

**National Financial Reporting Authority**  
**7<sup>th</sup> Floor Hindustan Times Building, K.G. Marg New Delhi**  
**Ph-011-23355013**

No. NF-12012(27)/1/2019

Dated 17.02.2020

**NOTICE FOR DIRECT RECRUITMENT FOR THE POSTS OF MANAGER AND ASSISTANT  
MANAGER IN NFRA**

1. National Financial Reporting Authority (NFRA), New Delhi, is a statutory body set up under Section 132 of Companies Act, 2013. NFRA has been established to protect the public interest and the interests of investors, creditors and others associated with the companies or bodies corporate by establishing high quality standards of accounting and auditing and exercising effective oversight of accounting functions performed by the companies and bodies corporate and auditing functions performed by auditors. Further details can be known from the website [nfra.gov.in](http://nfra.gov.in).

NFRA invites applications from interested and eligible Indian citizens to apply for the following posts as per this vacancy circular. It may please be noted that NFRA reserves the right to change any / all conditions of recruitment at any point of time. Online application form will be made available on NFRA website likely on 29.2.2020.

2. No of posts in NFRA, proposed to be filled by direct recruitment in its headquarters at New Delhi are as follows:
- (i) Manager - 10 posts
  - (ii) Asst. Mgr. - 8 posts
3. Recruitment Rules of NFRA have been notified by notification of MINISTRY OF CORPORATE AFFAIRS Government of India, vide Gazette Notification No. G.S.R. 369 (E) dated 16th May, 2019 (copy uploaded on NFRA website [nfra.gov.in](http://nfra.gov.in)). Copy of Recruitment Rules of NFRA are available on NFRA website under Acts / Rules menu.

**4. Salary**

Sl. No.	Position	Pay Scale	Minimum and Maximum Basic Pay + DA as in Feb 2020
(i)	<b>Manager</b> (Grade B)	Rs.35150- 1750(9)- 50900- EB1750(2)- 54400- 2000(4)- 62400	Min- 61829 Max- 109762
(ii)	<b>Assistant Manager</b> (Grade A)	Rs. 28150- 1550(4)- 34350- 1750(7)- 46600- EB-1750 (4)- 53600- 2000(1)- 55600	Min- 49516 Max- 97800

5. **Dearness Allowance:** Dearness Allowance (DA) rates will be as declared by Reserve Bank of India / Indian Banks Association from time to time. DA rate for February, March, April 2020 is 75.9% of Pay. Presently the revision of DA is quarterly, as under –

- i. February, March, April
- ii. May, June, July
- iii. August, September, October
- iv. November, December, January.

Other perks, allowances and service conditions will be as decided by NFRA / MCA from time to time.

6. Period of Probation will be 2 years for both the categories of Posts i.e. Manager and Assistant Manager.

**7. Details of requirement in respect of Age, Qualification and Experience:**

Sl. No.	Position	Age Limit	Minimum Educational Qualification	Minimum Experience
(i)	<b>Manager</b>	Between twenty one and thirty years	Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Law or Post Graduation in Commerce, Economics, Finance or any other discipline, from a recognized University or Institution	a minimum six years of post qualification experience in the fields of law, investigation, Information Technology, Finance, Economics, Accountancy, Auditing, Administration.
(ii)	<b>Assistant Manager</b>	Between twenty one and thirty years.	Chartered Accountant or Master of Business Administration with specialization in Finance or Accounting or Chartered Financial Analysis or Law or Graduation in Commerce, Economics, Finance, Bachelor of Technology in Computer Science or Engineering or Master in Computer Application or any other discipline, from a recognized University or Institution.	with a minimum of two years of post-qualification experience in accounting or auditing or law or bank.

