

# Food, Civil Supplies and Consumers Affairs Department

Block No.-14, Sardar Bhavan,  
Sachivalaya, Gandhinagar – 382010.  
E-mail ID – [ds-ca-fcs@gujarat.gov.in](mailto:ds-ca-fcs@gujarat.gov.in)  
Website – [www.fcscga.gujarat.gov.in](http://www.fcscga.gujarat.gov.in)

## **PUBLIC NOTICE**

Applications are invited for the posts of Members Judicial (1) & Non-Judicial (4) for the State Consumer Disputes Redressal Commission and Presidents (18) and Members (35) for the District Consumer Disputes Redressal Commissions under the Consumer Protection Act-2019.

The eligibility criteria for these posts are as provided under the Consumer Protection Act – 2019 and the Rules framed there under by the Central Government. The salary, allowances and terms and conditions of services of Presidents and Members of State Commission and District Commissions are being carried out as per the Gujarat Consumer Protection (Salary, Allowances and Conditions of Service of President and Members of the State Commission and District Commissions) Rules 2021 notified by the State Government on Date 21-8-2021 vide powers derived under section –102(2) of The Consumer Protection Act – 2019.

The detailed notice about the eligibility criteria and other details are available on website <https://ojas.gujarat.gov.in> for download. The applicants have to submit their form “ONLINE ONLY” i.e. through the link from date - 20/09/2021 to date - 04/10/2021.

No Application received by post or otherwise will be entertained.

Deputy Secretary  
Food, Civil Supplies and Consumers Affairs Department  
Sachivalaya, Gandhinagar

Gandhinagar,

Date - 16/09/2021.

અન્ન, નાગરિક પુરવઠા અને ગ્રાહકોની બાબતોનો વિભાગ  
બ્લોક નં:-૧૪,સરદાર ભવન, સચિવાલય,ગાંધીનગર-૩૮૨૦૧૦

E-mail ID - [ds-ca-fcs@gujarat.gov.in](mailto:ds-ca-fcs@gujarat.gov.in)

Website - [www.fcsca.gujarat.gov.in](http://www.fcsca.gujarat.gov.in)

### જાહેર નિવેદા

ગ્રાહક સુરક્ષા અધિનિયમ- ૨૦૧૯ અંતર્ગત રાજ્ય ગ્રાહક તકરાર નિવારણ કમિશન માટે જ્યુડિશિયલ મેમ્બર (૧) અને નોન- જ્યુડિશિયલ મેમ્બર્સ (૪) અને જિલ્લા ગ્રાહક તકરાર નિવારણ કમિશન માટે પ્રમુખશ્રી (૧૮) અને મેમ્બર્સ (૩૫) માટે અરજીઓ મંગાવવામાં આવે છે.

ઉપરોક્ત જગ્યાઓ માટે પાત્રતાના માપદંડ ગ્રાહક સુરક્ષા અધિનિયમ- ૨૦૧૯ અને તેના આધારે કેન્દ્ર સરકાર દ્વારા ઘડવામાં આવેલ નિયમો હેઠળ આપવામાં આવેલ છે. રાજ્ય કમિશન અને જિલ્લા કમિશનના પ્રમુખ અને સભ્યોના પગાર અને સેવાની શરતો ગ્રાહક સુરક્ષા અધિનિયમ-૨૦૧૯ ની કલમ-૧૦૨(૨) હેઠળ મળેલ સત્તાની રૂએ તા. ૨૧/૦૮/૨૦૨૧ ના રોજ રાજ્ય સરકાર દ્વારા બહાર પાડવામાં આવેલ ગુજરાત ગ્રાહક સુરક્ષા (રાજ્ય કમિશન અને જિલ્લા કમિશનના પ્રમુખ અને સભ્યોના પગારલથ્થા અને સેવાની શરતો) નિયમો-૨૦૨૧ મુજબ મળવાપાત્ર થશે.

