



RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) – U40102RJ2000SGC016484

Regd. Office & H.O.: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302 005.

Recruitment of Assistant Personnel Officers, Junior Legal Officers, Junior Accountants, Stenographers and Junior Assistants/ Commercial Assistants-II in State Power Companies of Rajasthan (Advertisement No.RVUN/P&A/Rectt./02/2018-19)

Rajasthan State Electricity Board was unbundled on 19.7.2000 into five Power Companies, wholly owned by the Government of Rajasthan. These Power Companies are engaged in the fields of Generation, Transmission and Distribution of electricity in the State.

These five Power Companies are all set to ensure supply of 24x7 quality, reliable and affordable power to all citizens of Rajasthan and for achieving this goal, these companies are looking for promising, energetic & committed candidates, having excellent academic record who are willing to join these Power Companies on posts as detailed hereunder, for building their own bright career. These companies offer very good remuneration, apart from attractive facilities, as compared to similar Power Utilities in India.

Online Applications are invited for appointment as **Assistant Personnel Officer, Junior Legal Officer, Junior Accountant, Stenographer** and **Junior Assistant/Commercial Assistant-II**, in following five power companies of Rajasthan :-

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

The Ministerial Staff Service Regulations, 2017 of these Vidyut Nigams shall be applicable for all purposes. Candidates are advised to refer to them. However, salient provisions are mentioned hereunder:-

1. Details of Vacancies

- Details of category-wise vacancies of Assistant Personnel Officer, Junior Legal Officer, Junior Accountant, Stenographer and Junior Assistant/Commercial Assistant-II in each company are as under :-

(i) Name of Post:— Assistant Personnel Officer

Name of Company	Total Vacant Post	UR (GEN)				BC			MBC			SC			ST			TSP			Horizontal Reservation for							
		Open Competition (O.C.)				Open Competition (O.C.)			Open Competition (O.C.)			Open Competition (O.C.)			Open Competition (O.C.)			UR	SC	ST	PWD (PH)*	In Service candidates of Nigam	Outstanding Sports persons	Ex-servicemen				
		O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female								O.C.	Widow	Divorcee	Female
RVUN	16	7	2	0	0	3	0	0	0	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	1	1	0	2
JVVN	20	8	2	1	0	3	1	0	0	0	0	0	0	2	1	0	0	2	0	0	0	0	0	0	0	1	0	2
AVVN	15	7	2	0	0	2	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	1	0	0	0	1	0	1
JDVVN	16	7	3	0	0	3	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0	1	1	0	2
Total	67	29	9	1	0	11	1	0	0	0	0	0	0	8	1	0	0	6	0	0	0	1	0	0	2	4	0	7

(Note- * - Locomotor Disability or Cerebral Palsy-2 (RVUN-1, JdVVN-1))

(ii) Name of Post:— Junior Legal Officer

Name of Company	Total Vacant Post	UR (GEN)				BC			MBC			SC			ST			TSP			Horizontal Reservation for								
		Open Competition (O.C.)				Open Competition (O.C.)			Open Competition (O.C.)			Open Competition (O.C.)			Open Competition (O.C.)			UR	SC	ST	PWD (PH)*	In Service candidates of Nigam	Outstanding Sports persons	Ex-servicemen					
		O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female	O.C.	Widow	Divorcee	Female								O.C.	Widow	Divorcee	Female	
RVPN	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
JVVN	20	8	2	1	0	3	1	0	0	0	0	0	0	3	0	0	0	2	0	0	0	0	0	0	0	0	1	0	2
AVVN	16	7	2	0	0	3	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	1	0	0	0	1	0	2	
JDVVN	10	5	1	0	0	2	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	1	0	0	1	
Total	48	22	5	1	0	8	1	0	0	0	0	0	0	6	0	0	0	4	0	0	0	1	0	0	2	2	0	5	

(Note- * - Locomotor Disability or Cerebral Palsy-2 (RVPN-1, JdVVN-1))

