



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(A STATE GOVERNMENT UNDERTAKING)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar Jaipur 302005

Tel.:+ 91-141-2740381 web site : www.rvpn.co.in,

Details of vacancies and procedure to apply On-line for the post of Accountant and Junior Accountant

Applications were invited through advertisement published in the various News Papers on 01.10.2013 and 02.10.2013 for appointment to the post of Accountant and Junior Accountant in following Power Sector Companies of Rajasthan: -

1. Rajasthan Rajya Vidyut Prasaran Nigam Ltd. (RVPNL)
2. Rajasthan Rajya Vidyut Utpadan Nigam Ltd. (RVUNL)
3. Jaipur Vidyut Vitran Nigam Ltd. (JVVNL)
4. Ajmer Vidyut Vitran Nigam Ltd. (AVVNL)
5. Jodhpur Vidyut Vitran Nigam Ltd. (Jd.VVNL)

The details of vacancies and procedure to apply "**On-line**" are as under: -

1. (i) Name of Post :—Accountant

Name of Company	Total Vacant Post	UR (GEN) (No.32)			OBC/BC (No.12)			SBC (No.0)			SC (No.5)			ST (No. 6)			PH (No.5)						
		Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			LD	HI				
			O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee			O.C.	Widow	Divorcee	
RVPNL	13	6	2	0	0	3	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	
RVUNL	11	5	2	0	0	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0
JVVNL	15	5	2	0	0	3	0	0	0	0	0	0	2	0	0	0	3	0	0	0	1	1	1
AVVNL	12	5	2	0	0	2	0	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0
Jd.VVNL	4	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	55	24	8	0	0	11	1	0	0	0	0	0	5	0	0	0	6	0	0	0	2	3	3

(ii) Name of Post :—Junior Accountant

Name of Company	Total Vacant Post	UR (GEN) (No. 264)			OBC/BC (No. 95)			SBC (No. 4)			SC (No. 63)			ST (No. 65)			TSP (No. 1)		PH (No. 20)						
		Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			SC	ST	LD	HI				
			O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee					O.C.	Widow	Divorcee	
RVPNL	73	19	6	2	0	8	3	0	0	1	0	0	0	13	4	1	0	12	3	1	0	0	0	3	2
RVUNL	70	27	8	3	0	11	3	1	0	0	0	0	8	2	1	0	5	1	0	0	0	0	0	2	0
Backlog	11	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	8	0	0	0	0	0	0	0	0
JVVNL	152	64	19	7	1	22	7	2	0	1	0	0	12	3	1	0	10	2	1	0	0	0	2	4	4
AVVNL	104	47	14	5	1	15	5	1	0	1	0	0	2	0	0	0	9	3	0	0	0	1	1	2	2
Jd.VVNL	82	30	8	3	0	12	4	1	0	1	0	0	10	2	1	0	7	3	0	0	0	0	2	2	2
Total	492	187	55	20	2	68	22	5	0	4	0	0	48	11	4	0	51	12	2	0	0	1	10	10	10

Number of vacancies indicated above may increase/decrease at the discretion of RVPNL, RVUNL & 3 Discoms depending upon requirement and availability or non availability of vacancies due to one or another reason(s). No notification/corrigendum shall be issued for any such change.

Note: -

1. A candidate wish to apply for both the posts, is required to fill up two separate application forms for each post with separate application fee.
2. Application will be submitted only through ONLINE. Applications submitted through any other mode than ONLINE will not be accepted.
3. For the post reserved for persons with disability (PWD), disabilities are defined as under:-

LD- Locomotor Disability

HI- Hearing Impairment

The person suffering from disability of one leg, one arm, muscular weakness, physically tired and ordinary disability in walking are entitled to get reservation for these posts under Locomotor Disability (LD) category. The persons having disability of partly deaf will be considered eligible under Hearing Impairment (HI) category. A candidate having not less than 40% of any disability as certified by the authorized Medical Authority under the rules, will only by considered as persons with disabilities.

2. Area of Operation

Name of Company	Field	Area of Operation
Raj. Rajya Vidyut Prasaran Nigam Ltd.	Transmission of Electricity	Entire Rajasthan
Raj. Rajya Vidyut Utpadan Nigam Ltd.	Generation of Electricity	Entire Rajasthan, Main Generating Plants are located at Kota, Suratgarh, Giral (Barmer), Ramgarh (Jaisalmer), Banswara, Chhabra, Jhalawar & Dholpur. Besides at Coal Mining site at Ambikapur (Chhattisgarh).
Jaipur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jaipur, Dausa, Alwar, Bharatpur, Dholpur, Sawai Madhopur, Tonk, Karauli, Kota, Jhalawar, Baran & Bundi.
Ajmer Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Ajmer, Sikar, Jhunjhunu, Bhilwara, Chittorgarh, Udaipur, Banswara, Dungerpur, Pratapgarh, Rajsamand & Nagaur
Jodhpur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jodhpur, Bikaner, Pali, Sirohi, Churu, Hanumangarh, Sriganganagar, Jaisalmer, Jalore & Barmer.