પાત્રતાના માપદંડ અને અન્ય વિગતો વિષેની વિગતવાર માહિતી/સૂચના Website- <https://ojas.gujarat.gov.in> પર ઉપલબ્ધ છે . અરજદારે તેઓનું ફોર્મ આ લિંક દ્વારા તા.૨૦/૦૯/૨૦૨૧ થી તા.૦૪/૧૦/૨૦૨૧ સુધી ઓનલાઇન સબમીટ કરવાનું રહેશે. પોસ્ટ દ્વારા કે અન્ય રીતે પ્રાપ્ત થયેલ અરજીઓ સ્વીકારવામાં આવશે નહિ.

નાયબ સચિવ

અન્ન, નાગરિક પુરવઠા અને ગ્રાહકોની બાબતોનો વિભાગ  
સચિવાલય, ગાંધીનગર

ગાંધીનગર

તા. ૧૬/૦૯/૨૦૨૧

# FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT

Block No.14, Sardar Bhavan, Sachivalaya, Gandhinagar-382010.

E-mail ID – ds-ca-fcs@gujarat.gov.in

Website: www.fcsca.gujarat.gov.in

AND

www.cdrc.gujarat.gov.in

NO.SCDRC/01/2021

## **Advertisement for Recruitment of Member (Judicial & Non - Judicial) of the State Consumer Disputes Redressal Commission and President and Member of the District Consumer Disputes Redressal Commission in Gujarat State**

Starting date for submission of Online Application	<b>20/09/2021</b> (00:00:01 Hours)
Closing date for submission of Online Application	<b>04/10/2021</b> (23:59:59 Hours)

### **1. Vacancy and Pay Scale**

- (i) Food, Civil Supplies & Consumer Affairs Department, in view of **The Consumer Protection Act, 2019**, invites Online Applications from the eligible candidates for filling up following vacancies in the Pay Scale mentioned in **The Gujarat Consumer Protection (Salary, Allowances and Conditions of Service of President and Member of the State Commission and District Commissions) Rules, 2021**.
- A. 1 Vacancy of Member (Judicial) in the State Commission.
  - B. 4 vacancies of Member (Non-Judicial) in the State Commission.
  - C. **18 vacancies** (existing and future) of Presidents in District Commissions
  - D. 35 vacancies (existing and future) of Member in District Commissions

(ii) The descriptions of the vacancies are as under:

Sr	Name of Commission	Member Judicial	Member Non Judicial	
			2	2*
State Commission				
	Name of District Commission	Presidents	Members	
			Open	Female
1	Ahmedabad (Main)	1	0	1
2	Ahmedabad (Addl)	0	1	0
3	Amreli	1	0	1*
4	Anand	0	1	0
5	Banaskantha	0	1	1
6	Bharuch	1	1*	0
7	Bhavnagar	1	1	1*
8	Gandhinagar	0	0	1
9	Jamnagar	1	1*	1
10	Junagadh	0	1	0
11	Kheda	1	1	0
12	Kutch Bhuj	1	0	0
13	Mehsana	1	1*	1
14	Navsari	0	1*	0
15	Panchmahal	1*	1*	0
16	Patan	1	1	1*
17	Rajkot (Main)	1	1	0
18	Rajkot (Addl)	1	1*	1
19	Sabarkantha	1	1	1
20	Surat (Main)	1*	1	1
21	Surat (Addl)	1	1*	0
22	Surendranagar	1*	1	1
23	Vadodara (Main)	1	1	0
24	Vadodara (Addl)	0	1	1
25	Valsad	1	1	1
	<b>Total</b>	<b>18</b>	<b>21</b>	<b>14</b>
Note:- * It will be vacant up to 10-1-2022				

(iii) Food, Civil Supplies & Consumers Affairs Department reserves its right to alter the number and place of vacancies notified.