(v) **Name of Post:— Junior Assistant/ Commercial Assistant-II**

Name of Company	Total Vacant Post	UR (GEN)			BC			MBC			SC			ST			TSP			Horizontal Reservation for											
		Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			Open Competition (O.C.)	Female			UR	SC	ST	Saharias	PWD (PH)*	In Service candidates of Nigam	Outstanding Sports persons	Ex-Servicemen						
			O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee		O.C.	Widow	Divorcee														
RVUN	103	35	10	4	1	14	4	2	0	1	0	0	0	13	4	1	0	0	9	2	1	0	1	0	1	0	0	3	7	2	12
RVPN	40	14	4	2	0	0	0	0	0	0	0	0	0	9	2	1	0	0	6	2	0	0	0	0	0	0	0	2	2	0	5
JVVN	912	320	91	36	9	136	36	15	3	7	2	0	0	109	24	10	2	0	81	18	8	1	0	0	0	4	27	63	18	109	
AVVN	544	148	57	5	1	61	24	2	0	3	1	0	0	87	34	2	0	0	59	23	1	0	18	2	16	0	16	38	10	68	
JDVVN	488	173	50	19	4	72	20	8	2	3	1	0	0	55	16	6	1	0	41	12	4	1	0	0	0	0	15	34	9	61	
Backlog	23	0	0	0	0	0	0	0	0	0	0	0	0	11	3	1	0	0	6	2	0	0	0	0	0	0	0	0	0	0	
Total	2110	690	212	66	15	283	84	27	5	14	4	0	0	284	83	21	3	0	202	59	14	2	19	2	17	4	63	144	39	255	

(Note- * - (a) Blindness or Low Vision- 21 (RVUN-1, JVVN-9, AVVN-6, JdVVN-5); (b) Hearing Impairment-21 (RVUN-1, RVPN-1, JVVN-9, AVVN-5, JdVVN-5); (c) Locomotor Disability or Cerebral Palsy-21 (RVUN-1, RVPN-1, JVVN-9, AVVN-5, JdVVN-5).

2. Horizontal Reservation shall be applicable as follows :-

- (a) 7% vacancies shall be reserved for Nigam's employees. For filling-up vacancies reserved for departmental candidates, only those employees who are having minimum five (5) years' regular service as on the first day of January next following the last date fixed for online submission of Application i.e. on the 01.01.2019 in a Vidyut Nigam and possessing the requisite qualification, shall be eligible against vacancies of the respective Vidyut Nigam only. Candidature for appointment against such 7% quota vacancies of any other Vidyut Nigam shall not be considered.
- (b) 2% vacancies shall be reserved for "Outstanding Sports Persons". "Outstanding sports persons" shall mean and include the sports persons belonging to the State who, -
- (i) represented Indian Team in individual or in Team event in any International Tournament of any Sports & Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;
- or**
- (ii) represented Indian Team in individual or in Team event in any International Tournament of any Sports & Games, recognized by the Indian School Sports Federation or concerned recognized National School Games Federation;
- or**
- (iii) Medal Winner in the individual or in Team event in any National Tournament of any Sports & Games, recognized by the Indian Olympic Association or concerned recognized National Sports Federation;
- or**

- (iv) Medal Winner in the All India Inter University Tournament in individual or in Team event in any Sports & Games, recognized by the Indian Universities Association.
- (c) 12½ % vacancies shall be reserved for “Ex-Servicemen”. “Ex-Serviceman" means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and -
- (i) who retired from such service after earning his / her pension; or
 - (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (iii) who has been released otherwise than on his own request, from such service as a result of reduction in establishment; or
 - (iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial army of the following categories, namely:-
 - (i) pension holders for continuous embodies service;
 - (ii) persons with disability attributable to military service; and
 - (iii) Gallantry award winners, or
 - (v) ex-recruits boarded out or released on medical grounds and granted medical/disability pension.
- (d) These reservations will be treated horizontal reservation and candidates must fulfil all eligibility criteria as prescribed for their respective category for selection against such reserved vacancies. Candidates selected shall be adjusted in the respective category to which such persons belong.

