

Instructions & Guidelines to Candidates (For Online registrations)

Online registrations & online payment can be made from 19.03.2014 to 07.04.2014 and no other mode of application will be accepted

Educational qualifications:

Post Code	Post Name	Age limit	Educational Qualification	Experience
1.	Development Officer (General)	Not more than 40	<u>Essential:-</u> Degree of a recognized university plus specialization in the area in which the candidate will have to work like Personnel, Marketing & Administration <u>Desirable:-</u> Degree in Law	7 yrs exp. in a supervisory or administrative capacity in a Govt. / Semi Govt. dept. or a reputed public / private sector organization. Relaxable by 3 yrs in case of candidate with exceptional qualification.
2.	Accounts Officer	Not more than 35 years	M.Com with Costing as specialization subject and Advanced Accountancy & Auditing as specialization subject at graduation <u>OR</u> Subordinate Accounts service of equivalent dept. <u>OR</u> Chartered Accountant Incorporated Cost & Works Accountant	Minimum 10 years experience of which 5 years experience should be in the cadre of Assistant Accounts Officer in Accounts, Finance & Audit dept. large public sector U/T, Commercial U/T or Manufacturing concern preferred
3.	Asst. Executive Engineer (Civil)	Below 35 yrs	Degree or Post Graduate 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)	In case of persons holding only a degree in Civil Engineering, 4 years practical experience in major Civil Engineering works such as planning, designing, construction of major buildings highways, multistoried building, heavy reinforced cement concrete and street structure, water supply and drainage. In case of persons holding a Post Graduate degree in Civil Engineering, some experience as mentioned above will be preferred.
4.	Asst. Law Officer	Below 35 yrs	Graduate of any recognized university in any discipline. Must have 3 years degree course in Law of any recognized university OR 5 years degree course in Law of any recognised university after 12 th Std.	5 years standing practice in any court of law including High Court.

5.	Asst. Development Officer (General)	Not more than 35 yrs	<u>Essential:-</u> Degree of a recognized university plus specialization in the area in which the candidate will have to work like Personnel, Marketing & Administration <u>Desirable:-</u> Degree in Law	5 yrs exp. In a supervisory or administrative capacity in a Govt. Semi Govt. Office or a reputed public / private sector organization
6.	Asst. Accounts Officer	Not more than 33 yrs	B.Com	Min. 10 yrs Exp. of which 3 yrs exp. should be in the cadre of Accountant in Accounts, Finance and Audit dept. of a large public sector U/T, Commercial U/T or Manufacturing concern preferred
7.	Asst. Survey Officer	Not more than 33 yrs	SSC with survey training course of ITI or any other recognized institute	12 yrs exp in survey work in Govt., semi Govt. or similar organization of which 4 yrs shall be in a responsible supervisory capacity
8.	Junior Planner	Not more than 33 yrs	Graduation in Planning from recognized university	Preference will be given to the candidates having experience in the field of Town Planning
9.	Assistant Engineer (Elect)	Not more than 33 yrs	Degree in Electrical Engg. from a recognized university or equivalent	
10.	Assistant Engineer (Telecom)	Not more than 33 yrs	Bachelor degree in elect. / Tele communication or Elect. Engineer	
11.	Assistant Engineer (Civil)	Not more than 33 yrs	Degree or Post Graduate 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)	
12.	Field Officer (Arch.)	Not more than 33 yrs	Degree or equivalent Govt. diploma in Architecture - B.Arch / G.D. Arch.	Min. 1 yr exp.

13.	Field Officer (General)	Not more than 33 yrs	<u>Essential</u> :-Degree of a recognized University or its equivalent <u>Desirable</u> :-(i) Degree in Law (ii) Specialization in the area in which the candidate will have to work like Personnel, Marketing & Administration	3 yrs exp. in a supervisory capacity in a Govt./ Semi Govt. office or a reputed public / private Sector Organization
14.	Higher Grade Steno	Not more than 33 yrs	SSC with GCC of speed of 100/40 wpm in English Shorthand / TW. In the case of Marathi steno of 100/40 wpm in Marathi shorthand/TW	Exp. Of 2 yrs as stenographer in reputable organization
15.	Accountant	Not more than 33 yrs	B.Com	Min. 07 yrs Exp. of which 3 yrs exp. should be in the cadre of Accounts Asst. Or Upper Division Clerk in Accounts, Finance and Audit dept. of a large public sector U/T, Commercial U/T or Manufacturing concern preferred
16	Horticulture Supervisor	Not more than 33 yrs	Degree in Agriculture / Horticulture of a recognized university	3 yrs supervisory exp. In maintenance of parks & gardens and have exp. in decoration such as flowers arrangement etc. and capable of handling admn. work independently

