

	<p align="center"><b>BIHAR STATE WAREHOUSING CORPORATION</b>  <b>(PRODUCE : PRESERVE : PROSPER)</b>  <b>Head Office:</b> B-2, 1<sup>ST</sup> Floor, Maurya Lok Complex, Dak Bunglow, Patna, Bihar- 800001  <b>Website:</b> <a href="http://www.bswc.co.in/">http://www.bswc.co.in/</a></p>
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**Advertisement No: - BSWC/Estt./Rectt./01-2025**

**Bihar State Warehousing Corporation (BSWC)** an “Autonomous” State Public Sector Undertaking under the administrative control of Co-operative Department, Government of Bihar providing scientific storage facilities for agricultural inputs, produce and other notified commodities besides providing logistics infrastructure like Handling and Transportation in the state of **Bihar and Jharkhand** invites online application for various posts from eligible candidates (Male/Female/Transgender), who fulfil the prescribed qualification, experience, age, etc., for the posts indicated below:

**1. DETAILWISE VACANCY: -**

**(Table- 1)**

Post Code	Name of the Post	Class	Category wise details of posts.									Scale of Pay (Rs.)	Education Qualification
			Unreserved	Economical Weaker Section	Backward Class	Extremely Backward Class	Schedule Caste	Schedule Tribe	Women of Backward Caste	Total	Disabled Person		
Including 35% horizontal reservation for women													
01/2025	Superintendent - I	I	04	01	01	02	01	00	00	09	VH – 00 DD – 00 LH – 00 MH – 00	Pay Band – 9300 – 34800 Grade pay – 4200 (Level-6)	<ul style="list-style-type: none"><li>• Bachelor's Degree in any stream,</li><li>• Computer proficiency</li></ul>
			01	00	00	00	00	00	00				
02/2025	Technical Assistant	II	06	01	02	03	03	00	00	15	VH – 01 DD – 00 LH – 00 MH – 00	Pay Band – 9300 – 34800 Grade pay – 4200 (Level - 6)	<ul style="list-style-type: none"><li>• Bachelor's Degree in Agriculture</li><li>• Computer proficiency</li></ul>
			02	00	00	01	01	00	00				
03/2025	Assistant Accountant	II	01	00	00	01	01	00	00	03	VH – 00 DD – 00 LH – 00 MH – 00	Pay Band – 9300 – 34800 Grade pay – 4200 (Level - 6)	<ul style="list-style-type: none"><li>• Bachelor's Degree in Commerce</li><li>• Computer proficiency</li></ul>
			00	00	00	00	00	00	00				
04/2025	Assistant – II	II	10	03	00	05	04	00	02	24	VH – 01 DD – 00 LH – 00 MH – 00	Pay Band – 5200 – 20200 Grade pay – 2400 (Level - 4)	<ul style="list-style-type: none"><li>• Bachelor's Degree in any stream</li><li>• Computer proficiency</li></ul>
			04	01	00	02	01	00	00				
05/2025	P.C.D.O (Peon – cum - Dusting Operator)	III	06	01	02	03	03	01	01	17	VH – 01 DD – 00 LH – 00 MH – 00	Pay Band – 5200 – 20200 Grade pay – 1800 (Level - 1)	<ul style="list-style-type: none"><li>• 12<sup>th</sup> Class or equivalent qualification</li><li>• Computer proficiency</li></ul>
			02	00	00	01	01	00	00				

**Abbreviations:** - UR – Unreserved; EWS – Economically Weaker Sections; OBC – Other Backward Class; EBC – Extremely Backward Class; SC – Scheduled Caste; ST – Scheduled Tribe; WBC – Women of Backward Class; VH - Visually Handicapped; DD – Deaf and Dumb; LH – Locomotor Handicapped; MH – Mentally Handicapped/Multiple Handicapped; PwBD – Person with Benchmark Disability.

**2. AGE LIMIT : –**

- (i) Minimum age as on 28.02.2025: - 21 years.
  - (a) Unreserved: - 37 years
  - (b) Unreserved female: - 40 years
  - (c) Backward Class/Extremely Backward Class (Male/Female): - 40 years
  - (d) Scheduled Caste / Scheduled Tribe (Male / Female): - 42 years

**\*Note:** For candidates applying for Post Code 05/2025 the minimum age on 28.02.2025 will be 18 years.

The date of birth of the candidate mentioned in the Matriculation or equivalent certificate will be considered valid by the Corporation. Employee of the Corporation working on contract basis will be given relaxation in the maximum age limit for a period equivalent to the period worked on contract. For this, the period up to the cut-off date 28.02.2025 mentioned in the age limit can be counted for relaxation in age limit.