## 2. Essential Qualifications, Age Limit & Term of office:

(i) Candidate must possess the qualification as mention in **Rule – 3,4 and 10** of The Consumer Protection (Qualification for appointment, method of recruitment, procedure of appointment, term of office, resignation and removal of the President and members of the State Commission and District Commission) Rules, 2020, (For short ‘**The Recruitment Rules - 2020**’) which reads as under;

(ii) **Rule-3. Qualifications for appointment of President and members of the State Commission.—**

1) ...

2) A person shall not be qualified for appointment as a member unless **he is of not less than forty years of age** and possesses—

(a) an experience of at least ten years as presiding officer of a district court or of any tribunal at equivalent level or combined service as such in the district court and tribunal:

Provided that not more than **fifty percent** of such members shall be appointed; or

(b) a **bachelor’s degree** from a recognized university and is a person of ability, integrity and standing, and has special knowledge and professional experience of not less than **twenty years** in consumer affairs, law, public affairs, administration, economics, commerce, industry, finance, management, engineering, technology, public health or medicine:

(3) At least one member or the President of the District Commission shall be a woman.

(iii) **Rule-4. Qualifications for appointment of President and members of the District Commission.—**

(1) A person shall not be qualified for appointment as President, unless he is, or has been, or is qualified to be a District Judge.

(2) A person shall not be qualified for appointment as a member unless **he**

- a) **is of not less than thirty-five years of age;**
- b) Possesses a **bachelor's degree** from a recognized university and
- c) is a person of ability, integrity and standing, and has special knowledge and professional experience of not less than **fifteen years** in consumer affairs, law, public affairs, administration, economics, commerce, industry, finance, management, engineering, technology, public health or medicine.

(3) At least one member or the President of the District Commission shall be a woman.

- (iv) **Rule – 10. Term of office of President or Member.**-The President and every member of the State Commission and the **District Commission** shall hold office **for a term of four years or up to the age of sixty-five years**, whichever is earlier and shall be eligible for reappointment for another term of four years subject to the age limit of sixty five years, and such reappointment is made on the basis of the recommendation of the Selection Committee.

### **3.1 Preparation of Select List & Procedure of appointment for the Post of Member (Judicial) of the State Commission and for the post of President of the District Commission having Judicial background**

- i) The Preparation of Select List and Procedure of appointment will be undertaken by the Selection Committee as described under **Rule – 6 of 'The Recruitment Rules - 2020'**.
- ii) After scrutiny of applications received, a list of eligible candidates along with their applications shall be placed before the committee.
- iii) Selection Committee, if it considers necessary, shortlist the applicants in accordance with such criteria as it may decide.
- iv) Shortlisted applicants will be called for Interview. Call letters will be sent to the shortlisted applicants through e-mail id given by the applicants. They have to appear at their own expenses for appearing interview, on the Date, Time and at the Place that may be decided by the Selection Committee.

- v) The Selection Committee shall, on the basis of the assessment made by it in the interview and after satisfying the eligibility criteria and after taking into account the suitability, record of past performance, integrity and adjudicatory experience, mental alertness, knowledge of law, clear and logical exposition, balance of judgment, skills, attitude, ethics, power of assimilation, power of communication, character and intellectual depth, analytical ability and the like, of the candidate, will recommend a panel of names of applicants for appointment as Judicial Member of the State Commission and Presidents of the District Commission from amongst the applicants in the order of merit for approval to the State Government and for issuance of appointment orders.

Note: Selection Committee may adopt procedure of assessment by written test containing objective or subjective type of questions at the time of interview.

- vi) Since ‘Character’ and ‘Suitability’, of a Candidate, holds an important and paramount criteria, for being considered, for Appointment to the post, therefore, kindly note that these aspects can be inquired into, by the **Selection Committee**, prior to the Personal Interview. For this purpose the Hon’ble High Court will be requested to send 10 years Confidential Reports and Assessment of Disposal.
- vii) The Government reserves the right to postpone, cancel or extend any date of notification at any point of time without assigning any reason.