Post code	Post	Pay Scale	No. of posts	Reservation
1.	Development Officer (General)	15600-39100 + GP 6600	2	1 ST 1 VJNT
2.	Accounts Officer	15600-39100 + GP 6600	2	1 SC 1 Open
3.	Asst. Executive Engineer (Civil)	15600-39100 + GP 5400	3	1 SC *2 Open
4.	Asst. Law Officer	15600-39100 + GP 5400	2	1 SC 1 Open
5.	Asst. Development Officer (General)	15600-39100 + GP 5400	6	1 SC 1 ST 1 VJNT 1 OBC *2 Open
6.	Asst. Accounts Officer	15600-39100 + GP 5400	5	1 SC 1 SBC *3 Open
7.	Asst. Survey Officer	15600-39100 + GP 5400	1	1 Open
8.	Junior Planner	9300-34800 + GP 4400	8	1 SC 1 ST 1 VJNT

Post code	Post	Pay Scale	No. of posts	Reservation
				1 OBC *4 Open
9.	Assistant Engineer (Elect)	9300-34800 + GP 4400	3	1 NTC *2 Open
10.	Assistant Engineer (Telecom)	9300-34800 + GP 4400	1	1 Open
11.	Assistant Engineer (Civil)	9300-34800 + GP 4400	84	*10 SC *17 ST *3 VJ(A) *2 NT(B) *3 NT(C) *3 NT(D) *9 OBC *37 Open
12.	Field Officer (Arch.)	9300-34800 + GP 4400	3	1 ST (@) *2 Open
13.	Field Officer (Gen)	9300-34800 + GP 4400	3	1 SC 1 ST 1 SBC
14.	Higher Grade Steno	9300-34800 + GP 4400	6	1 ST 1 VJA 1 OBC *3 Open
15.	Accountant	9300-34800 + GP 4400	1	1 SBC
16.	Horticulture Supervisor	9300-34800 + GP 4400	1	1 Open

(@) In the advertisement appeared in Marathi newspaper, one post of Field Officer (Arch) is reserved for SC candidate. This is an inadvertent mistake and same be read as one post reserved for ST candidate.

* 30% reservation under women category

Age limit & eligibility criteria:

1. Upper age limit is relaxable by 5 years for the candidates belonging to SC, ST, VJNT, SBC & 3 years for OBC (Only Maharashtra Domicile Candidate) wherever the post is reserved for that category of backward class.
2. The condition of upper age limit is not applicable to the departmental employees working in CIDCO.
3. Date of birth as per SSC/School Leaving Certificate and age as on 1st March 2014 should be mentioned.
4. The candidates belonging to Open/ OBC categories should possess a minimum of 60% and other reserved categories should possess a minimum of 55% in the qualifying examination.
5. In case of candidates clearing the written examination and other things being equal, preference will be given to CIDCO Project Affected Persons

Reservation criteria:

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. (Posts identified under 30% reservations for women are marked as *)

2. 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 29th, 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 except Schedule Castes and Scheduled Tribes i.e. VJNT, SBC & OBC category.
3. Candidates claiming the benefit of reservation under SC, ST, VJNT, Spl. BC & 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.
4. 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.
5. For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate Authority of Govt. of Maharashtra at the time of interview.
6. The caste certificate issued by appropriate Competent Authority of Maharashtra State only will be considered as valid for availing the benefit of reservation including application fees.
7. Backward class candidates should be domicile of Maharashtra State and should be of the categories notified by the Maharashtra State viz (a) Scheduled castes (including SC category person who has adopted Baudha Religion) (b) Scheduled Tribes (c) VJNT Special Backward Class and (e) Other Backward Class.
8. Once the caste is notified in application form, it cannot be changed at any stage later on.
9. The Backward Class candidates who apply against Open category will not be permitted to change the option once exercised at any stage later on.