- (i) **The above criteria should be met as on 29.03.2020.**
- (ii) Length of experience would be counted from or after the date of mark sheet / certificate stating that the Minimum Educational Qualification asked for has been successfully attained.
- (iii) Candidate called for interview will be, inter-alia, asked to show originals of the following documents and one self-attested copy of each document shall be handed over to NFRA. Specific details will be intimated later / at the time of interview.
- (a) Proof of Identity with Photograph
- (b) Proof of address
- (c) Document in support of date of Birth namely – Class X certificate / mark sheet / Passport / PAN card / Driving License / Date of Birth Certificate

issued by Municipality / Any other document / Certificate issued by Central / State Government / Union Territory Government / Local Government in support of date of Birth.

- (d) Certificates and mark sheets, inter-alia, stating successfully passed the minimum educational qualification as stated above. The Certificate / Degree of Educational Qualification should be from a recognized Institute / University.
- (e) Certificate of experience - The experience certificate may be self-certification in case of self-practicing CA, etc. along with Certificate of practice (if so required by profession). In case the certificate is from an employer, name & designation of issuer, his / her phone no., email ID, Postal address, name of organization, date of certificate, etc. should be stated in the certificate. The certificate should be on the letter head of the employer with stamp of the issuing authority.
- (f) Certificates as in Formats in Para 9 below.
- (g) Proof of category under which reservation / age relaxation / any other additional facility / relaxation sought.

#### 8. Reservation ( as per extant Policy of GOI ):

S.N.	Category of Applicant	Manager	Assistant Manager
1	Scheduled Caste (SC)	1	1
2	Other Backward Class	2	2
3	Economically Weaker Section (EWS)	1	0
4	Unreserved	6	5
	<b>Total</b>	<b>10</b>	<b>8</b>

- (i) One post of Mgr. and 1 Post of Asst. Mgr. will be filled with Persons with Benchmark disability (PwBD). He may be from any of the 4 categories stated in para 8 above. Depending on the category of person selected the number of posts for that category will be reduced by 1 post from the number given in the table in para 8 above. Details of disability allowed in respect of Persons with Benchmark Disability (PwBD) are stated in para 9.
- (ii) Only those category (ies) of disability (ies) mentioned in Para 9 shall apply for the examination under Persons with Benchmark Disability (PwBD) categories.
- (iii) OBC Candidates who belong to Creamy layer are not entitled to apply under category stated in S. No. 2 above.

#### 9. Guidelines For Physical fitness / Persons With Disabilities / Scribe

- (i) All successful candidates would be required to undergo a medical examination and meet the physical fitness benchmarks as prescribed by Ministry of Corporate Affairs / NFRA.
- (ii) Details of disability allowed in respect of Persons with Benchmark Disability

(PwBD) are stated in Para 9(iii) below. However, such Candidates will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Posts to be allocated to the Persons with Benchmark Disability by the Government.

- (iii) Candidate with highest marks from among the candidates with any of the disabilities indicated below may be selected for the post (based on combined written as well as interview) subject to his / her successful medical examination.

Categories of Physical disability identified for the posts	Functional Classification	Physical Requirement
(i) Locomotor Disability including Leprosy Cured, Dwarfism, Acid Attack Victims	One leg affected (R or L) or one arm affected (R or L), Leprosy Cured (LC), Dwarfism (DW), Acid Attack Victims (AAV)	S, ST, W, BN, SE, RW, C
(ii) Hard of Hearing	Hard of Hearing (HH)	As above
(iii) Multiple Disabilities [2 or more disabilities among (i) and (ii) above]	All mentioned in above [(i) and (ii) above]	As above

Code	Physical Requirements
S	Sitting
ST	Standing
W	Walking
BN	Bending
SE	Seeing
RW	Reading and Writing
C	Communication

Code	Functional Classification
LC	Leprosy Cured
AAV	Acid Attack Victims
DW	Dwarfism
HH	Hearing Handicapped

- (iv) As per section 2(t) of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, "Person with disability" means a person suffering from not less than forty per cent. of any disability as certified by a medical authority.
- (v) Accordingly only such persons would be eligible for reservation under Persons with Benchmark Disability category who suffer from not less than 40% of **relevant disability as specified above.**
- (vi) Such PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016) and Rights of Persons with Disabilities Rules, 2017. Such certificate shall be subject to verification/re-verification, as may be decided

by the NFRA. Candidate will be required to show such certificate in original at the time of interview.

