

Ref. :- Estt./141/M-76

Date :- 13-04-2018

## RECRUITMENT NOTIFICATION

BISCOMAUN invites online application from eligible candidates for filling up vacancies in the following categories:-

S . N o	Post	No .of Positions					Age (in Yrs.)	(Qualification)
		UR/ General	OBC	SC	ST	TOTAL		
1.	H.R Officer	01	01	00	00	02	RS.20000-35338/- + Additional admissible allowances	21-37  <b>Essential:</b> Full time MBA/PGDM-HR from UGC recognized university/ Institute, Relevant Experience of HR work will be desirable.
2.	P.A. TO Chairman	01	01	00	00	02	RS.20000-35338/- + Additional admissible allowances	21-37  <b>Essential:</b> Full time 3 yrs. Bachelor Degree in any discipline <b>Mandatory :</b> Proficient on Computer operation (i.e. MS Office package) and should have DCA certificate from recognized institute. Stenography (both Hindi & English), Typing Speed of at least 20 word per minute in Hindi and 25 in English
3.	P.A. TO M.D.	01	01	00	00	02	RS.20000-35338/- + Additional admissible allowances	21-37  <b>Essential:</b> Full time 3 yrs. Bachelor Degree in any discipline <b>Mandatory :</b> Proficient on Computer operation (i.e. MS Office package) and should have DCA certificate from recognized institute. Stenography (both Hindi & English), Typing Speed of at least 20 word per minute in Hindi and 25 in English
4.	Data Entry Operator	1	1	00	00	02	RS.15000-26502/- + Additional admissible allowances	21-37  <b>Essential:</b> Full time 3 yrs. Bachelor Degree in any discipline <b>Mandatory :</b> Proficient on Computer operation (i.e. MS Office package) and should have DCA certificate from recognized institute. Typing Speed of at least 30 word per minute in Hindi and 35 in English
5.	Assistant Godown Manager	15	08	05	02	30	RS.15000-26502/- + Additional admissible allowances	21-37  <b>Essential:</b> Full time 3 years Bachelor Degree in Chemistry (Hons.), i.e B.sc (Chemistry) from UGC recognized govt. university. <b>Mandatory :</b> Proficient on Computer operation (i.e. MS Office package) and should have DCA certificate from recognized institute.

- **Employment Conditions:** Selected candidates will be governed by the terms and conditions of the Service Regulations of the BISCOMAUN. The selected candidates will be on probation period for 2 years. After completion of probation period their performance

will be examined by BISCOAUN management and if performance of the incumbent/probationer found satisfactory and meet with our standards then his/her service shall be absorbed in regular pay scale.

➤ **During Probation period Incumbent/ Probationer will get a consolidated monthly amount as :**

1. H.R. Officer :- Rs. 20000/per month
2. P.A. To Chairman :- Rs. 20000/per month
3. P.A. To M.D. :- Rs. 20000/per month
4. Data Entry Operator :- Rs. 15000/per month
5. Assistant Godown Manager :- Rs. 15000/per month

Any eligible candidate, who aspires to join BISCOAUN is required to register for the Recruitment Process.

Prospective candidates will have to apply to BISCOAUN after carefully reading the advertisement regarding the process of examinations, interview and provisional allotment, eligibility criteria, online registration processes payment of prescribed application fee, pattern of examination, Issuance of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

● **Important Dates**

	<b>For Assistant Godown Manager</b>	<b>For the Post from (Sl.No-1 to 4)</b>
Online Registration Starting date	15 /04 / 2018	15 /04 / 2018
Online Registration Closing date	25 /04 / 2018 (23:59)	30 /04 / 2018
Last date for Payment through Net Banking /Debit Card/Credit Card	27 /04/ 2018 (23:59)	02/05 / 2018
Proposed date of Written Exam ( Offline )	Tentative- First Week of May	Tentative- second Week of May

**GENERAL TERMS AND CONDITIONS**

**A. ELIGIBILITY CRITERIA**

Candidates, intending to apply for BISCOAUN should ensure that they fulfill the minimum eligibility criteria specified by BISCOAUN in this advertisement.

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age,**

educational qualifications etc as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying in BISCOMAUN appearing in written exam and being shortlisted in BISCOMAUN (written exam) and appearing in the subsequent Interview, does not imply that a candidate will necessarily be offered employment in the BISCOMAUN.

**The Candidate should have:-**

- I. **Nationality / Citizenship:**  
A candidate must be a Citizen of India .
- II. **Physically & Medically Fit.**
- III. **Of a good Character & antecedent.**
- IV. **Age (As on 01.04 .2018):**  
Minimum 21 years Maximum 37 years.