If sufficient number of in-service candidates/ outstanding sports persons/ ex-servicemen will not be available, the vacancies so reserved under the respective horizontal quota shall be filled in accordance with the normal procedure.

3. Number of vacancies indicated above may increase/decrease at the discretion of RVUN, RVPN and 3 Discoms depending upon requirement and availability/ non-availability of vacancies due to one or other reason(s) in the concerned company. No notification/corrigendum shall be issued for any such change(s).

2. Remuneration/Salary

Candidates on appointment, will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Training, they will be paid Fixed Remuneration per month. **On successful completion of probation training period, they will be fixed at minimum of Levels in the Pay Matrix as mentioned in the following table :-**

S. No.	Name of Post	Corresponding Level	Min. in the Pay Matrix as Basic Pay	Fixed Remuneration during PT period
1	Assistant Personnel Officer	L-11	Rs. 37,800/- pm	Rs.26,500/- pm
2	Junior Legal Officer	L-10	Rs. 33,800/- pm	Rs. 23,700/- pm
3	Junior Accountant	L-10	Rs. 33,800/- pm	Rs. 23,700/- pm
4	Stenographer	L-10	Rs. 33,800/- pm	Rs. 23,700/- pm
5	Junior Assistant/ Commercial Assistant-II	L-5	Rs. 20,800/- pm	Rs. 14,600/- pm

3. Educational qualification

1.(a) The requisite educational qualification for appointment on various posts as on the date fixed for documents verification is as follows :-

Name of Post	Educational Qualification (as on the date fixed for Documents Verification)
<p>1. Assistant Personnel Officer</p>	<p>Candidate must hold a Graduation Degree from a recognized University established by law in India or equivalent, alongwith:</p> <p>(a) Master Degree in Social Work or MBA (HR) or Post Graduate Degree in Personnel Management/ Human Resource Management (or Development)/ Industrial Relations of minimum two (2) years' duration from a recognized University established by Law in India, or equivalent [It includes 2 years' P.G. Diploma in Business Management declared equivalent to MBA(HR)]; or</p> <p>(b) A Post Graduate Diploma in Labour Laws/ Labour Welfare & Personnel Management/ Human Resource Management (or Development)/ Industrial Relations from a recognized University established by law in India, or equivalent.</p>
<p>2. Junior Legal Officer</p>	<p>Law Graduate from a recognized University established by law in India or equivalent with three (3) years' course of Proficiency (Professional) degree.</p>
<p>3. Junior Accountant</p>	<p>(a) Candidate must hold a Graduation Degree in Commerce or Business Administration from a recognized University established by law in India; or</p> <p>Must have passed Intermediate examination of the Institute of Cost Accountants of India, Kolkata or the Integrated Professional Competence Course (IPCC/ intermediate) examination of the Institute of Chartered Accountants of India, New Delhi; or</p> <p>MBA (Finance) from a recognized University established by law in India or equivalent [It includes 2 years' P.G. Diploma in Business Management declared equivalent to MBA (Finance)]; or</p> <p>M.Com. of minimum two (2) years from a recognized University established by law in India or equivalent. and</p> <p>(b) The candidate must be possessing "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India; or</p> <p>Certificate course on Computer concept by NIELIT, New Delhi; or</p> <p>Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme; or</p> <p>Degree/ Diploma/ Certificate in Computer Science/ Computer Application from a University established by Law in India or from an institution recognized by the Government; or</p> <p>Senior Secondary Certificate from a recognized Board of Secondary Education in the country, Computer Science/ Computer Application as one of the subjects; or</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government; or</p>