### **3.2 Preparation of Select List & Procedure of appointment for the post of Member (Non Judicial) of the State Commission and President and Member of the District Commissions having Non Judicial background**

- a) The Preparation of Select List and Procedure of appointment will be undertaken by the Selection Committee as described under **Rule – 6 of ‘The Recruitment Rules - 2020’**.
- b) The selection Committee may, if it considers necessary, shortlist the applicants in accordance with such criteria as it may decide

depending upon number of applications received against the vacancies for a particular district or all districts, and to conduct the written examination (Objective and Subjective) or opt to skip the written examination.

*Note: If it is decided for written examination the same will be conducted as per para – 5 of this advertisement.*

- c) Selection of candidates shall be made on the basis of **Average Marks** obtained by the candidates in the Main Written Examination and Personal Interview. However, the Marks obtained in Preliminary Examination (Elimination Test) **shall not be taken into consideration while preparing the Final Merit List of the candidates.**

#### **4. Fees and Mode of Payment (for Non Judicial Background)**

- (i) The candidates belonging to General Category are required to pay Examination Fees of **Rs.750/-** plus Bank Charges whereas **Rs.500/-** plus Bank Charges are required to be paid by the Candidates belonging to Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes and EWS Categories via **“Print Application/ Pay Fee”** Button, Provided on web page of OJAS portal.
- (ii) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of online Payment.
- (iii) After successful Online Payment, Candidate will get **e-Receipt** of the same. However, if Transaction/ Payment fails due to any technical reasons, follow the Instructions thereat.

**Note: e-Receipt will be generated/ obtained ONLY upon successful transaction/ Payment and at relevant point in time and the same will NOT be obtained/ generated afterwards.**

- (iv) Candidates are advised to **preserve** the copy of the **e-Receipt** till the conclusion of the Recruitment Process.



- (v) Confirmed 'Online Application', submitted by the Candidate, will be considered as **VALID** Application, only after he/she remits the Examination Fees, as required before due time.
- (vi) Requisite Examination Fees, can be paid through Online Mode only (from 20/09/2021 to 04/10/2021) the same shall be considered as **VALID**.
- (vii) Fees paid by **any other mode**, will **NOT** be accepted.
- (viii) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.

## **5. Scheme of Examination & Syllabus for the post of Member (Non Judicial) of the State Commission and President and Member of the District Commissions having Non Judicial background**

### **(A) For Preliminary Examination/ Elimination Test (Date will be decided by the Selection Committee)**

The Preliminary Examination /Elimination Test shall consist of 1 **Paper** of 100 Marks & 2 Hours duration consisting of **Multiple Choice Questions (MCQs) each of 01 Mark with Negative Marking of 0.33 Mark for each Wrong / Multiple Answer** and would be based on the following Syllabus :-

#### **Part-I: Law (70 Marks)**

- (a) The Code of Civil Procedure, 1908 applicable to Consumer Commission.
- (b) The Consumer Protection Act, 2019
- (c) The Consumer Protection (Consumer Disputes Redressal Commissions) Rules, 2020.
- (d) The Consumer Protection (Mediation) Rules, 2020.
- (e) The Consumer Protection (E-Commerce) Rules, 2020.
- (f) The Consumer Protection (Consumer Commission procedure) Regulations, 2020.
- (g) The Consumer Protection (Mediation) Regulations, 2020.

## **Part-II: General (30 Marks)**

- a) English Language
- b) Basic Knowledge of Computer Operation/Application

- (i) The **language** of the Question Paper of the Preliminary Examination will be **English**.
- (ii) Preliminary Examination Papers (Objective Type) will be conducted online or it may be conducted offline on OMR Sheet. If it is conducted offline OMR Sheet that **shall be assessed /evaluated** by the Computer, as per entries made on **OMR Sheet**. As the evaluation is being done on the **Computer** by **Scanning**, there is no human intervention and hence, queries relating to **rechecking of the OMR Sheets**, subsequent to the Preliminary Examination, will not be entertained.
- (iii) **To become eligible for written Examination and interview, the Candidate** has to secure 50% or more Marks in the Preliminary Examination (Elimination Test). At the same time ratio as per Hon'ble Supreme Court Judgment for calling the candidates for Main/Written Examination and Interview will be followed.
- (iv) The Marks obtained by the Candidates in the Preliminary Examination (Elimination Test) shall not be taken into consideration for preparing the Final Merit of the candidates.

