professional Knowledge - 50 Marks</p> <p>General Knowledge - 50 Marks</p> <p>Test of Reasoning - 50 Marks</p> <p><b>Passing criteria :</b> Candidates should score at least 45% marks in online exam to qualify</p> <p><b>Level of competency is Graduation</b></p>
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The method of recruitment to be followed (for Post Code No. 7) is stated below:

<p><b>Recruitment process</b></p> <p>Composite time of 120 minutes</p> <p>Test will be provided in English/Marathi</p>	<p><b><u>Online Test (Max 200 Marks)</u></b></p> <p>Test of English - 50 Marks</p> <p>Test of Marathi - 50 Marks</p> <p>General Knowledge - 50 Marks</p> <p>Test of Reasoning - 50 Marks</p> <p><b>Passing criteria :</b> Candidates should score at least 45% marks in online exam to qualify</p> <p><b>Level of competency is Graduation</b></p>
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The method of recruitment to be followed (for Post Code No. 8) is stated below:

<p><b>Recruitment process</b></p> <p>Composite time of 120 minutes</p> <p>Test will be provided in English/Marathi</p>	<p><b><u>Online Test (Max 120 Marks)</u></b></p> <p>Test of English - 30 Marks</p> <p>Test of Marathi - 30 Marks</p> <p>General Knowledge - 30 Marks</p> <p>Test of Reasoning - 30 Marks</p> <p><b>Passing criteria :</b> Candidates should</p>
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	<p>score at least 45% marks in written test qualifying for Proficiency Test</p> <p><b>Proficiency Test (Max 80 Marks)</b></p> <p>(For Stenographer) To be conducted by any appropriate authority competent to conduct the test</p> <p><b>Level of competency is SSC</b></p>
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The method of recruitment to be followed (for Post Code No. 9 & 10) is stated below:

<p><b>Recruitment process</b></p> <p>Composite time of 120 minutes</p> <p>Test will be provided in English/Marathi</p>	<p><b>Online Test (Max 120 Marks)</b></p> <p>Test of English - 30 Marks          Test of Marathi - 30 Marks          General Knowledge - 30 Marks          Test of Reasoning - 30 Marks</p> <p><b>Passing criteria :</b> Candidates should score at least 45% marks in written test qualifying for Proficiency Test</p> <p><b>Proficiency Test (Max 80 Marks)</b></p> <p>(For Fire services) To be conducted by Maharashtra Fire Services / any appropriate authority competent to conduct the test</p> <p><b>Level of competency is Graduation</b></p>
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**ANNOUNCEMENT:**

All further announcements/ details pertaining to this process will only be published/ provided on authorized CIDCO website [www.cidco.maharashtra.gov.in](http://www.cidco.maharashtra.gov.in) from time to time.

**For any queries, contact:**

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