



INTERNATIONAL INTELLECTUAL FEDERATION FOR HUMANITY

(Government of India registered Autonomous Organisation)

(भारत सरकार पंजीकृत स्वायत्त संस्थान)

Regd. Address: K. No. 16/14 - 17/2, Sector-23, Dwarka, New Delhi-110077

Website: www.iifh.org UID No.- DL/2016/0108951



Notice No.MP/0214-01/IIFH/HQ

Date:12.03.2018

EMPLOYMENT NOTICE / रोजगार सूचना

Applications are invited from eligible candidates for the various posts in various offices / locations of the organization. Selection for the post will be through a competitive examination in two phases i.e ON-LINE examination and Personal Interview. Please note that Corrigendum, if any, issued on the above advertisement, will be published on the website www.iifh.org/vacancies.

The full text of the advertisement is available on the official website <http://www.iifh.org> and summary is also being published in the leading Newspapers.

IMPORTANT DATES		
Start Date of Online Application Registration (Website Link Open)	12.03.2018 (10:00 Hrs.)	
Last Date of Online Application Registration (Website Link Closes)	05.04.2018 (17:00 Hrs.)	
Online Examination	Date	Start Time
Post Code MP04 (Total Duration 2 Hours)	15.07.2018	16:30 Hrs
Post Code MP03 (Total Duration 2 Hours)		14:00 Hrs
Post Code MP02 (Total Duration 2 Hours)		11:30 Hrs
Post Code MP01 (Total Duration 2 Hours)		09:00 Hrs
Declaration of Online Examination Result	31.07.2018	
Date of Personal Interview of selected Applicant	06.08.2018 to 08.08.2018	
Declaration of Personal Interview Result	20.08.2018	
Date of Joining of Successful Applicant	27.08.2018	
IMPORTANT LINKS		
www.iifh.org/vacancies	For details	
https://application.iifh.org	For Registration	

Applications are invited from eligible Indian Citizens for the various posts in IIFH.

Candidates can apply for **MULTIPLE POST** subject to fulfilment of eligibility criteria.

Final Year student can also apply subject to fulfilment of the eligibility criteria at the time of joining.

बेटी बचाओ, बेटी पढ़ाओ



Beti Bachao, Beti Padhao



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Candidates can apply directly by going to the link <https://application.iifh.org> or by navigating through www.iifh.org > [vacancies](#) > [Apply Now](#) and fill in the online application form.

IIFH reserve the right to change the dates.

- 1. Application form:** Before applying, Candidates should ensure that they fulfil the eligibility criteria for the post. Candidates are requested to apply online through official website www.iifh.org/vacancies.

Helpline: In case of any problem in filling up the form, payment of fee or queries may be made at candidate support cell on email application@iifh.org or via www.iifh.org/support. Don't forget to mention 'Name of the Post and Enrolment No.' in the subject box of the email & form.

- 2. Vacancies list:**

Post Code	Name of Post	GEN	SC	ST	OBC	TOTAL
MP04	Field Officer	186	55	27	99	367
MP03	Area Manager	26	8	4	13	51
MP02	Zonal Manager	6	1	1	2	10
MP01	Dy. General Manager	3	-	-	-	3

* " IIFH reserves the right to increase / decrease the number of vacancies as per requirement or not fill the vacancies.

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN - General i.e. Unreserved.

The reservations under various categories will be as per prevailing organization guidelines.

- 3. Women Reservation:**

33% seats are reserved for women for all post.

- 4. Eligibility Criteria:**

- i) Age (as on 31.07.2018):** General category candidate shall be between 18 and 45 years.
- ii) Relaxation in the Upper Age Limit:**





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Sr. No.	Category	Relaxation in Age
a	Scheduled Caste / Scheduled Tribe (SC/ST)	By 5 Years
b	Other Backward Classes (OBC)	By 3 Years
c	Widows/divorced women/women judicially separated who are not re-married.	By 5 years
d	Candidates having work experience in UN and Affiliated Institutions.	To the extent of number of years of such experience, subject to the maximum of 10 years.
NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.		

5. Caste Criteria:

- i. Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time. A certificate containing any variation in the caste name will not be accepted.
- ii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- iii. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.





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Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.

