

**12 PROBATION:** The selected candidates will be placed on probation for a period of one year. The period of probation may be extended by a further maximum period of one year at the discretion of the Company. If the performance of the candidate is not found suitable during the extended period of probation, his/her service will be terminated.

**13. EXECUTION OF BOND:** Supervisors at S-1 level who are selected shall be liable to execute a Bond of Rupees Two lakhs to serve in the Company for a minimum period of 3 years. Such Supervisors shall have to provide two sureties. In the event of their leaving the Company before completion of minimum period of 3 years, such Supervisors shall indemnify the Company by making the payment of the Bond amount. In the event they fail to do so, the sureties will have to indemnify the Company by making the payment of Bond amount.

**14. SELECTIONPROCEDURE:**

(i) Selection for the posts will be done through online Computer Based Test (CBT) which will be of objective type.

(ii) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the post of **Supervisor (Technical-Assay/Mechanical/Electrical/Metallurgy)** :

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105	105	
	Total	150	150	

(iii) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the **Post of Engraver (Sculpture/Metal Works):-**

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105#	105	
	Total	150	150	

(iv) The Objective type of online Computer Based Test (CBT) **(Single Phase)** will consist of following tests for the post of **Laboratory Assistant:**

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	25	25	120 Minutes
	Logical Reasoning	20	20	
II	Technical/Professional knowledge in relevant trade	105	105	
	Total	150	150	



- (v) The Objective type of online Computer Based Test (CBT) (Single Phase) will consist of following tests for the Post of Junior Technician (Attendant Operator-Chemical Plant)/ Junior Technician (Carpentry)/ Junior Technician (Turner)/ Junior Technician (Electrician)/ Junior Technician (Goldsmith) / Junior Technician (Fitter) / Junior Technician (Melter):

Part	Test Name*	No. of Questions	Max. Marks	Duration
I	General Arithmetic	20	20	120 Minutes
	Logical Reasoning	15	15	
II	Technical/Professional knowledge in relevant trade	85#	85	
Total		120	120	

#Note: -

(a) For the Post of Engraver (Sculpture/Metal Works), 105 no. of questions shall consist of 02 parts i.e., Part A- 45 questions (Compulsory with common syllabus) and Part B- 60 questions (Optional Trade Specialization i.e., Sculpture or Metal Works)

(b) For the Post of Jr. Technician Goldsmith (Goldsmith), 85 no. of questions shall consist of 02 parts i.e., Part A- 35 questions (Compulsory with common syllabus) and Part B- 50 questions (Optional Trade Specialization i.e., Goldsmith or Fitter Trade)

(vi) The exam for JR. OFFICE ASSISTANT, JR. BULLION ASSISTANT & JR. HINDI TYPIST at (B-3 Level) will be conducted i.e. **First written test (Computer Based Test)** to be conducted for all the candidates who have applied. The candidates who **qualify the written test (CBT) will be called for typing test**. The merit list will comprise only those candidates who have qualified typing test in computer typing which is qualifying in nature and the final merit list shall be prepared on the basis of the performance of the candidates in the CBT.

**COMPUTER BASED TEST (CBT) will be conducted first. The objective type of online examination for CBT will consist of following tests for: -**

**FOR JR. OFFICE ASSISTANT, JR. BULLION ASSISTANT & JR. HINDI TYPIST AT- B-3 LEVEL**

Sr. No.	Test Name*	No. of Questions	Max. Marks	Duration
1	General Awareness	30	30	120 Minutes
2	Computer Knowledge	30	30	
3	English Language skills	30	30	
4	Numerical Aptitude	30	30	
5	Reasoning Aptitude	30	30	
Total		150	150	

**Typing Test:**

**FOR THE POST OF JR. OFFICE ASSISTANT AND JR. BULLION ASSISTANT AT B-3 LEVEL:**

(a) Those candidates who qualify Computer Based Test (CBT) will be called for the typing test (English @ 40 w.p.m. or Hindi @30 w.p.m.) on computer.