### **(B) Written Examination (Descriptive Type): (Date will be decided by the Selection Committee)**

- (i) The Written Examination (Descriptive Type) shall consist of **One Paper of Judgment writing of 50 Marks and 1 hour Duration**.
- (ii) Some facts of case, pleading, short narration of documents and format (points) of the judgment may be given.
- (iii) Language of the Question Papers of Written Examination shall be English, and Answers to each Question shall be given either in English or in Gujarati.

**(C) Personal Interview: (Date will be decided by the Selection Committee)**

- (i) **Personal Interview** shall be of 50 Marks.
- (ii) The **object of the Personal Interview** is to assess the suitability of the candidate for the cadre, by judging the mental alertness, knowledge of law, clear and logical exposition, balance of judgment, skills, attitude, ethics, power of assimilation, power of communication, character, intellectual depth, analytical ability and the like, of the candidate.
- (iii) Since ‘Character’ and ‘Suitability’, of a Candidate, holds an important and paramount criteria, for being considered, for Appointment to the post, therefore, kindly note that, these aspects can be inquired into, by the **Selection Committee**, prior to the Personal Interview, as per **Annexure -‘A’**: from the authority as may be decided by the Selection Committee.

**Annexure -‘A’**

Name of the Candidate:		
Advocate / Employee:		
Place of Employment, if any / Place of Practice, if any:		
Sr	Criteria of Inquiry	Description
1	Whether the Candidate lives beyond his known means of income? If yes, please mention specific details in support of your opinion. (Please attach the documents, if any).	
2	Whether he mixes with such persons as he should not? If yes, please mention specific details in support of your opinion. (Please annex the documents, if any).	

3	Whether any adverse report / complaint doubting integrity of the candidate in relation to the cases attended by him is received? If yes, please mention specific details and its outcome, in support of your opinion. (Please annex the documents, if any.)	
4	As a Competent Authority, if you have learnt about doubtful integrity of the candidate from any other source, please mention the specific details in support of your opinion. (Please annex the documents, if any).	
5	If the Competent Authority has no knowledge of above facts, it may inquire from the source like (i) Judicial Officer at Taluka level (ii) Head of the Department in which the candidate is serving, (iii) concerned Bar Council, giving details of complaint if any, received against the candidate, and submit the specific details as indicated above.	
6	In addition to what is stated above, the Competent Authority must mention the specific details of adverse remarks, if any, departmental inquiry, if any, whether pending or concluded, in relation to the integrity of the candidate, supported by necessary material.	

(iv) The Government reserves the right to postpone, cancel or extend any date of the advertisement at any point of time without assigning any reason.

## 6. Disqualification For Appointment

No person shall be eligible for appointment to the post of Member (Judicial & Non Judicial) of the State Commission and President and Member of the District Commission, if he/she falls under the criteria mentioned in the **Rule – 5** and the Member and President will be removed by the Government, if he/she is found guilty on any of the ground specified in **Rule – 8** of ‘**The Recruitment Rules - 2020**’.