6. Educational Qualification and Work Experience (as on 31.07.2018):

Post Code	Name of Post	Minimum Educational Qualification	Minimum Work Experience (Years)
MP04	Field Officer	Matriculation / Equivalent pass from a recognized Board with Diploma in any discipline OR 10+2	-
MP03	Area Manager	Graduation in any discipline from Recognized University / Institution	-
MP02	Zonal Manager	Graduation in any discipline from Recognized University / Institution	3
		Post-Graduation in any discipline from Recognized University / Institution	1
MP01	Dy. General Manager	Graduation in any discipline from Recognized University / Institution	7
		Post-Graduation in any discipline from Recognized University / Institution	5
		M.Phil /Ph. D	-

- i) The date of passing eligibility will be the date appearing on the mark sheet or provisional certificate issued by the University / Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing
- ii) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) by aggregating maximum marks in all the subjects irrespective of honors / optional / additional optional subject, if any. This will be applicable for those Universities also where Class/Grade is decided on the basis of Honors marks only. The fraction





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of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50%. However, applicant can provide educational qualification score in percentage, CGPA or Grade while filling the online application form.

7. Scheme of selection:

Sr. No.	Name of Tests	Type	No. of Questions	Maximum Marks	Duration (Minutes)
1	Test of Reasoning	Objective Type Question (OTQ)	20	40	Composite Time 2 Hour i.e. 120 Minutes
2	Test of English Language		20	40	
3	Test of Numerical Ability		20	40	
4	Test of General Awareness		20	40	
5	Test of Computer Knowledge		20	40	
6	English Comprehension	Subjective	1	50	
7	Case Study		1	50	

- i) The OTQ type test will be available only bilingually i.e English / Hindi.
- ii) Difficulty level of the questions will be based on Post Applied.
- iii) There will be negative marks for wrong answers in the Objective tests. 1.0 Marks will be deducted for each wrong answer.
- iv) Enrolment no. of successful candidates will be made available on IIFH website.
- v) Only such candidate will be called for Personal Interview who stand sufficiently high in merit on the aggregate marks of the ONLINE test, such merit being decided by the organization in relation to the number of notified vacancies to be filled in.
- vi) Final selection will be based on the basis of candidate's performance in the online test, personal interview and document verification taken together in order of merit.
- vii) Appointment of the selected candidate will be subject to his/her being declared medically fit as per IIFH rules.
- viii) Sample questionnaires are available in applicant dashboard.





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8. Examination:

The examination will be computer based Online Recruitment Test. The test has following basic requirements from the applicants: -

- i) A personal Computer / Laptop (with power backup in case of electricity failure).
- ii) A webcam connected with the System.
- iii) Smooth and uninterrupted Internet connectivity (through the testing session, Maximum duration is 120 minutes.)
- iv) Login ID and password generated after completing the registration process will be used for accessing the examination URL/link.
- v) Applicant will be under Web Cam surveillance during the Assessment.
- vi) Any malpractices i.e copying, opening of new tab, minimizing of browser, open any other Browser / Switch between the test screen etc will affect candidature. The Test will be locked permanently if a candidate is found switching through windows while taking the Test.
- vii) Browser / OS Requirements: This Assessment is supported by the below listed / versions only: a) Google Chrome (version 28 and above) b) Mozilla Firefox (version 23.0 and above).
- viii) An Applicant shall not click on close or Logout button during the test.

9. Remuneration / Career Prospects:

- i) Gross Remuneration: Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc. are admissible from time to time. At present, initial monthly Gross emoluments are tabulated below (Approx.):-

Post Code	Name of Post	Gross Remuneration (Per Month)
MP04	Field Officer	Rs. 28,000/-
MP03	Area Manager	Rs. 73,500/-
MP02	Zonal Manager	Rs. 98,000/-
MP01	Dy. General Manager	Rs. 1,63,000/-





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- ii) Employees will be provided reimbursement of expenses of maintenance of vehicle for official purpose as per eligibility.
- iii) Medical: Dispensary facility besides reimbursement of medical expenses of OPD treatment / hospitalization as per eligibility.
- iv) Loan and advances at concessional rates of interest will also be provided as per eligibility.
- v) There are reasonable prospects for promotion to higher grades.