- (vii) **Use of Scribe & Compensatory time:** From among the PwBD candidates as stated above, those candidates who have physical limitation to type/write including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not. In view of the timelines stated in para 16 below, the extra time will be given on proportional basis for such candidates.
- (viii) Candidates applying for extra time as per above should possess a certificate in the format enclosed as **Annexure – I** at the time of application for the said Posts. Original of the same will be required to be shown at the time of interview. Only candidates who have the said certificate should apply for registration for compensatory time.
- (ix) Only candidates registered for compensatory time will be allowed extra time since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- (x) Such candidates who are allowed compensatory time can opt for scribe if they so desire. In all such cases where a scribe is used, the following rules will apply:
  - a) The candidate will have to arrange his/her own scribe/writer at his/her own cost.
  - b) Both the candidate as well as the scribe will have to give an undertaking, in the prescribed format with passport size photograph of the scribe at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above.
  - c) A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition, the scribe arranged by the Candidate should not be a candidate for the same examination. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
  - d) Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination and can be removed from service without notice, if he/she has already joined NFRA.
  - e) Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.

**10.** Guidelines in this Notice are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**11. The maximum permissible upper age-limit will be relaxed as per the following**

- (i) Up to a maximum of five years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe.

- (ii) Up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates (i.e. those not belonging to creamy layer)
- (iii) Upto a maximum of 10 years in case of Persons with Benchmark Disability as stated in Para 9 above, Upto a maximum of 15 years in case SC / ST persons with said disabilities and OBC (NON-CREAMY LAYER) persons with disabilities 13 Years.
- (iv) Relaxation of 5 (five) years for Ex-servicemen –

Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (ii) on account of physical disability or have been released/discharged on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.

Candidates belonging to SC / ST / OBC (Non Creamy Layer) who are also covered under the category of Ex-servicemen will be eligible for cumulative age relaxation.

- (v) **No Cumulative age relaxation will be available to any applicant, save as provided above.**

12. There will be no limit of number of attempts for any candidate for appearing in the direct recruitment examination of NFRA subject to his / her eligibility otherwise.

**13. Any changes/corrigendum etc. to this notice will be uploaded in NFRA website only. As such the interested individuals are required to see the website [nfra.gov.in](http://nfra.gov.in) regularly.**

#### **14. Details of online examination**

- (i) Exam will be bilingual except that there may be questions for testing competence in English Language as well.
- (ii) Exam will be on computer terminal with 5 options for each answer.

#### **15. Examination Centers**

- (i) Exam is to be conducted in 21 centers viz. Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmadabad, Patna, Chandigarh, Jaipur, Lucknow, Bhopal, Guwahati, Bhubaneshwar, Dehradun, Nagpur, Raipur, Ranchi, Vijayavada, Jammu and Kochi.
- (ii) The examination will be conducted online in venues given in the respective call letters.
- (iii) No request for change of centre/venue/date/session for examination shall be entertained.
- (iv) NFRA however, reserves the right to cancel any of the examination centres and/ or add some other centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (v) NFRA also reserves the right to allot the candidate to any centre other than the one he/she

has opted for.

- (vi) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and NFRA will not be responsible for any injury or losses etc. of any nature.
- (vii) Choice of centre once exercised by the candidate will be final.
- (viii) If sufficient number of candidates does not opt for a particular centre for "Online" examination, NFRA reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, NFRA reserves the right to allot any other centre to the candidate.
- (ix) **Candidates reporting late** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 3 hours, candidates may be required to be at the venue for additional time of about 90 minutes or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

16. The details of maximum marks, questions and time for online exam are as follows:

Sr. No.	Name of Test	Number of Questions	Maximum Marks	Duration in minutes*
1	English Language	30	60	35
2	Reasoning Ability	30	60	35
3	Economic, Financial and Auditing / Accounting Sector Awareness (each of the said three areas should have equal marks)	70	140	50
4	General Legal Knowledge	40	80	25
5	Quantitative Aptitude	30	60	35
	<b>Total</b>	<b>200</b>	<b>400</b>	<b>180</b>