## 7.Procedure for a candidate, to know the marks obtained in the written test(s):

If any candidate applies under the provisions of the **Right to information Act, 2005**, to know the Marks obtained in a Written Test conducted by the Selection Committee, the procedure mentioned below, should be followed, as per the decision of the Selection Committee:-

- (i) Candidate must apply with requisite Fees to the '**Public Information Officer**', Food, Civil Supplies and Consumer Affairs Department, Government of Gujarat.
- (ii) Such candidate can apply **only for his / her own Marks**.
- (iii) Marks obtained in Preliminary and other Examinations, shall be given **only after declaration of the Final results**.
- (iv) In view of the provisions of **Section 8(j)** of the Right to Information Act, 2005, Marks obtained by any other candidate cannot be supplied **to a third party/ candidate**. No information can be given even with regard to Marks obtained by the **last candidate** selected.
- (v) Results of all **successful candidates** will be published through **internet**, but results of unsuccessful candidates will not be shown on Internet.
- (vi) On a request made as aforesaid, information of Marks obtained, will be furnished on specific Application by a candidate, whether successful or unsuccessful in such Preliminary Examination, only after Final Selection and publication of Merit List/Select List.

## 8. General Instruction as applicable to the Candidate

- a) No communication / correspondence shall be entertained from any Candidate, during the Recruitment Process.
- b) **Age Limit**
  - I) Candidates whose age between 40 years to 65 years on the last date of submission of application shall only be eligible to apply for the post of Member in the State Commission.
  - II) Candidates whose age between 35 years to 65 years on the last date of submission of application shall only be eligible to apply for the post of President and Member in the District Commission.
- c) The Candidates, who have **successfully submitted Online Applications**, shall only be eligible for appearing at the Preliminary Examination, Main Written Examination and/or Personal Interview as may be applicable, subject to their qualifying therein.
- d) The **decision of the Selection Committee** as to the **eligibility** or otherwise of a candidate admission to the Preliminary Examination, Main Written Examination and/or Personal Interview shall be final. No candidate, to whom a Certificate of Admission viz. 'e-Call letter cum Admission Slip' has not been issued by the Selection Committee, shall be admitted for the Examination concerned.
- e) **While applying Online for the post**, the Applicant should ensure that he/she fulfills the **eligibility and other norms** mentioned as above and that the **particulars** furnished by him/her are **correct** in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed / twisted or truncated any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after Appointment, his/her Service will be liable to be terminated.
- f) The candidate shall fill up the required **data** in the Online Application, in accordance with the '**Instructions**'. Applications which do not comply with the 'Instructions' shall be summarily rejected.
- g) Candidate should scan his/her Passport size photograph having 15kb size & signature having 15kb size in JPG format for uploading the same at relevant space on the Application.
- h) **At present, Candidates shall not send** copies of any testimonials/

documents to the FCS&CA Dept./ CDRC. They shall produce **‘Print out’ of the Online Application**, along with following **original Testimonials/ Certificates** as well as one set of **self attested photo copies** thereof, and recent **passport size photograph**, at the time of interview, to be conducted by the **Selection Committee**, i.e :-

(i) Print out of **the duly filled in ‘Online Application’**.

(ii) **School Leaving Certificate / Birth Certificate** issued under Birth & Death Registration Act.

(iii) Educational qualifications i.e. **Mark-sheet and Certificates** of SSCE, HSCE, Final Year of Graduation, Post-Graduation, etc as may be applicable.

(iv) **Government Gazette**, showing change in name/surname etc, if any.

(v) In case of **Candidates from Non Judicial background**.

a. **‘Income Tax Returns’**, of the last three financial years.

b. **Sanad** issued by the Bar Council in case of advocate.

c. **Two** Original Character Certificates given, not more than **6 months prior to the date fixed for Personal Interview**, from two respectable persons being Professionals / Dignitaries like Doctor, Engineer, CA, person unconnected with his/her College or University and not related to him/her, certifying his/her character.

d. Practice/Experience Certificate, in original, issued by :-

(i) The **Registrar General or equivalent authority** of the respective High Courts, in case of the Advocates practising in the Courts outside the State of Gujarat;

(ii) The **Registrar General, High Court of Gujarat**, in case of Advocates practicing in the High Court of Gujarat;

(iii) the concerned **Principal District Judge of the District**, in case of Advocates practicing in District Court and/or Taluka Courts of the District concerned, in case of the Advocates practicing in the Courts in the State of Gujarat and;

