

- i. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe will be allowed additional time of 20 minutes per hour as a compensatory time whether they use the facility of scribe or not.
- j. It may be noted that in case candidates eligible for scribe/reader/lab assistant does not apply for scribe assistance from FCI at the time of applying online, it will be presumed that he/she does not require scribe from FCI and may arrange for the same on their own.
- k. PwBD candidates taking assistance of a scribe and availing compensatory time will be required to submit requisite certificate as mentioned above at the time of Document Verification/Online exam venue (as applicable), failing which their candidature will be liable to be cancelled.
- l. These guidelines are subject to change in terms of Government of India guidelines/ clarifications issued, if any, from time to time.

SELECTION PROCESS:

The selection process will be consisting of Online Test and Interview.

Note:

1. Candidates are to be shortlisted for Interview on criteria of 50% marks in Online Test for unreserved and EWS categories and 45% marks for SC, ST, OBC and Persons with Benchmark Disabilities. The number of candidates to be called for Interview shall normally be three times the number of advertised vacancies. However, where the number of candidates is less than three times the number of vacancies, then all the qualifying candidates may be called for interview as the case may be.
2. A candidate has to appear in all the phases of the recruitment process to be considered for the selection. The candidates are advised to visit FCI Website regularly.
3. The weightage assigned for Online Test and interview are 90% and 10% respectively.

A) PATTERN OF ONLINE TEST

The online test will comprise of:

POST	POST CODE	NUMBER OF QUESTIONS	DURATION	PATTERN OF ONLINE TEST
Assistant General Manager (General Administration)	A	180	2 ½ hours	General Aptitude consisting of <ul style="list-style-type: none"> • Reasoning, Data Analysis, Numerical Ability – 45 Questions • General Awareness, Current Affairs – 45 Questions • Management and Ethics – 45 Questions • Agriculture, Agriculture Economy and Computer awareness – 45 Questions

Assistant General Manager (Technical)	B	180	2 ½ hours	(1) General Aptitude consisting of <ul style="list-style-type: none"> Reasoning, Data Analysis, Numerical Ability – 30 Questions General Awareness, Current Affairs – 30 Questions Management and Ethics – 30 Questions Agriculture, Agriculture Economy, Computer awareness – 30 Questions (2) Relevant Discipline – 60 Questions.
Assistant General Manager (Accounts)	C			
Assistant General Manager (Law)	D			
Medical Officer	E			

POST CODE	NUMBER OF QUESTIONS AND MARKS	NEGATIVE MARKING
A	General Aptitude: 180 Multiple Choice Questions will carry equal 01marks. Paper will carry maximum 180 marks.	No Negative Marking
B, C, D & E	I. General Aptitude: 120 Multiple Choice Questions, each carrying 0.5 marks and II. Relevant technical discipline: 60 Multiple Choice Questions, each carrying 02 marks. Paper will carry maximum 180marks.	No Negative Marking

The syllabus for specified technical posts to assess the post specific technical knowledge of relevant stream is as under:

Post Code-B: Assistant General Manager (Technical)

- (i) **Agriculture:** Basic principles of Crop (Cereals & Pulses) production, Statistics of Indian Agriculture (Cereals & Pulses), Introductory Genetics, Crop Protection, Basics of Plant Pathology, Food & Agriculture Microbiology, Nutrition (Animal & Plant), Postharvest care of cereals& Pulses, Basic Principle of Preservation of Foodgrains, Agriculture Extension, Photosynthesis and Respiration.
- (ii) **Biotechnology:** Microbes: Beneficial & Harmful, Genetic Engineering, Biotechnological Principles, Economic Biotechnology, Pathogens & Control, recent trends.
- (iii) **Entomology:** Basic Entomology, Economic Entomology, Beneficial and harmful insects, Integrated Pest Management (IPM), Storage Grain Insect pest, Vertebrate Pests, Classification of Insecticides and their Mode of Action.
- (iv) **Chemistry:** Physical Chemistry: Structure of Atoms, Chemical Bonding, Radioactivity; Inorganic Chemistry: Periodic table, Basics Metals & Non-metals; Organic Chemistry: Basics of alkanes, alkenes, alkynes, alcohols, aldehydes and acids, Biochemistry (Carbohydrates, Proteins & fats).
- (v) PFA Act, 1964, Food Safety and Standards Act,2006/Food Safety and Standards Regulations 2011, Right to Information Act,2005 and National Food Security Act, 2013.

Post Code-C: Assistant General Manager (Accounts)

- (i) Basic Accounting concept including preparation of books of accounts and Accounting Standards.
- (ii) Financial **Management:** Analysis of Financial statement; Budgeting & Budgetary control; Working Capital management; Capital Budgeting & Ratio Analysis.

- (iii) **Taxation:** Income Tax including filing of return, TDS, Advance Tax etc; Goods & Services Tax.
- (iv) **Auditing:** Auditing Concepts and Methods; Internal & External Audit of Companies.
- (v) **Commercial Laws:** Contract Act; Companies Act; Sales of Goods Act; Negotiable Instrument Act; Consumer Protection Act; RTI Act.
- (vi) **Basic of Computers:** Operating System; Browsers; Email; Memory (Internal, External, portable); Chats; Office (Word, PowerPoint, Excel); Networks.