**Relaxation of Upper age limit**

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe/PWD	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years

**B. SELECTION PROCESS/CRITERIA :-**

Depending upon the number of application BISCOMAUN reserves the right to fix up the eligibility criteria, limit the number of applications to be called for a particular post and to decide about the mode of screening thereof. No correspondence will be entertained for non-calling of candidates for any of the selection process or for non selection. The decision of BISCOMAUN in this regard will be informed through email/website notification. The stages of selection will be displayed periodically on the website [www.biscomaun.co.in](http://www.biscomaun.co.in) and candidates are advised to visit the website from time to time.

- **For the post of ASSISTANT GODOWN MANAGER and H.R. Officer**
- **: The whole selection process divided in two parts**
  - **Written Examinations(Offline Mode)**
  - **Personal Interview**

**I. Structure & Content of written examinations:**

Sr. No.	Name Of Tests	No. Of Questions	Maximum Marks	Duration
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1	English Language	20	20	60Minute
2	Quantitative Aptitude	20	20	
3	Reasoning Ability	20	20	
4	General Awareness + Computer Knowledge +Domain	40	40	
	Total	100	100	

➤ **For the post of P.A. To Chairman,P.A. To M.D., Data Entry Operator**

➤ **: The whole selection process divided in three parts**

- **Written Examinations(Offline Mode)**
- **Stenography/Typing Test**
- **Personal Interview**

## **II. Structure & Content of written examinations**

<b>Sr. No.</b>	<b>Name Of Tests</b>	<b>No. Of Questions</b>	<b>Maximum Marks</b>	<b>Duration</b>
1	English Language	25	25	60Minute
2	Quantitative Aptitude	25	25	
3	Reasoning Ability	25	25	
4	General Awareness + Computer Knowledge	25	25	
	Total	100	100	

## **II. Penalty for Wrong Answers (in written examination)**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

## **III. Cutoff Score**

There will be a cut off marks for written examination which will be decided by the management of Biscomaun.

**MARKS OBTAINED ONLY IN THE WRITTEN EXAMINATION WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW.**

## **IV. PERSONAL INTERVIEW**

Candidates who have been shortlisted in the written examination for BISCOMAUN will subsequently be called for INTERVIEW conducted by the BISCOMAUN. INTERVIEW will be conducted at BISCOMAUN, East of Gandhi Maidan, Patna-1. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorized BISCOMAUN website [www.biscomaun.co.in](http://www.biscomaun.co.in). Please note that any request regarding change in date, of interview will not be normally entertained. However the BISCOMAUN reserves the right to change the date/ venue/ time/ centre etc. of interview or hold

supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

Candidates who have been qualified the written examination round they will be called for Interview.

A candidate should qualify both in the written examination and Interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on BISCOAUN website.

**List of Documents to be produced at the time of interview** (as applicable)

**The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.****

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form which the candidate had fill up.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Mark-sheets & certificates for 10<sup>th</sup>/Matric,10+2/Intermediate,Graduation,Post Graduation or equivalent qualification etc. Proper document from Board / University of declared result.
- (vi) Work Experience Certificate(if any)
- (vii) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for).Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

**Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

**Note: - Candidates will not be allowed to appear for the interview if he/ she fail to produce the relevant eligibility documents as mentioned above.**

**No documents shall be directly sent to BISCOAUN by candidates before or after the interview.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC (as notified by GOI from time to time):**

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Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/

Presidency Magistrate (iii) Revenue Officer not below the rank of Circle officer (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

### C. HOW TO APPLY

Candidates shall be apply online only at our website([www.biscomaun.co.in](http://www.biscomaun.co.in)) date as indicated in Point **Important Dates** of the advertisement and no other mode of application shall be accepted.

#### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) Scan their photograph (not more than 3 month old) and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) keep the necessary details/documents ready to make **Online Payment** of the requisite application fee.
- (iv) **For candidate's own benefit, he should have a valid personal email ID, which should be kept active till the completion of Recruitment Process.** 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.

➤ Application Fees Payable from date as indicated in Point **Important Dates** of the advertisement (Online payment), both dates inclusive, shall be as follows

- **Rs.300/- for SC/ST candidates.**
- **Rs.500/- for all others.**

**BISCOMAUN Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate**

#### **NOTE:**

(a) CANDIDATES SHOULD NOTE THAT THE FEE SUBMITTED THROUGH ANY OTHER MODE EXCEPT THE MODE SPECIFIED WILL NOT BE ACCEPTED BY BISCOMAUN AND SUCH APPLICATIONS WILL BE TREATED AS WITHOUT FEE AND WILL BE SUMMARILY REJECTED.