Before filling up application form the candidate should choose carefully name of any one company, in which he/she wish to apply. No second option will be provided to change the Company.

3. Educational qualification:-

Name of Post	Educational Qualification (as on last date fixed for ONLINE submission of application)
Accountant/Junior Accountant	The candidate must hold a Graduation Degree in Commerce from a University established by Law in India OR CA/ICWA OR MBA (Finance). Note:- Recognized Degree of MBA(Finance) of a University established by Law in India OR approved by All India Council for Technical Education (AICTE) OR by the Distance Education Council (DEC) must be of minimum two years duration. It includes two years PG Diploma in Business Management declared equivalent to MBA (Finance).

Note: Only those candidates will be eligible to fill application form, who possess requisite educational qualification on the last date of ONLINE submission of application.

4. Age:-

The candidate must have attained the age of 18 years and must have not attained the age of 35 years as on the last date of online submission of Application.

Relaxation in Age (wherever applicable):-

- A. 5 years relaxation in maximum age shall be allowed to Male candidates of SC/ST/OBC/BC/SBC and Female candidates of UR(GEN) category.
- B. 10 years relaxation in the maximum age shall be allowed to Female candidates of SC/ST/OBC/BC/SBC category.
- C. Relaxation in Maximum age to PH candidates:-
 - (i) Belonging to General Category - 10 years
 - (ii) Belonging to OBC/BC/SBC - 13 years
 - (iii) Belonging to SC/ST Category - 15 years
- D. Maximum Age limit for Ex-Serviceman category candidates will be 50 years. In case of Holders of Military/Cross/Chakra OR any other higher distinction, the age limit shall be relaxable further by 2 years.

Note:-

1. The provisions of Age relaxation is non-cumulative i.e. relaxation may be claimed under any one provision, but relaxation admissible under any two clauses would not be clubbed.
2. There shall be no maximum age limit for In-service candidates of the Nigam. However, the benefit of maximum age limit for In-service candidates shall be allowed in his/her respective company only.

5. Remuneration/Salary:-

Selected Candidates will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Training Accountant (PT) will be paid fixed remuneration @ Rs. 13,050/- per month and Junior Accountant (PT) will be paid fixed remuneration @ Rs. 11,100/- per month. After successful completion of probation training period, they will be fixed in the Running Pay Band (PB-2) of Rs. 9300-34800 with Grade pay of Rs. 4200/- for Accountant and Rs. 3600/- for Junior Accountant.

6. Selection Procedure:-

A common written competitive examination shall be conducted separately for each post for all the 5 Power Sector Companies. A candidate can apply for one Company for one post. If a candidate applies for both the posts i.e. Accountant and Jr. Accountant then he/she will have to submit separate application form with separate application fee for each post. For the post of Accountant, the examination shall be conducted for all the 5 Power Companies on the same date & time, as such a candidate can appear in examination for only one company. The same procedure will be applicable for the post of Junior Accountant. For each examination, there shall be one question paper consisting of 2 parts:-

Part-A-“Accounting, Auditing and taxation” and Part-B-“General English and General Awareness”. The standard and they syllabus of the exam for Part-A shall be of Graduation Degree level and that of Part-B shall be a Secondary School Level.

Question Paper	Time	Question	Marks	Syllabus
Part-A Accounting, Auditing & Taxation	3 Hours	100	300	i. Corporate Accounting ii. Income tax iii. Cost accounting iv. Theory and Practice of Auditing v. Management Accounting, Advanced Cost Accounting, Cost & Management Audit, Computer Application in Accounting, Taxation Law and practice, Advanced Financial Accounting.
Part-B General English & General Awareness		100	100	General English i. Comprehension of given passages. ii. Vocabulary iii. English Grammar General Awareness i. Current Affairs ii. General Science iii. Geography & Natural Resources iv. Agriculture and Economic Development v. History and culture.

Question paper will be in Hindi and English language, except for the items on English language. Question paper shall consist of objective type questions with 5 options to answer each question. In Part-A each question will carry three marks and in Part-B each question will carry one mark. For each right answer of Part-A three marks and for Part-B one mark shall be assigned. There shall be no negative marking. Selection of candidates will be based exclusively on the merit to be prepared category wise for each company on the basis of marks secured in written competitive examination.

