

Filling up of Application Form is in two Parts viz.

PART- I: (APPLICANT/OTHER INFORMATION)

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

Recent passport size colour photograph, preferably with white background, should be used. Size of the file for photograph should be between 20kb-60kb.

For signature the candidate has to sign on white paper with Black/Blue Ink pen. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate is liable to be disqualified. Size of file should be between 10kb-20kb and of dimension 6cm x 3cm.

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

SC/ST/PWD/Ex-servicemen or Serving Defense Personnel Candidates who are seeking fee Exemption must upload the relevant document/certificates in the Formats prescribed for furnishing certificates for SC/ST, OBC, PWD, Serving Defence Personnel and Ex-Servicemen as appended at **Annexure A, B, C, D and E** respectively, as a proof for Exemption from application Fee. **Female candidates** are required to upload any certificate like **High School Certificate/Caste Certificate/College ID Card/Aadhar Card/Voter ID card/Driving License/Passport etc mentioning gender**. Male Candidates belonging to unreserved category and OBC are not exempted from Application fee hence not required to upload any Certificate/Document/Undertaking at this stage.

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

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

C. Submission of Application:

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

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

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

PART-II:

Payment of Application Fee:

For the candidates Exempted from Application Fee:

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

- Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. **Candidates are advised to take a print of the Registered Application Form for their records and future reference.**
- In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "**Existing User/Re-login**" given on the website **www.fcijobsukd.com**.
- Candidates exempted from Application fee will get a confirmation after final submission. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Password can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website **www.fcijobsukd.com**.

For the candidates who have to pay Application Fee:

A link "**Proceed to Payment**" will be provided on the website "www.fcijobsukd.com" for payment which would take the candidate to "State Bank Collect Homepage" after making the PROVISIONAL Registration. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank e- Challan/Other mode. After making the payment, a Payment Slip will be generated on screen; the candidates should take the print of that payment slip or save for future reference.

Candidates who wish to make payment through e-Challan will visit the same link “State Bank Collect Homepage” and follow the instructions to download the e-Challan. The candidate will visit the nearest SBI branch in working hours to make the requisite payment. After making the payment, the ‘**Depositors Copy**’ provided by the bank should be kept by the Candidates for future reference. Candidates should ensure that Registration Number/Other details should be correctly mentioned while making the payment through online payment/e-challan mode otherwise their payment will not be linked and their candidature will be summarily rejected.

Candidates who wish to make the payment later on should login through: “**Existing User/Re-login**” to make the Payment of Application Fee in website www.fcijobsukd.com.

Bank commission charges will be borne by the Applicants. Application Fee deposited after 14.12.2017(15.12.2017 for e-challan payment) will not be valid/accepted and their candidature will be summarily rejected.

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

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

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

Please note that only after confirmation of the payment, the registration of a candidate shall be treated as COMPLETED. The payment status will get updated after 24 hours of making payment. Hence, **candidates are advised to revisit the website after 24 hours to see the payment status.** Candidates are also advised to take a print of the Registered Application Form for their records and future reference. The Registration Number along with Password can be used for downloading the Admit Card 15 days prior to the date of examination which shall also be notified in the designated website www.fcijobsukd.com.

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

No mode other than detailed above like Cheques, Money Orders, Postal Orders, Pay Orders, Banker’s Cheques, Postal Stamps, etc., will be accepted, towards application fee.