- (i) In the light of letter no. 212, dated 23.01.2006 of the Department of Personnel and Administrative Reforms, Bihar, those candidates who are eligible on the basis of the above-mentioned maximum age limit till 28.02.2025 will also be eligible for the present advertisement, provided they fulfil other eligibility criteria and the candidature of the candidates retiring during the recruitment process will not be considered.
- (ii) In the light of the resolution of the Department of Personnel and Administrative Reforms, Bihar, Memorandum No. 2374, dated 16.07.2007 and the resolution of the General Administration Department, Memorandum No. 22218, dated 12.12.2022, such Government servants of the Government of Bihar (regularly appointed Government servants of the Government of Bihar), who have completed three years of continuous service, are entitled to a relaxation of 05 (five) years in the maximum age limit for joining the service / cadre of higher pay scale, but permission to appear in the competitive examination during the period of relaxation of the said age limit can be given only if they have not availed a maximum of 05 (five) opportunities till then.

**In case of claiming age relaxation, it will be mandatory for the Government servant of the Government of Bihar to submit a certificate issued by the competent authority, in which it should be clearly mentioned that the candidate has completed three years of continuous service in the Government of Bihar.**

In the light of the General Administration Department, Bihar's resolution letter no. 962, dated 22.01.2021, in addition to the maximum age limit, a relaxation of 10 years in the maximum age limit is admissible to the disabled. In case of claiming, it will be mandatory to submit the certificate issued by the competent authority.

**It will be ensured that the certificate is valid till the last date of application.**

**3. RECRUITMENT RULES FOR THE ADVERTISED POSTS : - (Table- 2)**

Post Code	Name of the Post	Educational Qualifications	Mode of Recruitment
01/2025	Superintendent - I	<b>Essential:</b> i. Bachelor's Degree in any discipline qualifications from a recognized university or equivalent. ii. Advanced Diploma in Computer Applications or Equivalent from recognized Institutions/Organisation.	Tier – I + Tier – II + Counselling/ Documentation
01/2025	Technical Assistant	<b>Essential:</b> i. Bachelor's Degree in Agriculture from a recognized university or equivalent. ii. Advanced Diploma in Computer Applications or Equivalent from recognized Institutions/Organisation.	Tier – I + Tier – II + Counselling/ Documentation
03/2025	Assistant Accountant	<b>Essential:</b> i. Bachelor's Degree in Commerce from a recognized university or equivalent. ii. Advanced Diploma in Computer Applications or Equivalent from recognized Institutions/Organisation.	Tier – I + Tier – II + Counselling/ Documentation
04/2025	Assistant - II	<b>Essential:</b> i. Bachelor's Degree in any discipline from a recognized university or equivalent. ii. Advanced Diploma in Computer Applications or Equivalent from recognized Institutions/Organisation.	Tier – I + Tier – II + Counselling/ Documentation
05/2025	PCDO (Peon-cum-Dusting Operator)	<b>Essential:</b> i. 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. ii. Advanced Diploma in Computer Applications or Equivalent from recognized Institutions/Organisation.	Tier – I + Counselling/ Documentation

**Note:-** All certificates related to educational qualification should be issued by or before 28.02.2025 otherwise the candidature of the candidate will be cancelled.

#### 4. **APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE**

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

SC, ST, PwBD and Women candidates will be exempted from the payment of application fee; however, they will be required to pay intimation charges of Rs. 500/-. Other Candidates belonging to Unreserved (UR), EWS and OBC shall be required to pay an online application fee of Rs. 850/- + Intimation charges of Rs. 500/-. The amount is inclusive of GST. However, applicable payment gateway charges for online payment facilitation shall be borne by respective candidate.

(Table- 3)

Category of candidates	Application Fee	Intimation Charges	Total
SC, ST, PwBD and Women candidates	NIL	Rs. 500	<b>Rs. 500/-</b>
Other candidates belonging to Unreserved (UR)/ EWS and OBC category	Rs. 850	Rs. 500	<b>Rs. 1,350/-</b>

**Note – 1:** Above non-refundable fee is required to be paid by respective categories of candidates through online payment gateway only. Payment made through any other mode like DD, Cheque, Postal Order will not be accepted.