- 17. The time allowed for each section is as given in the table above. Extra time in respect of certain PwBD candidates is stated in para 9 above.
- 18. Each question carries two marks. There will be negative marking with 0.5 mark deducted for each wrong answer.
- 19. There would be online examination and subsequently candidates, based on their performance in the online exam, will be called for Interview. Weightage for online exam will be 85% and that for interview will be 15%.
- 20. During the initial merit listing based on online examination, the tie cases (same marks) will be included. At the final stage of merit listing, for tie cases (i.e. total marks of online exam + interview are same) then candidate with higher age will be given preference. In case, of same date of birth then candidate with higher marks in online examination, would be ranked higher. In case of same DOB and same marks in online exam and same marks in Interview then candidate with higher marks in Economic, Financial and Auditing / Accounting Sector Awareness will be given preference.

**21. Download of Call Letter**

- (i) Candidates will have to visit NFRA website for downloading call letters for online

test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use

- a) Registration Number/Roll Number,
  - b) Password/Date of Birth for downloading the call letter.
- (ii) Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 22 (i) and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

## 22. Identity Verification

- (i) In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. **Ration Card and Learner's Driving License are not valid id proof.**
- (ii) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

## 23. General Instructions

- (i) 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 test conducting body. 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.
- (ii) Decision of NFRA in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NFRA in this behalf.
- (iii) If the examination is held in more than one session, the scores across various sessions



will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

- (iv) NFRA would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NFRA in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NFRA reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- (v) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NFRA 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 affect.

#### **24. Process For Arriving at Scores**

- (i) The Scores of Online Examination are obtained by adopting the following procedure:
  - a) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
  - b) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores. Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
  - c) Test wise scores and scores on total is reported with decimal point upto two digits.

#### **25. Biometric Data**

- (i) It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Main Examination for the candidates who qualify after the preliminary examinations and appear for the main examination.
- (ii) The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- (iii) Candidates are requested to take care of the following points in order to ensure a smooth process
  - a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
  - b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  - c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

## 26. Application Registration

- (i) Candidates can apply online only from 29.2.2020, 00.00 Hrs to 29.3.2020, 23.59 Hrs. No other mode of application will be accepted.
- (ii) Applicants are first required to go to NFRA website <https://nfra.gov.in/> and open the link "Tenders/Advertisements". Thereafter, click on the option "APPLY ONLINE (ASSISTANT MANAGER / MANAGER)" which will open a new screen. **Candidates are required to access their application via NFRA website only.**
- (iii) **There are 2 Posts - Manager and Assistant Manager. A person eligible and applying for both is required to fill in separate applications for each post. Online examination for the posts of Manager and Assistant manager will be different.**
- (iv) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. 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 & SMS indicating the Provisional Registration number and Password will also be sent.
- (v) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (vi) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (vii) 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/Identity proof. Any change/alteration found may disqualify the candidature.
- (viii) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (ix) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- (x) Candidates can proceed to fill other details of the Application Form.
- (xi) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (xii) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xiii) Click on 'Payment' Tab and proceed for payment.
- (xiv) Click on 'Submit' button.

- (xv) Before applying online, candidates should-
- a) scan their :
    - photograph (4.5cm × 3.5cm)
    - signature (with black ink)
    - left thumb impression (on white paper with black or blue ink)
    - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in this Advertisement.
  - b) Signature in CAPITAL LETTERS will NOT be accepted
  - c) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
  - d) The text for the hand written declaration is as follows “I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
  - e) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
  - f) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
  - g) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NFRA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

## 27. Application Fee (Non-refundable)

- (i) Unreserved / OBC - Rs.600/- plus GST (presently 18%) as application fee cum intimation charges plus applicable transaction charges. For SC/ST/ Persons with Disability (PWD)-fee is Nil.
- (ii) Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
- (iii) Candidates have to pay the requisite fees/intimation charges only through ONLINE mode. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iv) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (v) 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
- (vi) On successful completion of the transaction, an e-Receipt will be generated.