	<p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p>
<p>4. Stenographer</p>	<p>(a) Candidate must hold a Graduation Degree from a recognized University established by law in India or equivalent. and</p> <p>(b) The candidate must be possessing "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India; or</p> <p>Certificate course on Computer concept by NIELIT, New Delhi; or</p> <p>Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme; or</p> <p>Degree/ Diploma/ Certificate in Computer Science/ Computer Application from a University established by Law in India or from an institution recognized by the Government; or</p> <p>Senior Secondary Certificate from a recognized Board of Secondary Education in the country, Computer Science/ Computer Application as one of the subjects; or</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government; or</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p>
<p>5. Junior Assistant/ Commercial Assistant-II</p>	<p>(a) Candidate must hold a Graduation Degree from a recognized University established by law in India or equivalent. and</p> <p>(b) The candidate must be possessing "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India; or</p> <p>Certificate course on Computer concept by NIELIT, New Delhi; or</p> <p>Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme; or</p> <p>Degree/ Diploma/ Certificate in Computer Science/Computer Application from a University established by Law in India or from an institution recognized by the Government; or</p> <p>Senior Secondary Certificate from a recognized Board of Secondary Education in the country, Computer Science/ Computer Application as one of the subjects; or</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government; or</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p>

- (b) Candidates must possess working knowledge of Hindi written in Devnagri script and knowledge of Rajasthani culture.
2. A person who has appeared or is appearing in the final year/semester examination of the aforesaid requisite educational qualification, shall be eligible to apply for the posts, but he/she shall have to submit proof of having acquired the requisite educational qualification including Computer qualification (if prescribed) at the time fixed for documents verification after written competitive exam. The date of declaration of result/issuance of Marks-sheet of educational qualification shall be deemed to be the date of acquiring the qualification.

4. Disqualification for appointment

- (1) No candidate who has more than one spouse living shall be eligible for appointment to the Service unless the Nigam, after being satisfied that there are special grounds permissible under the Personal Law for doing so, exempt any candidate from the operation of this regulation.
- (2) No candidate who is married to a person having already a spouse living, shall be eligible for appointment to the service unless the Nigam, after being satisfied that there are special grounds for doing so, exempt any candidate from the operation of this regulation.
- (3) No married candidate shall be eligible for appointment to the Service, if he/she had at the time of his/her marriage accepted any dowry;

Explanation: For the purpose of this sub-regulation, "Dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

- (4) No candidate shall be eligible for appointment to the service who has more than two children on or after 1-6-2002.

Provided that :-

- (i) 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 on 1st June, 2002, does not increase.
- (ii) 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.
- (iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment under the above provisions, he shall not be disqualified if any child is born out of single delivery from such remarriage.

5. Character

The character of candidate for appointment must be such as to qualify him for employment in the service.

6. Physical Fitness

Candidates must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a member of service and if selected must produce a certificate to that effect from a Medical Authority as may be notified by the Nigam for the purpose.

7. Age

1. The candidate must have attained the age of 18 years and must have not attained the age of 43 years on the first day of January next following the last date fixed for online submission of Application i.e. on the 01.01.2019.
2. The upper age limit mentioned above shall be relaxed by :
 - (i) 5 years in the case of male candidate belonging to the Scheduled Caste(SC), Scheduled Tribes(ST), Backward Classes(BC) and More Backward Classes (MBC);
 - (ii) 5 years in the case of woman candidate of General category;
 - (iii) 10 years in the case of woman candidate belonging to SC, ST, BC and MBC;
 - (iv) 10 years, 13 years and 15 years for the Persons With Disabilities belonging to Unreserved (General) category, BC/MBC category and SC/ST category, respectively.
3. The upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government/ Nigam on a substantive basis on any post before his conviction and was eligible for appointment under the Regulations.
4. The upper age limit mentioned above shall be relaxable by a period equal to the term of imprisonment served in the case of ex-prisoner who was not overage before his conviction and was eligible for appointment under the Regulations.
5. The upper age limit mentioned above shall be relaxable by a period equal to the service rendered in the N.C.C. in the case of Cadet Instructors and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit.
6. The Released Emergency Commissioned Officers and Short Service Commissioned Officers after release from the Army shall be deemed to be within the age-limit even though they have crossed the age limit when they appear before the Committee had they been eligible as such at the time of their joining the Commission in the Army.
7. For Ex-servicemen, the upper age limit shall be relaxable by equal to the length of military service increased by three years, provided that if the permissible age after relaxation workout to be more than 50 years then the upper age limit of 50 years will be applicable.
8. There shall be no age limit in the case of persons repatriated from Pakistan during the 1971 Indo-Pak War.
9. There shall be no upper age limit for candidates already serving in connection with affairs of Nigam, if applying in the same Nigam.