**Note – 2:** Application without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.

**Note – 3:** Any tax or Bank charges will bear by the candidate(s).

**Note – 4:** Candidates can apply for one or more posts across Table 1 as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. However, based on the number of candidates applying for different posts under various permutations and combinations, the online test for the various posts can be held together/ separately on a single or multiple day across various sessions. Not more than one application should be submitted by any candidate for a particular post. In case of multiple Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.

#### 5. **IMPORTANT DATE : -**

(i)

1.	Start date to fill the online application	<b>09.05.2025</b>
2.	Last date to fill the online application	<b>30.05.2025</b>

(ii) Candidates are not required to send the hard copy of the application form and related documents to the Corporation office. If the candidate himself submits the application or any supplementary documents in hard copy, then that hard copy application / document and any claim made on its basis will not be admissible.

(iii) After the publication of the result of the written examination, it is necessary for the candidates to upload all the relevant certificates / documents in PDF format at the prescribed place for document verification, information of which will be given after the publication of the result.

(iv) Action will be taken to conduct the examination considering the educational qualification, contract-based experience and reservation related claims filled by the candidates in the online application as true. The initial verification of the certificates filled in the online application and matching with the original certificates will be done only at the time of verification. Before this, it will not be checked normally and if the certificates are found to be incorrect in the subsequent investigation, or the facts/evidence given by the candidate are found to be incorrect/erroneous, then the application of the candidate will be cancelled and the decision of the Corporation on this will be final and no objection will be entertained by the corporation. Also, due to this reason, the candidate can be declared ineligible for present and future, the full responsibility of which will be of the candidate only.

**Candidates will study the above instructions thoroughly before filling up the online application and while filling up the online application, all the information will be entered correctly and clearly.**

## 6. RESERVATION :-

- (i) If reservation is not claimed in the column indicated in the online application form, the benefit of reservation will not be available and the benefit of reservation will be applicable only as per the prevailing reservation rules of the state government and on the basis of certificate issued from the competent level of the state government.
- (ii) At present, the benefit of reservation related to women and handicapped will be applicable only under the general category to the candidates from outside the state. The benefits of reservation will not be applicable to the candidate from outside the State. They will not be applicable the benefit of any other reservation.
- (iii) **The benefit of reservation will be given only to those candidates whose permanent residence is in the state of Bihar, i.e. who are natives of Bihar. The permanent address given in the application will be considered as permanent residence for reservation purposes.**
- (iv) **(A)** It will be compulsory for the candidates of Scheduled Caste and Scheduled Tribe to submit the following certificates: -
  - a. Caste Certificate issued by Sub Divisional Officer (SDO).
  - b. Permanent Residence/ Domicile Certificate issued by Sub Divisional Officer (SDO).

**(B)** It will be compulsory for the candidates of Backward Class and Extremely Backward Class to submit Creamy Layer Free Certificate.

In case of Backward Class and Extremely Backward Class; Creamy Layer Free Certificate issued by the Revenue Officer/ Circle Officer of their permanent residence zone will be valid.

In case of Scheduled Caste/Scheduled Tribe, Permanent Residence Certificate/ Domicile Certificate and Caste Certificate issued by the Circle Officer notified by the State Government of their permanent residence zone will be valid. Caste/ Permanent Residence/ Creamy Layer Free Certificate of married women claiming reservation should be issued in the name and address of their father and not in the name of their husband.

If all the above-mentioned reservation related certificates are not presented in original at the time of verification in the Corporation office, the benefit of reservation will not be applicable.

- (v) Candidates belonging to reserved category will mark their reservation category in the relevant column of online application only after being fully satisfied about their caste and while filling online application, it will be mandatory for them to have a certificate issued by the competent authority herein, Sub Divisional Officer (SDO) in accordance with the reservation category. Otherwise, the claim of reservation will not be valid.
- (vi) **(a)** In the light of Resolution No. 962, dated 22.01.2021 of the General Administration Department, the disability certificate issued in the prescribed form attached to Appendix-1 of the said resolution by the Medical Board duly constituted by the Central Government / State Government will be accepted, which will be required to be uploaded and claim disability in the prescribed column of the online application. Otherwise, the benefit of reservation will not be applicable on the basis of disability.

In case the temporary disability certificate is not renewed after the prescribed period, the certificate will not be valid.

**(b)** According to the Resolution No. 10668, dated 29.06.2022 of the General Administration Department, Government of Bihar, the facility of Shrutilekhak can be made available to the candidate suffering from any benchmark disability (40% or more) defined under Section-2 (r) of the Rights of Persons with Disabilities Act, 2016. The candidate who will require a scribe will have to mark Yes in the column 'Requirement of Shrutilekhak' in the prescribed column of the online application.