(b) Candidates have to indicate their preference of Language (Hindi/English) of typing test to be conducted on computer while filling their online application form.

(c) Criteria for evaluation of typing test and other instructions are attached as **Annexure-II and Annexure-III**. Candidates can attempt the Typing Skill Test either in Hindi or in English language (as opted by Candidates in the Online Application form).

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**FOR THE POST OF JR. HINDI TYPIST AT B-3 LEVEL:**

- (a) Those candidates who qualify Computer Based Test (CBT) will be called for the Hindi Typing Test @30 w.p.m. on computer.
- (b) Criteria for evaluation of Hindi typing test and other instructions are attached as **Annexure-II and Annexure-III**.

(\* **Post-wise Indicative Syllabus is appended as Annexure-I** to this Advertisement. Candidates have to take note that the syllabus mentioned is only indicative & not exhaustive and Questions may be set from other topics commensurate with the education qualification.

15. **THE ONLINE (CBT) TEST** will be in bilingual form i.e., Hindi & English language except the English language section which will be available only in English and there is no Interview for the selection of the posts. The selection will be on merit basis. **THERE IS NO NEGATIVE MARKING.**
16. **IN THE SELECTION PROCESS**, an applicant has to obtain high marks in the test and rank sufficiently higher to be allowed for next stage for further process of selection. However, since the final selection would depend on the number of vacancies as also relative performance, merely qualifying in the online examination will not entitle an applicant for appointment in the Company.
17. **THE FINAL MERIT LIST** will be drawn by the marks obtained in the online examination. The minimum qualifying marks i.e., cut-off marks required to consider on order of merit for different categories of candidates are as under:

General / EWS Category	55%
OBC	50%
SC/ST Category	45%

18. **THE ONLINE EXAMINATION (Computer Based Test)** will be held tentatively as mentioned in 9 (A). The exact date, shift & reporting time of examination will be mentioned in the Admit Card. The examination will be conducted online in venues given in the respective Admit Card. The applicants will have to take the examination on the date and time as indicated in the Admit Card at their own cost. **The applicants are requested to keep checking the Company's website <http://igmnoida.spmcil.com> for any update.**
19. **The online Examination (CBT) for all posts will be conducted in Delhi/NCR, Hyderabad, Mumbai, Kolkata. Typing Test on computer for Jr. Office Assistant, Junior Bullion Assistant & Jr. Hindi Typist Post will be conducted at Delhi/NCR only.** Preference of examination centre location i.e., Mumbai, Kolkata, Hyderabad & Delhi/NCR will be opted by the Applicants for CBT exam. Choice of location for CBT exam once exercised by the applicant will be final. No request for change of location/Centre/venue/date/shift for online examination shall be entertained. If sufficient number of applicants do not opt for a particular Centre for Online examination OR if the number of applicants is more than the capacity available for (CBT) Online examination for a Centre, the Company reserves the right to allot any other Centre to those applicants. The Company reserves the right to cancel any of the centres and/or add some other centres at its discretion, depending upon the response, administrative feasibility etc. The Company also reserves the right to allot the applicants to any of the centres other than the one he/she has opted for either within the state or outside the state.
20. Applicants will have to appear for the CBT online examination & typing test at their own risks and expenses. Company will not be responsible for any injury or losses etc. of any nature.
21. The Resolution of Tie of marks of candidates in merit list (in order of preference) would be done by the following:
- The candidate older in age will get preference.
  - Alphabetical order of names.
22. The Chief General Manager, IGM-Noida reserves the right to make changes in the Schedule/pattern of Examination, etc.; if considered necessary at any stage of Recruitment process. However, the same shall be notified in the website before the conduct of the examination. Admission to the online examination will be purely provisional without verification of Age/qualification/category (SC/ST/OBC/EWS/PwBD/Ex-SM) etc., of the applicants. Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that