- (vii) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (viii) Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (ix) 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.
- (x) To ensure the security of your data, please close the browser window once your transaction is completed.
- (xi) There is facility to print application form containing fee details after payment of fees.
- (xii) Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

## **28. Document Scan And Upload**

- (i) Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.
- (ii) Photograph Image:
  - a) Photograph must be a recent passport style colour picture.
  - b) Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
  - c) Look straight at the camera with a relaxed face
  - d) 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
  - e) If you have to use flash, ensure there's no "red-eye"
  - f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
  - g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
  - h) Dimensions 200 x 230 pixels (preferred)
  - i) Size of file should be between 20kb–50 kb
  - j) 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.
  - k) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
  - l) Candidate should also ensure that photo is uploaded at the place of photo and

signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- m)** Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**(iii)** Signature, left thumb impression and hand-written declaration Image:

- a)** The applicant has to sign on white paper with Black Ink pen.
- b)** The applicant has to put his /her left thumb impression on a white paper with black or blue ink.
- c)** The applicant has to write the declaration in English clearly on a white paper with black ink.
- d)** The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- e)** The signature will be used to put on the Call Letter and wherever necessary.
- f)** If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- g)** Dimensions 140 x 60 pixels (preferred)
- h)** Size of file should be between 10kb – 20kb for signature and left thumb impression.
- i)** For hand written declaration size of file should be 20kb – 50 kb
- j)** Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- k)** Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**(iv)** Scanning the documents

- a)** Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- b)** Set Colour to True Colour.
- c)** Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- d)** The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- e)** Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- f)** Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- i. If the file size and format are not as prescribed, an error message will be displayed.
  - ii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.
- (v)** Left thumb impression ( In case there is no Left Hand / Left thumb then Right thumb impression where ever stated in this document)
  - a) The applicant has to put his / her left thumb impression on a white paper with black or blue ink.
  - b) The hand written declaration should be of the applicant and not by any other person.
    - i. File type: jpg / jpeg
    - ii. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
    - iii. File Size: 20 KB – 50 KB
- (vi)** Hand-written declaration
  - a) Hand written declaration content is to be as expected.
  - b) Hand written declaration should not be written in CAPITAL LETTERS.
  - c) The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
  - d) The hand written declaration should be of the applicant and not by any other person.
  - e) Hand written Declaration
    - i. File type: jpg / jpeg
    - ii. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
    - iii. File Size: 50 KB – 100 KB
- (vii) Procedure for Uploading the documents**
  - a) While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
  - b) Click on the respective link “Upload left thumb impression / hand written declaration”
  - c) Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
  - d) Select the file by clicking on it
  - e) Click the ‘Open/Upload’ button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
  - f) If the file size and format are not as prescribed, an error message will be displayed.
  - g) Preview of the uploaded image will help to see the quality of the image. In case of

unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

- h) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- i) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- j) After registering online candidates are advised to take a printout of their system generated online application forms.

## **29. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

- (i) 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 examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –
  - a) using unfair means or
  - b) impersonating or procuring impersonation by any person or
  - c) 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
  - d) resorting to any irregular or improper means in connection with his/ her candidature or
  - e) obtaining support for his/ her candidature by unfair means, or
  - f) 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 for the following at his / her risk and cost:
    - i. to be disqualified from the examination for which he/ she is a candidate
    - ii. to be debarred either permanently or for a specified period from any examination conducted by NFRA as decided by NFRA.
    - iii. for termination of service, if he/ she has already joined NFRA.

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs..... (name of the candidate with benchmark disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o....., a resident of ..... (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

**Signature**  
**Chief Medical Officer/Civil Surgeon /**  
**Medical Superintendent of a Government Health Care Institution.**

**Note:** Certificate should be given by a specialist of the relevant stream/disability (Locomotor disability).