Candidates claiming multiple disabilities are required to submit the multiple disability certificate issued by the competent authority in the prescribed form Form VI mentioned in The Rights of Persons with Disabilities Rules, 2017, otherwise the benefit of reservation on the basis of multiple disability will not be applicable.

- (vii) In the light of letter no. 2342, dated 15.02.2016 of the General Administration Department, Bihar, 35% horizontal reservation will be applicable to women as per the vacancy mentioned in Table- 1 of this advertisement.
- (viii) In the light of the notification number- 2622, dated 26.02.2019 and letter no. 12123, dated 23.06.2023 of the General Administration Department, Bihar, the benefit of reservation for economically weaker sections will be

applicable only to the original residents (male/female) of the state in the light of Bihar Act, 15/2023. In the light of the above letters, the income and asset certificate to be submitted by a member of economically weaker section to avail the benefit of 10% reservation as per the vacancy mentioned in Table -1 of this advertisement for economically weaker section should be issued by the competent authority in Schedule-1 (Form-1) attached with the above notification, otherwise the economically weaker section will not get the benefit of reservation. This provision will be in addition to the reservation prescribed for various reserved categories by any other rule applicable in the state, but candidates from outside the state will not claim the benefit of reservation under this rule. In case the candidate is living with her husband, the income and asset certificate in favour of a married woman will be issued from the permanent residence of her husband, but it will be necessary for this married woman to submit the residence certificate issued on the basis of her father's permanent residence, so that it becomes clear that the married woman in question is a native of Bihar state. The income and asset certificate will be valid for the next one year from the date of issuance.

Candidate will be required to enclose scanned copies of their educational certificates as well as other certificates duly attested by a Gazetted Officer at the time of filling of Online Application Form.

All the certificates related to the above reservation required to be presented in original at the time of verification in the Corporation's office, the benefit of reservation will only be applicable if original certificate(s) are found correct. And also, the certificate(s) will be sent for verification to the issuing authority.

All the required certificates must be issued by the last date for filling the online application for the written examination. Certificates issued after the last date of filling the application will not be valid. If a provision is made to apply with additional fee, then no last date related to eligibility will be extended or affected by it.

The benefit of relaxation in age, qualification, or any other criteria will be applicable only for those reserved categories for which vacancies have been specifically announced in the advertisement. In case no vacancy is available under a particular reserved category (e.g., SC/ST/OBC/EWS), then candidates belonging to such categories will be considered under the Unreserved (UR) category only, and no relaxations will apply. (For example, if a vacancy is available only under the Unreserved (UR) category, then all candidates — irrespective of their category — will be treated as Unreserved, and the eligibility criteria applicable to UR candidates will be uniformly applied.)

**Note: -**(i) While filling the online application, certain information is taken from the candidates only to maintain the database. If any kind of exemption related to the said information is not mentioned in the advertisement, then its claim will neither be valid nor its benefit will be applicable. Only the information/conditions/exemption mentioned in the advertisement will be final.

**(ii)** Candidates will be required to produce the original copies of the following certificates issued by the competent authority for verification-

1. Matriculation certificate and mark sheet (for proof of date of birth)
2. Intermediate certificate (certificate issued by the competent authority in accordance with the educational qualification mentioned in Table-2 of the advertisement).
3. Salary payment certificate issued by the concerned officer for determining the period of work done on contractual basis.
4. Creamy layer free certificate for backward class / extremely backward class candidates (Creamy layer free certificate issued from father's name and address for female candidates). (In case of claim).
5. Creamy Layer Free Declaration for Backward Class/Extremely Backward Class candidates (in case of having Creamy Layer Free Certificate from last 1 year). (In case of claiming).
6. Caste Certificate for SC/ST candidates (Caste Certificate issued from father's name and address for female candidates). (In case of claiming).
7. Permanent Residence Certificate for SC/ST candidates (Residence Certificate issued from father's name and address for female candidates). (In case of claiming).
8. Permanent Residence Certificate issued from father's name and address for female candidates of unreserved category who are permanent residents of Bihar State (In case of claiming concession/exemption in fee).
9. Applicants claiming Economically Weaker Section (EWS), relevant certificate issued by the competent authority in the prescribed form in the light of Government of Bihar's notification number-2622, dated-26.02.2019 (in case of claiming).