(iv) the concerned **Principal Judicial Officers of the Courts in the City of Ahmedabad or other court/tribunals**, in case of Advocates practicing in such courts/tribunals, as may be applicable;

**Experience Certificate** must be in the following manner:-

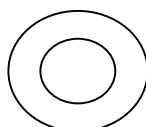
**CERTIFICATE**

This is to certified that Mr./Ms (Mention name& Designation/Advocate as may be applicable)has been working/ Practicing since (Mention Date). As such he/she has completed (Mention No. of years) years in the department (as regular/Ad-hoc employee) / practice, on the last date of submission of Online Application.

This certificate is issued on the basis of the record available with the office of the undersigned for producing before the selection committee for recruitment to the post of President of the District Commission, pursuant to the Advertisement.

Date:

(Seal of the Office)



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Signature of Competent Authority  
Name of the Institution

Note : The Competent Authority, before issuing Certificate shall verify from the record available with the office.

- i) Candidate **shall have to produce**, at the time of **appearing** for interview, copies of the relevant **FIR; Police Complaint**; details of **Civil/Criminal Case**, filed against or by him, if any, AND an **Identity proof** i.e. either the ID Card issued by Election Commission of India' or 'PAN Card' or valid 'Driving License', **in original, along with the print out of the'e-Call Letter'**.
- j) The candidates shall have to appear **at their own expenses** for the Preliminary Examination, Main/Written Examination and Personal interview, as may be applicable on the Date, Time and at the Place that may be decided by the Selection Committee.
- k) Candidates are advised in their own interest to apply Online **much before the closing date and not to wait till the last date** to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on Internet/Website.
- l) Candidate should preserve his/her **Copy of Application** after submitting Online Application, for future correspondence.
- m) A candidate shall not apply **more than once**, for any reason at all.
- n) The candidate may choose three districts or give preference of any



district in the State, at the time of interview including State Commission (if eligible), but he may be recommended for only one Commission.

- o) if candidate has opted posting in any district, Selection Committee may recommend the candidate, if no vacancy remain in the preferred district, to be appointed in any district of the State.
- p) **Mere success** in the interview, shall not confer any **right to Appointment**, and no candidate shall be appointed to the post unless the **Selection Committee** and/or Government is satisfied, after such **inquiries**, as may be considered necessary, that the candidate is **suitable** in all respects for Appointment to the post.
- q) **Selection Committee/ FCS&CA Dept.** 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 **Selection Committee/ FCS&CA Dept.**
- r) The list of **eligible/short-listed candidates** will be placed on the **website of Food, Civil Supplies Dept., CDRC and OJAS Portal** at the relevant time.
- s) For any exigency arising in the interregnum phases between the Recruitment Process, **no request** by e-mail or otherwise, will be entertained for conducting re-test, under any circumstances.
- t) Candidates shall be **required to download** their respective **e-Call-letters** from **OJAS Portal**, by using their respective Advertisement Number, Confirmation Number and Date of Birth, for appearing at the respective Examination/ Personal Interview, during the specified period.
- u) Candidate **shall have to produce**, at the time of **appearing** for the Preliminary / Main Written Examination/ Personal Interview, an **Identity proof** i.e. either the ID Card issued by Election Commission of India' or 'PAN Card' or valid 'Driving License', **in original, along with the print out of the 'e-Call letter cum Admission Slip'**.
- v) **Entry in the Compound of the Examination Centre with Mobile/Cell Phones, Tablets, Laptop or any Electronic Gadgets, etc. is strictly prohibited.**

A candidate who is found indulging in unfair practices, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with Question Paper, influencing any person concerned with the Preliminary Examination (Elimination Test) or Main/Written Examination or Personal Interview, **will be debarred from appearing for Preliminary Examination (Elimination Test) or Main Written Examination or Personal Interview**, as the case may be, **for that Examination or for any number of years or permanently**, as may be decided by the **Selection Committee**.