(b) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(c) Application without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

#### **Procedure for applying online**

- (1) Candidates are first required to go to the BISCOMAUN's website [www.biscomaun.co.in](http://www.biscomaun.co.in) and then click on the option "CLICK HERE TO APPLY ONLINE" for to open the On-Line Application Form.

- (2) **Candidates will have to click on “CLICK HERE TO APPLY ONLINE”** to register their application by entering their basic information in the online application form. After that 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 indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/entertained. 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. No change is permitted after clicking on FINAL SUBMIT Button.**

#### **D. Mode of Payment**

Candidates have the option of making the payment of requisite fees through the ONLINE mode only:

##### **Payment of fees via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate **places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised** to verify every field filled in the application. The name of the candidate or his /her father. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.  
  
In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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 indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.

- (vii) 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.

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 charges 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.

**Note: 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 after 24 hour of making online Payment by login with Registration Number and Password, to ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the BISCOMAUN/ BISCOMAUNs.**

**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, 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 the utmost care as no correspondence regarding change of details will be entertained. **BISCOMAUN 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 passport 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 to avoid the possibility of disconnection/ inability/ failure to log on to the BISCOMAUN website on account of heavy load on internet/website jam.

**BISCOMAUN 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 BISCOMAUN.**

**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.

#### **E. GENERAL INSTRUCTIONS**



- (i) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of written examinations and interview respectively.**
- (ii) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- (iii) **A Candidate's admission to the examination/ short listing for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by BISCOMAUN. The BISCOMAUN 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 a BISCOMAUN, his/her services are liable to be summarily terminated.**
- (iv) Decision of BISCOMAUN in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to written exam/interview will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by BISCOMAUN in this behalf.
- (v) **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.**
- (vi) 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.
- (vii) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Patna.
- (viii) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- (ix) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- (x) 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 correspondence with the BISCOMAUN in future should be identical and there should be no variation of any kind.
- (xi) **A recent, recognizable photograph (4.5cm × 3.5cm) 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 or doubt about identity at any stage could lead to disqualification.**
- (xii) The possibility of occurrence 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 BISCOMAUN. 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.

- (xiii) Candidates will have to appear for the Written & Interview round at their own expense. No TA/DA will be allowed.

• **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 and should not suppress any material information while submitting online application.

At the time of written 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 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 :
  - (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 BISCOMAUN
  - (c) Candidates are not permitted to use or have in possession calculators in examination

- (xvii) BISCOMAUN shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BISCOMAUN and candidates are advised to keep a close watch on the authorized BISCOMAUN website [www.biscomaun.co.in](http://www.biscomaun.co.in) for latest updates.

**F. CALL LETTERS**

The Centre, venue address, date and time for both written exam and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the BISCOMAUN website [www.biscomaun.co.in](http://www.biscomaun.co.in) by entering his/ her details i.e. Registration Number and Password.

**No hard copy of the call letter etc. will be sent by post/ courier.**

**Intimations will be sent by email to the email ID registered in the online application form for BISCOMAUN. The BISCOMAUN will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent to the candidate due to change in the email address, technical fault or otherwise beyond the control of BISCOMAUN. Candidates are hence advised to regularly keep in touch with the**

**authorized BISCOMAUN website [www.biscomaun.co.in](http://www.biscomaun.co.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.**

#### **G. ANNOUNCEMENTS:**

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

#### **Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph which and signature as per the specifications given below.

#### **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken 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–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, 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 Call Letter and wherever necessary.
- **If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will 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
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

#### **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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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 50 kb (photograph) & 20 kb(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/her 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 and Select the location where the Scanned Photograph / Signature file has been saved. Select the file by clicking on it

- **Click the ‘Open/Upload’ button**

**Your Online Application will not be registered unless you upload your photograph and signature as specified. Note:**

1. **In case the face in the photograph or signature is unclear the candidate’s application may be rejected.** After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. After registering online candidates are advised to take a printout of their system generated online application forms

### **H. DISCLAIMER**

**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 of the 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. Clarifications / decisions given / to be given by the Managing Director, BISCOMAUN, regarding process for recruitment of above mentioned posts in BISCOMAUN shall be final and binding.**

**Sd./-  
Managing Director  
( BISCOMAUN)**