10. Related certificate issued by the competent authority in the prescribed form related to disability. (in case of claiming).
11. Certificate issued by the competent authority in Schedule-1 attached with the above-mentioned notification and affidavit in Schedule-II in case of claiming Shrutilekhak and other facilities to benchmark disabled candidates as per General Administration Department, Government of Bihar's letter number-10668, dated-29.06.2022.
12. Certificate issued under the signature of District Officer or an officer authorized by him for candidates claiming to be grandson/granddaughter/grandson/granddaughter of freedom fighter;
13. Certificate issued by the competent authority in case of claiming age relaxation to a Government servant of Bihar Government, in which it should be clearly mentioned that the candidate has completed three years of continuous service in the Government of Bihar.
14. No Objection Certificate issued by the competent authority if appointed to any post under the Central Government, Government of Bihar or any other State Government.
15. 2 (two) recent photographs.
16. Copy of the filled and downloaded application for the written examination.

**It will be mandatory to submit the above certificates in original at the time of verification. If any candidate submits incomplete/erroneous certificate at the time of verification, he will be given one last opportunity (maximum one week) to correct the error. If even after the specified period, the candidates are unable to submit the correct certificates, then his/her eligibility will be checked on the basis of the merits and demerits of the available evidence at each stage from the beginning of this selection process/examination till now and only if he/she is found eligible and successful in all the stages, he/she will be considered finally successful, otherwise he/she can be declared unsuccessful and ineligible and can be blacklisted.**

#### **7. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE: -**

- (i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. 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 at his/her own cost.
  - b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. 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 favourably entertained.
  - c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
  - d. The scribe may be from any academic stream. However, for **Technical Assistant (Post code – 02/2025)** and **Assistant Accountant (Post code – 03/2025)** posts the scribe should be from an academic stream different from that prescribed for the post.
  - e. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
  - f. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
  - g. Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature
  - h. Only candidates registered for compensatory time will be allowed such concessions 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.
  - i. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

- (ii) Guidelines for Candidates with locomotor disability and cerebral palsy  
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (iii) Guidelines for Visually Impaired candidates
- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
  - The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.
  - These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## **8. OTHER CLAUSES**

- 1) 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.
- 2) Decision of Bihar State Warehousing Corporation in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bihar State Warehousing Corporation in this behalf.
- 3) 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 centre or for any candidate.
- 4) Bihar State Warehousing Corporation would be analysing 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 Bihar State Warehousing Corporation in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bihar State Warehousing Corporation reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 5) 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 Bihar State Warehousing Corporation 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.
- 6) Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) 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.
- (ii) 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.
- (iii) Test wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- a) on scores in individual tests
- b) on Total Score

## **9. HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR

### **A. APPLICATION REGISTRATION**

### **B. PAYMENT OF FEES**

### **C. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 09.05.2025 to 30.05.2025 and no other mode of application will be accepted.**

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

(i) **scan their :**

- **photograph (4.5cm × 3.5cm)**

○ **Photograph Capture**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

○ **Do’s and Don’ts of Photo Capture**

▪ **Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

▪ **Don’ts**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

- **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 Annexure III to this Advertisement.**

(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **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.)

(iv) **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.”***

(v) **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.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges**

(vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank 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.**

**A. Application Registration**

1. Candidates to go to the **Bihar State Warehousing Corporation** website <http://www.bswc.co.in> click on the option "**APPLY ONLINE**" which will open a new screen.
2. 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.
3. 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.

4. 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 COMPLETE REGISTRATION BUTTON.
5. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. 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".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. 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.
6. 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.**
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

## **C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

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

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain 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.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) 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.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) 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.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- 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.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) 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.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

**10. Scheme of the Examination –**

The Computer Based Examination will be conducted in two tiers as indicated below:

- i. **Tier-I**
- ii. **Tier-II**
- iii. **Counselling / Document Verification**

- Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by the corporation and such normalized scores will be used to determine final merit and cut-off marks.
- **Preference in regular appointments in light of resolution no. 1003 dated 22.01.2021 of General Administration Department, Govt. of Bihar, in the process of making regular appointment, the following weightage will be given to contractual employees in the process of appointment-**
  - I. For satisfactory service rendered by the candidate earlier on contract basis, a maximum of 25 marks will be given at the rate of maximum five marks per year (for part of a year, the proportional marks obtained by multiplying the number of working days by 5 and dividing by 365 will be added).**
  - II. Relaxation of the period equivalent to the period of work done as a result of contract employment will be given in the maximum age limit. Part of any working year will also be included in this.**
- Tentative Answer Keys of the Computer Based Examinations will be placed on the website after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of ₹ 100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Corporation in this regard will be final.
- The schedule of examinations indicated in the notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Corporation.
- In the question papers, wherever necessary, the Metric systems of weights and measures will be used.
- There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard shall be entertained.

