

GENERAL INSTRUCTIONS

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- 1) Admission to all stages of recruitment process shall be purely provisional, subject to the candidates satisfying the prescribed eligibility conditions.
- 2) Merely issue of E-CALL or E-MAIL INVITATION letter to the candidate will NOT imply that their candidature has been finally accepted by the MAHA-E-IT.
- 3) MAHA-E-IT conduct verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations. MAHA-E-IT may reject the candidature of any applicant at any stage of recruitment process, in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.
- 4) Before applying for the post(s) against these candidates should satisfy themselves that they fulfill all the eligibility norms including age, educational qualification(s) and medical standard(s). Candidates should ensure that they have requisite educational/technical qualifications from recognized Board/University/Institute as on the closing date for ONLINE Registration: Please reviews important date Section. Those awaiting results of the final examination for the prescribed qualification are not eligible and hence should not apply.
- 5) Candidates attempting to apply with minor changes of information and/or facts to more than one MAHA-E-IT and/or multiple applications to the same MAHA-E-IT will be summarily rejected and such candidates will be debarred from all future examinations of MAHA-E-IT.
- 6) Candidates who have been debarred by any MAHA-E-IT either for life or for a specified period which is not yet completed should NOT apply for this EXAMINATION. Their candidature will be rejected during any stage of recruitment as and when detected.



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- 7) Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation/SSLC/High School Examination Certificate or an equivalent Certificate ONLY. In cases of name change, candidates should indicate their Changed Name only in the ONLINE application. However, other details should match with the Matriculation or Equivalent certificate. Date of such change (or) application for such change should be prior to the date of registration of ONLINE application.
- 8) Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).
- 9) Signatures of the candidates on all documents should be identical, in all stages of recruitment process and should not be in block/capital letters. Signatures in different style at the time of WT, DV, GD, TR and PI etc. (as applicable) may result in cancellation of candidature.
- 10) Dates of examinations will also be published on the websites of participating MAHA-E-IT and e-Call letters for WT, DV, GD, TR and PI (as applicable) will be available for downloading ONLY on websites of the MAHAT's concerned. The examination Centre, date and shift indicated in the call letter shall be final.
- 11) MAHA-E-IT reserve the right to introduce additional WTs and /or additional DV, GD, TR and PI etc., without assigning any reason.
- 12) Vacancies indicated in the MAHA-E-IT website are provisional and may increase or decrease or even may become NIL in total or in specific Posts at a later stage depending upon the actual needs of the MAHA-E-IT Administration. Further additional posts, if required by the MAHA-E-IT may also be included a later stage. The MAHA-E-IT Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.



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- 13) Preference for post(s): The options from the candidates for various posts for which they are eligible in the opted MAHA-E-IT, shall be taken during submission of ONLINE applications. On completion of all stages of recruitment process, MAHA-E-IT shall allot post as per the option of the candidates ONLY subject to merit and vacancy position. Once candidates have been empanelled as per their merit/choice, they will forfeit the right to be considered for any other post/category. Candidates with partial option will be considered only for the specific categories opted by them. Non-option for certain posts would be considered as their unwillingness for the same. However, MAHA-E-IT also reserve the right to allot Post not opted by the candidates, if considered necessary in administrative interest, subject to the candidate(s) meeting the requirements of the post concerned. In case of shortfall in empanelment of candidates or other exigencies, MAHA-E-IT reserves the right to utilize the extra list of candidates, if required, as per the merit and option of the candidates.
- 14) Selected candidates will have to undergo training wherever prescribed and during training period only stipend will be paid as applicable.
- 15) Selected candidates who are finally appointed reliable for active service in MAHA-E-IT.
- 16) MAHA-E-IT's reserve the right to incorporate any subsequent changes/modifications/ additions in the terms & conditions of recruitment.
- 17) MAHA-E-IT's may share, with the consent of the candidates, the scores obtained by them in MAHA-E-IT exams with other Ministries/ Departments/Public Sector Undertakings (PSU) and Private organizations, for recruitment in their organizations. Candidates may give their consent for the same, or otherwise, in the ONLINE application.
- 18) To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date, since there may be a possibility of inability/failure to log on to the website of MAHA-E-IT concerned on account of heavy load on the internet or website during last days.
- 19) MAHA-E-IT do not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