In Part-B, the questions on General Awareness shall be asked to adjudge knowledge of candidates with special reference to Rajasthan.

Unreserved category candidates will have to acquire minimum 50% marks in each part of question paper. For the candidates belonging to SC/ST/OBC/BC/SBC/PH category and for all female candidates, it will be 40%.

7. Preparation of Merit:—

There shall be no interview. Merit of All eligible candidates shall be drawn category wise separately for each company for each post on the basis of Marks secured by them in the written competitive examination.

In case two or more candidates acquire same merit position, then their date of birth shall be deciding factor to determine their merit, i.e. the elder candidate shall be placed higher in the merit-list.

Candidates, upto two times of vacancies of each category in order of merit shall be called for verification of original documents by the respective Company/Nigam.

8. Reservation: -

1. Reservation for SC/ST/OBC/BC/SBC/PH/Female categories shall be as per rules.
2. Reservation of vacancies for women candidates is Horizontal. Reservation to widow & divorcee female candidates shall be given as per rules.
3. Reserved category candidates should belong to one of the categories notified for the Rajasthan State as SC or ST or OBC/BC/SBC of Non-creamy layer. Caste certificates issued in the prescribed format by the appropriate Competent Authority of Rajasthan State only will be considered as valid for availing the benefit of reservation, including relaxation in Application fee. Married Female candidates of SC and ST Categories should produce caste certificate issued with the name & residence of their father/mother and not with the name & residence of their husband.
4. OBC/BC/SBC category candidates of Non-creamy layer should produce certificate issued in the prescribed format by the appropriate Competent Authority of Rajasthan State only issued within the last twelve (12) months to be reckoned from the last date of online submission of Application clearly indicating that they do not belong to the "Creamy Layer". The OBC/BC/SBC category Certificate of Non-creamy layer of a married female candidate must be based on the name, residence and income/wealth of her parents and not on the basis of the name, residence & income/wealth of her husband.
5. Candidates not fulfilling the above criteria should apply as UR (GEN) category candidates and should also deposit Application fee accordingly.

9. General Conditions:-

1. Before filling up application form, the candidate should choose name of any one company, in which he/she wish to apply. No second option will be provided to change the company.
2. No candidate shall be eligible for appointment to the service who has more than two children on or after 01.06.2002.

Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002 does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

3. Married candidates are required to mention name of spouse in the Application while applying online.
4. No TA/DA will be paid to any candidate for appearing in the written competitive examination and/or for documents verification.
5. On appointment, all the selected candidates will be required to furnish a Bond and Surety in support thereof as per rules. All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.
6. All candidates, except those already possessing one of the qualifications mentioned hereunder in the "computer" field, shall be required to acquire anyone of the following qualifications in Computer proficiency during two years of Probation Training period. If a candidate fails to do so, his/her Probation Training period shall be extended upto the maximum period of one year and in case he/ she fails to acquire the same in such extended period also, his/ her services shall be terminated:-

(i) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR

(ii) Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

OR

(iii) Diploma in Computer Science/Computer Applications from a University established by Law in India or from an institution recognized by the Government.

OR

(iv) Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

OR

(v) Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

OR

(vi) CIC/CIT from IGNOU.

10. Verification of documents:-

For verification of documents, successful candidates limited to two time of the vacancies under each category for each posts shall be called strictly in order of Merit from the merit list so prepare for each company on the basis of above criteria. Documents verification will be done by the respective company/Nigam.

It shall be mandatory for the candidates to appear with the following original documents alongwith self-attested one photo state copy of the same on the date specified for the purpose before the Committee or officer authorized by the C.M.D., for verification of his/her original documents:-

- (i) System Generated printout of Application with candidate's scanned photograph and signature.
- (ii) System generated 'FEE PAYMENT CHALLAN' in support of depositing the prescribed 'fee'.
- (iii) Certificate/ Marks-sheet of Secondary School Exam in which Date of Birth of the candidate is indicated.
- (iv) Degrees & Certificates of all Educational and Professional/ Higher qualification, along with Marks-sheets of all years/ semesters.
- (v) Certificate of SC /ST or OBC/BC/SBC of Non-creamy layer, as the case may be, issued by the concerned Competent Authority of Rajasthan State only (if applicable).
- (vi) Certificate of TSP, if belongs to TSP Area, issued by the competent authority.
- (vii) In case of Physically Handicapped candidates, Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority.
- (viii) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
- (ix) In case of a widow, death certificate of her husband.
- (x) In case of Divorcee, Decree or certificate issued by the court granting divorce.
- (xi) In case of married, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children.
- (xii) Certificate of TSP issued by the concerned Competent Authority, if the UR/OBC/BC/SBC/SC/ST category candidate is a bonafide resident of any one of the notified TSP Areas of Rajasthan.
- (xiii) An Affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by Notary Public that no criminal case is pending against you in any Court and you have not been convicted in any criminal case. If you have been convicted or any criminal case is pending against you, the detail should be mentioned in the Affidavit.
- (xiv) Employment Certificate, if you are an existing employee of RVPN/RVUNL/JVVNL/AVVNL/JDVVNL or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.
- (xv) All other documents, as per details given in the advertisement and/or call letter.