**Scheme of Tier-I Examination: -**

**(Table -4)**

<b>Tier</b>	<b>Subject</b>	<b>No. of Question</b>	<b>Maximum Marks</b>	<b>Time Allowed</b>
<b>I</b>	A. General Intelligence and Reasoning	<b>30</b>	<b>30</b>	20 minutes
	B. Numerical Ability/ Quantitative Aptitude	<b>30</b>	<b>30</b>	20 minutes
	C. English Language	<b>20</b>	<b>20</b>	10 minutes
	D. Hindi Language	<b>20</b>	<b>20</b>	10 minutes

- **Tier-I** will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension & Hindi Comprehension. 20 minutes or part thereof will be allotted for PWBD candidates eligible for compensatory time.

**Tier- I Indicative Syllabus**

**A. General Intelligence and Reasoning**

- Verbal Reasoning: Analogies, Classification, Coding-Decoding, Blood Relations, Seating Arrangements, Series Completion, Direction Sense Test
- Non-Verbal Reasoning: Figure Completion, Mirror Images, Water Images, Paper Folding and Cutting, Embedded Figures, Figure Formation,
- Logical Reasoning: Logical Sequence of Words, Number and Letter Series, Analytical Reasoning, Puzzles, Alphanumeric Series

- Analytical Reasoning: Problem-Solving, Decision Making, Judgment, Relationship Concepts
- Miscellaneous Topics: Venn Diagrams, Cubes and Dice, Dot Situations

**B. Numerical Ability/ Quantitative Aptitude**

- Arithmetic: - (i) Number systems: Natural Numbers, Integers, Rational and Irrational numbers, Real numbers, Divisors of an Integer, prime Integers, L.C.M. and H.C.F. of integers and their Interrelationship. (ii) Average (iii) Ratio and proportion (iv) Percentage (v) Profit and Loss (vi) Simple and Compound Interests (vii) Work and Time (viii) Speed, Time and Distance
- Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres.
- Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations
- Statistics: - Collection of data, Classification of data, frequency, frequency distribution, tabulation, cumulative frequency, bar diagram, Pie chart, histogram, frequency polygon,

**C. English**

- Active Voice and Passive Voice, Parts of Speech, Transformation of Sentences, Direct and Indirect Speech, Synonyms, Antonyms, One word substitution, Error detection, Punctuation and Spellings, Words meanings, Vocabulary & Usage, Idioms and Phrases, Fill in the Blanks.
- English Comprehension

**D. Hindi**

- हिन्दी वर्णमाला, विराम चिह्न, शब्द रचना, वाक्य रचना, अर्थ, शब्द रूप, संधि, समास, क्रियाएँ, अनेकार्थी शब्द,
- पर्यायवाची शब्द, मुहावरे एवं लोकोक्तियाँ, तत्सम और तद्भव , देशज और विदेशज (शब्द भंडार), वर्तनी, अर्थबोध, हिन्दी भाषा के प्रयोग में होने वाली अशुद्धियाँ, हिन्दी की मुख्य बोलियाँ

**Note:** The questions in Post Code - 01, 02, 03, & 04/2025 will be of a level commensurate with the essential qualification viz. Graduation and questions in Post Code – 05/2025 will be of 12<sup>th</sup> standard level.

**Scheme of Tie-II Examination:-**

(Table – 5)

Tier	Paper	Subject	No. of Question	Maximum Marks	Total Marks	Time Allowed
II	Paper – I	General Intelligence and Reasoning	30	60	300	30 minutes
		General Awareness	30	60		15 minutes
		Quantitative Aptitude	30	60		30 minutes
		English & Hindi	30	60		30 minutes
		Computer Awareness	30	60		15 minutes
	Paper – II	Professional/Subject Knowledge	50	100	100	40 minutes

- Tier-II will include conducting of Paper-I & Paper-II in separate shift(s).
- Paper-I is compulsory for Post Code - 01, 02, 03, & 04/2025.
- Paper-II will be for only those candidates who apply for the posts of **Technical Assistant (Post Code 02/2025)** and **Assistant Accountant (Post Code 03/2025)** in this Corporation and who are shortlisted in Tier-I for these Posts.
- **Tier- I and Tier- II (Paper-I & Paper-II)** will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Language and Comprehension module.