10. How to Apply:

- i) Application Registration Process: Candidates can apply online as per notified dates and no other mode of Application will be accepted.
- ii) Before Applying online, candidates should:
 - a) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
 - b) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Under no circumstances, a candidate should share with /mention e mail id to any other person. 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.
 - c) Application Fees / Charges are Non-Refundable.
 - d) Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
 - e) Online Application form fee are:

Post Code	Name of Post	Application Fee (INR)
MP04	Field Officer	Rs. 1050/-
MP03	Area Manager	Rs. 1250/-
MP02	Zonal Manager	Rs. 1650/-
MP01	Dy. General Manager	Rs. 1950/-





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11. Payment of Fees:

- i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii) The payment can be made by using Debit Cards (RuPay / Visa / MasterCard / Maestro), Credit Cards, Internet Banking, Wallets.
- iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE ACKNOWLEDGEMENT SLIP CUM ENROLMENT DETAILS INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv) On successful completion of the transaction, an e-Receipt of acknowledgement slip will be generated.
- v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment candidates are advised to initiate the process again.
- vi) Candidates are required to save the e-Receipt of acknowledgement slip containing enrolment details. Please note that if the same cannot be generated, online transaction may not have been successful.
- vii) 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.
- viii) To ensure the security of your data, please close the browser window once your enrolment is completed.
- ix) Candidates are advised to carefully fill in the online application themselves. No change is permitted after clicking on FINAL SUBMIT Button. Candidates must note that the name filled in the online application should match exactly with the name as appearing on photo identity proof to be produced at the time of document verification. Female candidates who have changed first/last/middle name post marriage must take special note of this.
- x) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Post Applied etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IIFH will not be responsible for any consequences arising out of





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- furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- xi) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.
 - xii) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the IIFH website on account of heavy load on internet/website jam.
 - xiii) IIFH 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 IIFH.
 - xiv) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
 - xv) Any information submitted by an applicant in his / her online application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

12. Personal Interview: Candidates selected in Online Examination will be called for Personal Interview.

- i) Successful candidates are requested to bring the following certificates / documents at the time of reporting for personal interview and adhere to instructions in regard to documentation.
 - a) Original Metric / Higher Secondary or equivalent certificate along with one attested copy there of in support of your age. In case you fail to bring these certificates in ORIGINAL, please note that you WILL NOT be allowed to appear for personal interview and NO REIMBURSEMENT of rail/bus fares/reservation cum-sleeper charges will be permitted. Please note that statement of Marks in lieu of original certificates or any other date of birth certificate is not acceptable.
 - b) Original/Provisional degree from the University/Institution and marks sheet of all the years/semesters along with a photocopy of each.





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- c) Proof of identity with photograph such as Aadhaar Card or voter ID (or) PAN card (or) driving license (or) passport.
 - d) In case the result of final year/semester is awaited, then the candidate will submit a certificate from the principal, stating that the result of final year will be declared by(date) all these documents will be verified.
 - e) Candidates who have submitted their certificates and marksheets in college or institution for pursuing higher studies. Please bring a bonafide certificate along with certified true copy of those documents.
 - f) In support of work experience, candidates are requested to bring documents such as joining certificate, recent salary slip, work experience certificate or any other relevant documents in support of the candidates claim for work experience.
- ii) Travel Allowance (TA):
- a) TA is admissible for the shortest route only.
 - b) For Post Code MP04, MP03 and MP02: AC 3 Tier fare (including reservation-cum-sleeper charges) by main route from home station to New Delhi and bus fare from home to the nearest railway station (if not connected by rail) will be paid as per government rates on production of tickets.
 - c) For Post Code MP01: AC 2 Tier fare (including reservation-cum-sleeper charges) by main route from home station to New Delhi and bus fare from home to the nearest railway station (if not connected by rail) will be paid as per government rates on production of tickets.
 - d) No reimbursement will be paid in absence of original travel documents.

13. Applicant Support:

- i) By Clicking on 'Help > Ask Query' Button in applicant dashboard.
- ii) Applicant can call on 011-40113582 (on working days between 10am to 5pm)
- iii) Applicant can write email to application@iifh.org
- iv) Applicant can also fill support form available in www.iifh.org/support.