Application fee:

Post Code	Application Fees	
	For Open category Candidates	For SC, ST, VJNT, SBC & OBC candidates
For Post Code No. 01 to 16	Rs. 500/-	Rs. 250/-

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.

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.

HOW TO APPLY:

Candidates can apply online only from 19.03.2014 to 07.04.2014 and no other mode of application will be accepted.

Pre-requisites for Applying Online

Before applying online, candidates should-

- (i) scan their photograph and signature.
- (ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active till the declaration of results. CIDCO may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Procedure for applying online:

- (1) Candidates are first required to go to the CIDCO's website www.cidco.maharashtra.gov.in and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature.
- (3) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully including registration of preferences for Participation Organisations and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or 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.
- (4) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (5) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (6) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (7) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future references.
- (8) If the online transaction has not been successfully completed then the following message is displayed. 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (9) On successful completion of the transaction, an e-receipt will be generated.
- (10) Candidates are required to take a printout of the e-receipt and the submitted online application form.

Note:

- 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.
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in the accurate and retain in along with Registration Number and Password for future reference. They should not send this printout to the CIDCO/Banks.

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

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID. Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/unsuccesful 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 to avoid the possibility of disconnection/inability/ failure to log on to the CIDCO 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 beyond the control of the CIDCO.

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 is found to be false at a later stage.

GENERAL INSTRUCTIONS:

- (1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof etc. at the time of examination and interview respectively.
- (2) Before applying for the mentioned specialist 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.

- (3) A Candidate's admission to the examination/ short listing for interview and / 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.
 - (4) 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.
 - (5) 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 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.
 - (6) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
 - (7) 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.
 - (8) Canvassing in any form will be a disqualification
 - (9) No request for change of address, or changes in any other details mentioned in the online application form will be entertained.
 - (10) 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
 - (11) 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/Bank in future should be identical and there should be no variation of any kind.
 - (12) 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.
 - (13) 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 the conduct of another examination if considered necessary.
 - (14) Candidates will have to appear for the interview at their own expenses.
 - (15) 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.
 - (16) Appointment of candidates is subject to his/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.
 - (17) CIDCO reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc. with or without assigning any reason.
 - (18) Intimation will be sent by email and/ sms only to the email ID and mobile number registered in the online application.
- 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 for latest updates.

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 user or have in possession calculators in examination premises.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated 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 –

- (1) using unfair means or
- (2) impersonating or procuring impersonation by any person or
- (3) misbehaving in the examination/ interview hall or disclosing, publishing. Reproducing, transmitting, stories 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 of
- (4) resorting to any irregular or improper means in connection with his/ her candidature or
- (5) obtaining support for his/ her candidature by unfair means, or
- (6) Carrying mobile phones or similar electronic device of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by CIDCO
 - (c) for termination of service, if he/she has already joined the Bank.

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.

CALL LETTERS:

The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the CIDCO's website www.cidco.maharashtra.gov.in by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/Information Handout etc. will be sent by post/ courier.

Candidates are hence advised to regularly keep in touch with the authorized CIDCO website www.cidco.maharashtra.gov.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

Format for the written exam:

CLUSTER I

Development Officer (General), Assistant Development Officer (General), Field Officer (General), Accounts Officer, Asst. Law Officer, Asst. Accounts Officer, Asst. Survey Officer, Accountant, Higher Grade Stenographer & Horticulture Supervisor				
Version : English				
Sr.No.	Test	No. of Questions	Marks	Time
1	Test of Reasoning	50	50	Composite Time of 120 minutes
2	Test of Quantitative Aptitude	50	50	
3	Test of English Language	50	50	
4	Test of General Knowledge	50	50	
	TOTAL	200	200	

CLUSTER II

Asst. Executive Engineer (Civil), Junior Planner, Assistant Engineer (Elect), Assistant Engineer (Telecom), Assistant Engineer (Civil) & Field Officer (Arch.)				
Version : English				
Sr.No.	Test	No. of Questions	Marks	Time
1	Test of Reasoning	50	50	Composite Time of 120 minutes
2	Test of Quantitative Aptitude	50	50	
3	Test of English Language	50	50	
4	Test of Professional Knowledge	50	50	
	TOTAL	200	200	

ANNOUNCEMENT:

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

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