**Tier – II****Indicative Syllabus****Paper - I**

- A. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding& unfolding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.
- B. General Awareness:** General Awareness covers a broad spectrum of topics, including History, Geography, Polity, Economics, and Science. Current Affairs focuses on recent developments and events of national and international significance. National Affairs include government policies, important bills, elections, and political developments. International Affairs cover global events, summits, international relations, and major global issues. Economic Affairs encompass budgets, economic surveys, financial news, and market trends. Sports include major sporting events, awards, and notable sports personalities. Awards and Honors highlight prestigious recognitions such as the Nobel Prizes and national awards. Science and Technology updates involve recent discoveries, technological advancements, and space missions. Environmental topics cover climate change, conservation efforts, and important environmental days. Defense and Security address military exercises, defense policies, and significant appointments. Social Issues encompass health and education initiatives, social welfare schemes, and important social movements.
- C. Quantitative Aptitude:**
- Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
  - Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.
  - Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
  - Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
  - Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2 + \cos^2 = 1$  etc.
  - Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities
- D. Hindi:** हिन्दी वर्णमाला, विराम चिह्न, शब्द रचना, वाक्य रचना, अर्थ, शब्द रूप, संधि, समास, क्रियाएँ, अनेकार्थी शब्द, पर्यायवाची शब्द, मुहावरे एवं लोकोक्तियाँ, तत्सम और तद्भव, देशज एवं विदेशज (शब्द भंडार), वर्तनी, अर्थबोध, हिन्दी भाषा के प्रयोग में होने वाली अशुद्धियाँ, हिन्दी की मुख्य बोलियाँ)

**English:** Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

- E. Computer Awareness:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back up devices, PORTs, Windows Explorer, Keyboard shortcuts, Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point, Artificial Intelligence, Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e- Banking, Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

## **Paper – II**

### **F. Professional/ Subject Knowledge**

#### **1) Syllabus for Assistant Accountant**

- Financial Accounting : Indian Accounting Standards (Ind As) notified by MCA under Companies Act, 2013., Accounting Process and GAAP, Accounting of Income, expense, Assets & liabilities, Preparation of Bank reconciliation statement, Rectification entries & disclosure notes in annual accounts, Cash flow statement, Format of preparation of final accounts of company, Banking operations: Transaction & Accounting, Pay Roll accounting, Nature and functions of Cost Accounting and methods of cost control/cost reduction.
- Taxation : Income Tax: Concept and various provisions as per Income Tax Act, 1961, Salient features/ provisions related to Goods & Services Tax Act, 2017
- Auditing : Auditing Concept, Company Audit, Audit reports and Audit Certificates, Ledger Scrutiny, Internal Control, Perusal of Audit Reports

#### **2) Syllabus for Technical Assistant**

- Basic Agriculture: - Crop Production, Animal Husbandry, Plant Protection, Agriculture Extension, Horticulture, Food Technology
- General Science
  - Botany – Cell Biology: Tissue, Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration, Circulation, Movement etc.
  - Zoology – Insect: Morphology, Physiology, Taxonomy. Organ System, Heredity & Variation, Micro Organisms,
  - Chemistry – Chemical bonding, Organic Chemistry, Inorganic Chemistry, Biochemistry
  - Physics - Motion, Force & Energy, Electricity, Magnetism, Light & Sound, Thermodynamics, Measurement
- Storage & Public Health, Insects & Rodents, Insecticides, Toxicology

### **Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests for both **Tier- I and Tier- II**. For each question for which a wrong answer has been given by the candidate, **one fourth (1/4<sup>th</sup>)** of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

## **11. CERTAIN CLAUSES TO BE INCLUDED IN THE ADVERTISEMENT**

### **DOWNLOAD OF CALL LETTER**

Candidates will have to visit the **BIHAR STATE WAREHOUSING CORPORATIONS** 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 (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. 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 (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**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 1 hours, candidates may be required to be at the venue for about 4

hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

### **IDENTITY VERIFICATION**

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 License/ 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.**

**Note:** 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.

### **CENTRE CLAUSES :**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. **Bihar State Warehousing Corporations** 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.
4. **Bihar State Warehousing Corporations** also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and **Bihar State Warehousing Corporations** will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, **Bihar State Warehousing Corporations** 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, **Bihar State Warehousing Corporations** reserves the right to allot any other centre to the candidate.