In case a candidate does not appear for verification of documents, he/she would not be eligible for appointment and his/her candidature shall be rejected. No second opportunity shall be provided for verification of documents in any case.

11. Application Fee:—Application fee payable is as under:—

<u>Category</u>	<u>Rs.</u>
A. UR (GEN)	500/-
B. SC/ST/OBC/BC/SBC/PH	300/-

Note:-

1. Benefit of reserved posts is not admissible to creamy layer category of OBC/BC/SBC candidates. Thus, such candidates will be considered in UR (GEN) Category and shall deposit fee of Rs. 500/- through 'SYSTEM GENERATED FEE PAYMENT CHALLAN'.

2. Candidates of SC/ST/OBC/BC/SBC including Creamy layer or non-creamy layer belonging to other states shall be treated as UR(GEN) Category candidate. These candidates may apply under the UR(GEN) category by depositing Rs. 500/- through 'SYSTEM GENERATED FEE PAYMENT CHALLAN'.
3. Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.
4. A candidate wish to apply for both the posts i.e. Accountant & Junior Accountant, then he/she is required to deposit separate application fee for each post as prescribed above.
5. Application fee will have to be deposited in concerned Nigam's Bank Accounts Number as per following details:-

Name of Company	Name of Post	Power Jyoti Account No.	Bank Name
Rajasthan Rajya Vidyut Prasaran Nigam Ltd.	Accountant	61204048776	State Bank of Bikaner & Jaipur (SBBJ) in any Branch
	Jr. Accountant	61204048798	
Rajasthan Rajya Vidyut Utpadan Nigam Ltd.	Accountant	61204592900	
	Jr. Accountant	61204593404	
Jaipur Vidyut Vitran Nigam Ltd.	Accountant	61204551362	
	Jr. Accountant	61204551340	
Ajmer Vidyut Vitran Nigam Ltd.	Accountant	61204731184	
	Jr. Accountant	61204731106	
Jodhpur Vidyut Vitran Nigam Ltd.	Accountant	61204734061	
	Jr. Accountant	61204734118	

12. Procedure of Online Application:

- (i) For submitting Online Application (i.e. registering application) through website, candidates will have to possess a valid "E-mail ID", which should be kept active for the entire duration of the recruitment process. No change in the E-mail ID shall be permissible. The various information in respect of this recruitment process will be intimated to the candidates, as and when required, through their E-mail ID only mentioned in their application. The candidate should not share/mention E-mail ID with or of any other person in any circumstances.

Nigam will not be responsible for bouncing back of any E-mail/SMS sent to a candidate.

- (ii) All eligible candidates are required to apply online on any of the following websites upto 14.11.2013:-

Company	Website
RVPNL	www.rvpn.co.in
RVUNL	www.rvunl.com
JVVNL	www.jaipurdiscom.in
AVVNL	www.avvnl.com
Jd.VVNL	www.jdvvnl.com