- w) **Result** of all Tests/Examinations, will be made available on the **OJAS Portal** and/or by any other mode that may be decided by the **Selection Committee**, at the relevant time.
- x) Candidate who is **an advocate** has to **surrender his 'Sanad'** before joining the service, if appointed. Such person cannot do any business or trade activity which affects the efficiency in discharging of his duty.
- y) Candidate who is **active member of the any political party** has to **resign** from his membership of the political party before joining the service, if appointed.

## 9. How to Apply

- (i) All eligible Candidates should apply '**Online**', through the link provided in OJAS website: <https://ojas.gujarat.in> in the prescribed format from **20/09/2021 (00:00:01 Hrs) to 04/10/2021 till (23:59:59 Hrs)**
- (ii) Candidate should have his/her own 'registered' **Mobile Number** and the same should be kept active during the entire recruitment process, as '**SMS**' Alerts for the interview or other instructions are likely to be notified on the said Mobile Number, so registered in the 'Online' Application.
- (iii) Steps for submitting Online Application through the '**OJAS**' **Module:**

1. Fill up all the 'Fields' given in Online Application, carefully, as

per the **Instructions**, after thoroughly reading & understanding the entire Detailed Advertisement & the Instructions given at the appropriate places.

2. **'Save'** the Online Application, by clicking 'save' button.
3. Thereafter, a **new window** will be opened which displays Candidate's Application Number. This means, the Application has been saved. Candidates shall therefore **note down the entire string of the Application No.** (e.g. **CDRC/2021/1/11111**). In this window, by clicking **'Show Application Preview'** Button, preview of the Application will be displayed on the screen of the Computer.
4. Thereafter, by using **Application No. and Date of Birth**, candidate is required to Upload his/her **'Scanned Photograph' (latest) and 'Scanned Signature'** in the stipulated size & format [**refer item 8(g)**]. The Candidate shall ensure that, the uploaded 'Photograph' and 'Signature' are distinctly recognizable, after uploading.

**Note:** Please ensure that the *'Scanned Signature'* of the Candidate alone is uploaded, which shall be verified by the **Selection Committee**, at any stage, and if the **'Scanned Signature'** does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature is likely to be rejected forth with.

5. If necessary, by using the respective Application Number & Date of Birth, a candidate can edit his/her 'Online Application', through **'Edit Application'** mode until he/she **confirms** the 'Online Application', by clicking the **'Confirm Application'** icon. Please note that, after such **'Confirmation'**, further editing of one's 'Online Application', **will not be possible**.
6. Please Note that only after **'Confirmation'**, the 'System' will register your 'Online Application', which will be considered valid.
  - a. Thereafter, Candidate will get a SMS communication,

conveying to him/her the Confirmation Number, on the 'registered' **Mobile Number**. This Confirmation Number should be securely 'preserved' by the Candidate, till the end of the recruitment process, for downloading the 'e-Call letter cum Admission Slip 'etc.

- b. The Candidate is now required to pay the requisite Fees by clicking "Print Application / Pay Fee" Button. Carefully follow the Instructions/Help given thereat.
- c. At the end of the process, the Candidate shall take '**Print out**' of his/her Confirmed Application on **A4 size (letter size) Paper** only, by clicking 'Print Application' Tab of the Main Menu, during the Online Registration Window (20/09/2021 to 04/10/2021).
- d. **Please note** that the Candidate **is not required** to send copy of his/her **Online Application and/or any testimonials / documents to the Selection Committee/ FCS&CA Dept./CDRC**. They should produce the same, as and when called for.

- (iv) Take a note that the above is the general procedure for applying '**Online**'. **No other mode of Application or incomplete Applications** will be accepted and in such case, the Application will be rejected outright.

Decision of the Selection Committee in respect of all matters pertaining to this Recruitment would be final and binding, on all the Candidates.

**Date : 20/09/2021**

**Sd/-**

**Secretary (FCS&CA Dept.)**