## **12. GENERAL INSTRUCTION**

- (i) Candidates will have to **invariably** produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and Interview/ Document Verification as the case may be.
- (ii) **Before applying for the mentioned posts, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.**
- (iii) A Candidate's admission to the examination/ shortlisting for Interview/ Document Verification and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ has been issued to the candidate does not imply that his/ her candidature has been finally cleared by BSWC. BSWC would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does



- not fulfil the eligibility norms and/or that he/she has furnished any incorrect/ false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/ are detected after appointment in BSWC, their services are liable to be summarily terminated.
- (iv) Decision of BSWC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview/ Document Verification etc. and any other matter relating to online exam will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by BSWC in this behalf.
  - (v) **Candidates can apply for one or more posts across Table- 1 as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. However, based on the number of candidates applying for different posts under various permutations and combinations, the online test for the various posts can be held together/ separately on a single or multiple day across various sessions. Not more than one application should be submitted by any candidate for a particular post. In case of multiple Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.**
  - (vi) **The scribe arranged by the candidate should not be a candidate for any of the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature for Online Examination of both; the candidate and the scribe will be cancelled.**
  - (vii) **Multiple attendance/ appearances in examination for same post and Interview or Document Verification will be summarily rejected/ candidature will be cancelled. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.**
  - (viii) Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Patna.
  - (ix) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
  - (x) **Any request for change of address, details mentioned in the online application form will not be entertained.**
  - (xi) Any request for change of date, time and venue for online examination and interview will not be entertained.
  - (xii) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BSWC website shall prevail.
  - (xiii) A candidate should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondence with the BSWC in future should be identical and there should be no variation of any kind.
  - (xiv) **A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
  - (xv) 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 BSWC. 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.
  - (xvi) 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 centre or for any candidate.
  - (xvii) Outstation candidates called for Interview/ Document Verification will be reimbursed A.C. III tier to & for rail fare/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to candidates who are already in service anywhere. The candidates must produce original proof of travel in this regard. However, the candidates considered ineligible for interviews or whose documents are not complete in any respect will not be reimbursed the fare. Internal candidates called for Document Verification/Interview against posts advertised by the Corporation are to be treated as on tour and will be paid Travelling Allowance only as per admissibility.

- (xviii) BSWC shall not be responsible for any application made/ wrong information provided by an unauthorized person institution. Candidates are advised not to share/ mention their application details with/to anyone.
- (xix) Appointment of candidates is subject to they being declared medically fit, as per any other requirements of the BSWC and subject to service and conduct rules of the BSWC.
- (xx) BSWC reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and appointment etc.
- (xxi) **Intimations will be sent by email and/ SMS only to the email ID and mobile number registered in the online application form for Online examination.**

BSWC shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BSWC. Candidates are advised to keep a close watch on the authorized BSWC website <http://www.bswc.co.in> for latest updates.

**13. FOLLOWING ITEMS ARE NOT ALLOWED INSIDE THE EXAMINATION CENTRE: -**

- (i) Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- (ii) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- (iii) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- (iv) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked. In case of Mangal-sutra and permanent fixtures, the candidates may be allowed only after thorough checking and ensuring that no communication device is hidden in them.
- (v) Any watch/Wrist Watch, Camera, etc.
- (vi) Any metallic item,
- (vii) Any eatable item opened or packed, water bottle etc.
- (viii) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.
- (ix) Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. However, candidates may be allowed after folding their shirts up to their elbow for entire duration of the examination and proper checking. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandals or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations. The candidates wearing any religious dress shall be advised to reach the examination venue at least 30 minutes before the prescribed reporting time so that they may be checked thoroughly.
- (x) Candidates will be advised not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. BSWC or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

**Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.**

**14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or

- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by Corporation
  - (c) for termination of service, if he/ she has already joined

**15. EXAMINATION CENTRES**

Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, and Purnea

**16. ANNOUNCEMENT**

All further announcements/ details pertaining to this process will only be published/ provided on authorised Bihar State Warehousing Corporations website <http://www.bswc.co.in> from time to time. Corrigendum to this advertisement, if any, shall be published only on the BSWC website <http://www.bswc.co.in>.

**Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/ decisions given/ to be given by the Competent Authority at BSWC, regarding process for recruitment shall be final and binding.**

**PATNA  
DATE : 09.05.2025**

**INCHARGE ESTABLISHMENT  
BIHAR STATE WAREHOUSING CORPORATION**