Post Code-D: Assistant General Manager (Law)

- (i) Constitution of India (with emphasis on service law and writ jurisdiction of High Court & Supreme Court, Fundamental Rights)
- (ii) Procedural Law (Civil Procedural Code 1908, Indian Evidence Act 1872 and Limitation Act 1963)
- (iii) Indian Contract Act 1872 including Specific Relief Act 1963
- (iv) Commercial Law (Company Law 2013, Indian Partnership Act 1932, Limited Liability Partnership Act 2008, The Competition Act 2002)
- (v) Labour Law (Industrial Dispute Act 1947, Employees Provident Fund & Miscellaneous Provision Act 1952, Contract Labor (Regulation & Abolition) Act 1970, Minimum Wages Act 1948, Payment of Gratuity Act 1972, Payment of Wages Act 1936, The Employees Compensation Act 1923 , Industrial Employment (Standing Orders) Act 1946)
- (vi) Arbitration and Conciliation Act 1996
- (vii) National Food Security Act 2013
- (viii) The Food safety and standards Act 2006
- (ix) Prevention of Corruption Act 1988
- (x) Information Technology Act 2000
- (xi) Right to Information Act 2005
- (xii) Goods and Services Tax 2017

Post Code-E: Medical Officer

GENERAL MEDICINE:

Cardiology, Respiratory diseases, Gastro-intestinal, Genito-Urinary, Neurology, Hematology, Endocrinology, Metabolic disorders, Infections/Communicable Diseases(Virus, Rickets, Bacterial, Spirochetal, Protozoan, Metazoan, Fungus), Nutrition/Growth, Diseases of the skin (Dermatology), Musculoskeletal System, Psychiatry, General, Emergency Medicine, Common Poisoning, Snake bite, Tropical Medicine, Critical Care Medicine, Emphasis on medical procedures, Patho physiological basis of diseases, Vaccines preventable diseases and Non vaccines preventable diseases, Vitamin deficiency diseases, In psychiatry include – Depression, psychosis, anxiety, bipolar diseases and Schizophrenia.

PAEDIATRICS:

Common childhood emergencies, Basic new born care, Normal developmental milestones, Accidents and poisonings in children, Birth defects and counseling including autism, Immunization in children, Recognizing children with special needs and management, and National programmes related to child health.

GENERAL SURGERY:

Wounds, Infections, Tumours, Lymphatic, Blood vessels, Cysts/sinuses, Head and neck, Breast, Alimentary tract (Esophagus, Stomach, Intestines, Anus, Developmental), Liver, Bile, Pancreas, Spleen, Peritoneum, Abdominal wall, Abdominal injuries, Urological Surgery, Neurosurgery, Otorhinolaryngology E.N.T., Thoracic surgery, Orthopaedic surgery, Ophthalmology, Anaesthesiology, Traumatology, Diagnosis and management of common surgical ailments, Pre-operative and post-operative care of surgical patients, Medico legal and ethical issues of surgery, Wound healing, Fluid and electrolyte management in surgery, Shock patho-physiology and management.

GYNAECOLOGY & OBSTETRICS:

(i) OBSTETRICS:

Ante-natal conditions, Intra-natal conditions, Post-natal conditions, Management of normal labours or complicated labour.

(ii) GYNAECOLOGY:

Questions on applied anatomy, Questions on applied physiology of menstruation and fertilization, Questions on infections in genital tract, Questions on neoplasma in the genital tract, Questions on displacement of the uterus, Normal delivery and safe delivery practices, High risk pregnancy and management, Abortions, Intra Uterine growth retardation, Medico legal examination in obgy and Gynae including Rape.

(iii) FAMILY PLANNING:

Conventional contraceptives, U.D. and oral pills, Operative procedure, sterilization and organization of programmes in the urban and rural surroundings, Medical Termination of Pregnancy.

PREVENTIVE SOCIAL AND COMMUNITY MEDICINE: Social and Community Medicine, Concept of Health, Disease and Preventive Medicine, Health Administration and Planning, General Epidemiology, Demography and Health Statistics, Communicable Diseases, Environmental Health, Nutrition and Health, Non-communicable diseases, Occupational Health, Genetics and Health, International Health, Medical Sociology and Health Education, Maternal and Child Health, National Programmes, Management of common health problems, Ability to monitor national health programmes, Knowledge of maternal and child wellness, Ability to recognize, investigate, report, plan and manage community health problems including malnutrition and emergencies.

B. Interview & Document Verification:-

- I. For the post code A,B,C,D,&E candidates who have been shortlisted in the Online Test will subsequently be called for an Interview in the post to candidate ratio of 1:3, to be conducted by FCI. The document verification will be completed at the time of Interview. The said processes will be conducted at select centres. The venue, time & date of Interview and document verification will be informed to the shortlisted candidates in the call letter for interview. Candidates are required to download their Interview call letters from designated FCI website www.fci.gov.in. Please note that any request regarding change in date, venue etc. of Interview will not be entertained. However, the FCI reserves the right to change the date/ venue/ time/ etc. of Interview. The weightage assigned to Interview will be 10%. The combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Exam and Interview.
- II. Those candidates who are meritorious on the basis of combined merit in Online Test and Interview and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted and considered for appointment.
- III. While appearing for the Interview/ Document Verification, the candidate should produce valid prescribed documents. In the absence of valid documents, candidature of the candidates is liable to be cancelled. Candidates will be allowed for the Interview only after successful completion of Document Verification process. FCI shall take no responsibility to receive any certificate/remittance/ document sent separately.

IMPORTANT INFORMATION / INSTRUCTIONS:

1. A candidate can apply only for any one of the post code A,B,C,D and E
2. However, if it is found that, for any reason, the candidate has submitted multiple Applications, then the online application with the higher "Registration Number" accompanied by fresh fee (if applicable) and complete in all respect will only be considered by FCI and the earlier applications submitted will not be considered. The fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number". Further, it is also informed that the fee once paid, including in case of multiple applications, shall not be refunded in any circumstances.