It is clarified that this relaxation is admissible to in-service candidate in that Nigam only where he/she is working but not in any other Nigam.
10. There shall be no upper age limit in the case of widows and divorced women.
11. **The provision 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.**

8. Reservation

1. Reservation for SC/ST/BC/MBC/PWD(PH)/Female/ In-service employees of respective Nigam/ Outstanding Sports Persons/ Ex-Servicemen categories, etc. shall be as per Regulations.
2. Reservation of vacancies for Women (including widow & divorce female), Persons with Disabilities, In-service employees of respective Nigam, Outstanding Sports Persons and Ex-Servicemen candidates is horizontal reservation.
3. Reserved category candidates should belong to one of the categories notified for the Rajasthan state as SC/ST or BC/MBC of non-creamy layer. Certificates of SC/ST or BC/MBC of non-creamy layer 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.
4. BC/MBC category candidates, in support of their 'non-creamy layer status' should produce the requisite certificate issued within the last twelve (12) months or such certificate alongwith an affidavit in conformity with law (for 3 years only) given within the last twelve (12) months, clearly indicating that they do not belong to the "creamy layer".
5. 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.
6. The BC/MBC 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.
7. Candidates not fulfilling the above criteria should apply as UR (GEN) category candidates and should also deposit application fee accordingly.
8. For availing reservation benefit against Outstanding Sports Persons quota, such persons should belong to Rajasthan State.
9. Candidates belonging to TSP Areas/ Saharias of Rajasthan should clearly indicate in this regard, otherwise they could not be allowed benefits against vacancies reserved for "TSP Areas/ Saharias".
10. For vacancies reserved for Persons With Disabilities (PWD) {Physically Handicapped (PH)}, candidates having only following disabilities will be considered :-

S. No.	Name of Post	(a) Blindness or Low Vision	(b) Hearing Impairment	(c) Locomotor Disability or Cerebral Palsy
1	Assistant Personnel Officer	B/LV	HI	OA/OL/BL/OAL
2	Junior Legal Officer	B/LV	---	OA/OL/BL/OAL
3	Jr. Accountant	LV	HI	OL/BL/MW
4	Stenographer	B/LV	---	OL/BL/OA
5	Junior Assistant/ Commercial Assistant-II	B/LV	HI	OA/OL/OAL/BL

Abbreviations : - OA- One Arm; OL- One Leg; BL- Both Leg; OAL- One Arm & One Leg; B- Blind, LV- Low Vision, HI- Hearing Impaired; MW- Muscular Weakness

Persons suffering with any disability, other than the above, are not eligible for getting appointment.

9. Procedure of submitting Online Application and depositing Application Fee (Non-refundable)

1. All eligible candidates are required to apply online on any of the following websites from **22nd May, 2018 to 11th June, 2018** and application through no other mode will be accepted:

www.energy.rajasthan.gov.in
www.energy.rajasthan.gov.in/rvpnl
www.energy.rajasthan.gov.in/avvnl

www.energy.rajasthan.gov.in/rvunl
www.energy.rajasthan.gov.in/jvvnl
www.energy.rajasthan.gov.in/jdvvn1

2. Before applying online, every candidate should ensure that :-

- (i) not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- (ii) the scribe arranged by the candidate should not be a candidate for the examination;
- (iii) scanned self photograph and signature, both adhere to the required specifications as given under Guidelines for scanning and uploading the photograph & signature; and
- (iv) He has a valid personal email ID and mobile number. 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 number before applying on-line and must maintain that email account and mobile number throughout this recruitment process. RVUN/ Nigams will send intimation to download call letters for the Examination, etc. through the registered e-mail ID. Nigams will not be responsible for bouncing back of any e-mail/ SMS sent to candidates.