(iii) **How to Apply:**

- i. **Candidates are required to apply Online through any one of the websites mentioned above. No other means/mode of application will be accepted. The candidate should choose carefully name of any one company, in which he/she wish to apply no second option will be provided to change the company.**
- ii. **Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. The company may send call letters for written test, verification of documents etc. through the registered email ID. **Under no circumstances, he/she should share/mention email ID to/ or of any other person.****
- iii. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- iv. Applicants are first required to go to the web-site www.rvvpn.co.in OR www.rvunl.com OR www.jaipurdiscom.in OR www.avvn.com OR www.jdvvn.com and open the link 'Recruitment'. Thereafter, open the Recruitment Notification.
- v. Candidates have to visit the Recruitment Page of the website and going to the sub link titled "**Online APPLICATION FOR RECRUITMENT FOR ACCOUNTANT/JR. ACCOUNTANT 2013**" click on this sub link will open up the appropriate online Application Format
- vi. On submission of online Application successfully, the system will generate SBBJ Bank Challan copy with an unique registration number. The candidates need to download and print the same SBBJ Bank Challan copy and visit the nearest SBBJ Branch for making payment of application fee as already pre-printed on the SBBJ Bank Challan copy generated by the system.
- vii. Obtain the counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with (a) **Branch Name & Code Number** (b) **Transaction ID/Journal No** (c) **Date of Deposit** filled by the Branch Official.
- viii. After making the payment at any of the SBBJ Bank Branches, candidates are required to visit the online application form link again and login using the registration number mention on your Challan itself and date of birth to feed/provide the challan information (a) Branch Name & Code Number (b) Transaction ID/Journal Number & (c) Date of deposit to complete the registration. Once the Challan details are submitted, the system will generate in registration slip with the candidate's critical application details alongwith the photographs and signature as uploaded by them. **Please make note till such time when a candidate does not provide valid Bank Challan information and successfully submits the form, his/her registration will not be considered valid.**
- ix. **The candidates should take a printout of the online Registration Slip and preserve it with them for their record and the same should NOT be sent at the Nigam's address or any other address. The Registration Slip printout will have to be submitted at the time of document verification alongwith the attested copies of certificates in support of Age, Qualification, Caste, Domicile, Non Creamy Layer, Number of children, Physical disability, Marriage registration certificate, in case of widow death certificate of her husband, in case of divorcee decree of court, as applicable.**
- x. **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marks-sheets of Secondary School Exam. Any change/alteration found may disqualify his/her candidature.**
- xii. **Candidates will have to download the call letter from website by entering registration number and password. Candidates will be intimated about the same by E-mail/SMS. Physical call letters will not be sent by post.**

IMPORTANT DATES

Website Link Open		22.10.2013
Date of Written Competitive Examination	Accountant	22.12.2013 (Sunday – Morning Session)
	Jr. Accountant	22.12.2013 (Sunday – Afternoon Session)
Closing date of payment of fee at SBBJ Branches		14.11.2013

HELP LINE NO. : 9413393539 (DURING 9.30 AM TO 6.00 PM ON WORKING DAYS)
NOTE:—

All these dates are 'Tentative' and in case of any situation beyond control, these dates may be changed at any time. Information about such changes(s), if any, will be given on website. Candidates are advised to remain in touch with website for information regarding this recruitment process and changes in the schedule, if any.

13. Other Instructions:-

1. Before applying, the candidate is required to ensure at his/her own that he/she fulfills the eligibility criteria and other conditions mentioned in the advertisement as well as on the website.
2. Candidate should also ensure that particulars submitted by him/her are correct in all respect.
3. Permission at all stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria and also presuming that all information submitted by the candidate is complete & correct. Verification of documents/ checking of eligibility criteria with reference to original documents as well as other terms & conditions will be done only at the time of verification of documents.
4. The date of declaration of result/issuance of Marks-sheet of educational qualification shall be deemed to be the date of acquiring the qualification. No further correspondence will be entertained in this regard.
5. Candidature of a candidate is liable to be rejected automatically at any stage of recruitment process if any information provided by the candidate is found incomplete/incorrect/false or he/she has suppressed any information/material fact or is not found in conformity with the eligibility criteria mentioned in the advertisement. If, at any time during recruitment or even after joining service by a candidate, any of such shortcomings is noticed, his/her services are liable to be terminated without any notice.
6. Nigam reserves the right to cancel/restrict /modify/alter the recruitment process, if needed, without issuing any notice.
7. Legal jurisdiction will be Jaipur in case of any dispute.

Secretary (Admn)
RVPN

Annexure I

GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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 .

(i) PHOTOGRAPH IMAGE :

- _ Photograph must be a recent passport style colour picture.
- _ The picture should be in colour, 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 is 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.

(ii) SIGNATURE IMAGE:

- _ The applicant has to sign on white paper with Black Ink pen.
- _ The signature must be signed only by the applicant and not by any other person.
- _ The signature will be used to put on the Hall Ticket and wherever necessary.
- _ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- _ Dimensions 140 x 60 pixels (preferred)
- _ Size of file should be between 10A – 20KB
- _ Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE:

- _ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- _ Set Color to True Color
- _ File Size as specified above
- _ Crop the image in the scanner to the edge of the photograph/signature, 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 image 01.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 photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using “Save As” option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the „Image□ menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the “Submit/ Next” button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

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

Your Online Application will not be registered unless you upload your photo and signature as specified.

Note :

- a. In case the face in the photograph or signature is unclear the candidate’s application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.