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14. General Rules / Instructions:

- i) Candidates can apply for multiple post subject to fulfilment of eligibility criteria based on post applied.
- ii) Candidates need not submit /send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to IIFH, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.
- iii) All educational qualifications should have been obtained from recognized universities/ institutions in India or abroad.
- iv) IIFH shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- v) Documents relating to Age/Qualification/Category etc. will have to be submitted to the IIFH at the time of document verification. Caste certificate submitted by candidate seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is originally a resident of.
- vi) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.
- vii) At the time of joining, the candidates will have to bring proper discharge certificates from their employer.
- viii) 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.
- ix) At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -
 - a) using unfair means or
 - b) impersonating or procuring impersonation by any person or
 - c) resorting to any irregular or improper means in connection with his/ her candidature or
 - d) obtaining support for his/ her candidature by unfair means





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- e) carrying or using mobile phones or similar electronic devices of communication during the online examination, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
1. to be disqualified from the examination for which he/ she is a candidate.
 2. to be debarred either permanently or for a specified period from any examination conducted by IIFH.
 3. for termination of service, if he/ she has already joined the Organization.
- x) IIFH would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IIFH reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- xi) Canvassing in any form will be a disqualification.
- xii) In all correspondence with IIFH, Enrolment number received on submission of application must be quoted.
- xiii) In all matters regarding eligibility, conduct of examinations, prescribing minimum qualifying standards in online examination, in relation to number of vacancies and communication of result, IIFH decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- xiv) The possibility for occurrences of some problem in administration of the online 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 the problem, which may include conducting another examination, if considered necessary. Decision of IIFH in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- xv) Any infringement of the instructions shall entail disqualification including ban from future examinations.
- xvi) Candidates are not permitted to use or have in possession of calculators during online examination.
- xvii) IIFH will not furnish the mark-sheet to candidates.





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- xviii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in New Delhi and courts/ tribunals/ forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause / dispute.
- xix) IIFH will not be responsible for any compensation to the candidates or to their guardians/heirs for any injuries sustained by them during the travelling period and /or personal interview.
- xx) Candidate's admission to the on-line test is strictly provisional. The mere fact that the enrolment number has been issued to the candidate does not imply that his candidature has been finally cleared by IIFH.
- xxi) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of IIFH in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the IIFH in this regard.
- xxii) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement. Further, applicants are required to apply online only. No manual/ paper application will be entertained. The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish accurate, full and correct information in the online application. In the event of the candidate furnishing wrong or false information, his candidature may be rejected at any stage of the selection process. Requests for change of mailing address, category as declared in the online application, will not be entertained.
- xxiii) Candidate should also ensure to upload photo at the place of photo and signature at the place of signature. If photo in place of photo and signature in





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place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- xxiv) By filling the online application form, applicant unconditionally agree to all terms and conditions of IIFH.

15. Guideline for scanning the photograph and signature:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

A) Photograph Image:

- i) Photograph must be a recent passport style colour picture.
- ii) The picture should be in colour, against a light-coloured, preferably white, background.
- iii) Look straight at the camera with a relaxed face.
- iv) 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.
- v) If you have to use flash, ensure there's no "red-eye".
- vi) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- vii) Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.
- viii) Dimensions 200 x 230 pixels (preferred).
- ix) Size of file should be between 20KB-50 KB.
- x) 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.

B) Signature Image:

- i) The applicant has to sign on white paper with Black Ink pen.
- ii) The signature must be signed only by the applicant and not by any other person.
- iii) The signature will be used to put on the acknowledgement slip and wherever necessary.





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- iv) The Applicant's signature obtained on the various stages of the selection process should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- v) Dimensions 140 x 60 pixels (preferred).
- vi) Size of file should be between 20 KB - 50 KB.

C) Procedure for uploading the photograph and signature:

- i) There will be two separate links for uploading Photograph and Signature.
- ii) Click on the respective link "Upload Photograph / Signature.
- iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- iv) Select the file by clicking on it.
- v) Click the 'Upload' button.
- vi) Your Online Application will not be registered unless you upload your photo and signature as specified.

D) Note:

- i) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- ii) In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature before online application submission.