3. Submitting Online Application form

- (i) Candidates will have to go to one of the above websites and click on the option "APPLY ONLINE" which will open a new screen.
- (ii) 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.
- (iii) 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.
- (iv) 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 "FINAL SUBMIT" button.
- (v) 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.
- (vi) Validate details and save application by clicking the "Validate your details" and "SAVE AND NEXT" button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for "Scanning and Uploading of Photograph and Signature" detailed hereunder.
- (viii) Candidates can proceed to fill other details of the Application Form.

- (ix) Click on the 'Preview Tab' to preview and verify the entire application form before "FINAL SUBMIT".
- (x) Modify details, if required, and click on "FINAL SUBMIT" only after verifying and ensuring that the photograph & signature uploaded and all other details filled are correct.
- (xi) Click on 'Payment' Tab and proceed for payment of 'Fee'.
- (xii) Click on 'SUBMIT' button.

4. Application fee

- (i) The application fee payable is as under:—

S. No.	Category	Application fee (Rs.)
(a)	UR (Gen) if annual income of family is Rs.2.50 lakh or more	Rs.850
(b)	UR (Gen) if annual income of family is less than Rs.2.50 lakh/ SC/ST/BC/MBC/PWD(PH)	Rs.550

- (ii) Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
- (iii) Payment of Fee through Online mode is available only from **22nd May, 2018 to 11th June, 2018.**
- (iv) Those UR(GEN) category candidates whose annual family income is less than Rs.2.50 lakh and are depositing Rs.550/- as application fee on this ground, will have to produce documents in support of their annual family income at the time of documents verification.
- (v) Benefit of reserved posts is not admissible to candidates of creamy layer of BC/MBC category. Such candidates are considered in UR (GEN) Category and shall deposit fee of Rs. 850/-.
- (vi) SC/ST/BC/MBC category candidates belonging to any State other than Rajasthan, shall be treated as "Unreserved (General)" category candidate. They should apply under the UR(GEN) category by depositing fee of Rs. 850/-.
- (vii) Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.

5. Payment of Fee

- (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/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- (iii) After submitting 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"*.
- (iv) On successful completion of the transaction, an "E-Receipt" will be generated.
- (v) 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.

- (vi) Candidates are required to take a printout of the “E-Receipt” and “Online Application Form”. 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 using a non-Indian credit card, the bank will convert to local currency based on prevailing exchange rates.
- (viii) To ensure the security of data, close the browser window once transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fee.

6. Centre for Written Competitive Examinations

- (i) Candidates are advised to give preference for exam centres as per their choice, but allotment of Centres will be done as per administrative convenience and availability of seats.

For the post of Assistant Personnel Officer, candidates will be required to give choices for six (6) centres of Rajasthan only. For remaining posts, candidates will be required to give choices for six (6) centres, out of which atleast three(3) centres must be situated outside Rajasthan. However, any centre, other than those opted by the candidates, can also be allotted.

Lists of proposed Examination Centres are enclosed as Annexure- “A” (for Assistant Personnel Officer), Annexure -“B” (for Junior Legal Officer) and Annexure- “C” (for Junior Accountant, Stenographer & Junior Assistant/ Commercial Assistant-II.

- (ii) The exam will be conducted only through Online mode at venue given in the respective call letter.
- (iii) Choice of Centre once exercised by the candidate will be final.
- (iv) No request for change of centre/venue/date/session for Exam shall be entertained.
- (v) RVUN reserves the right to cancel/ alter any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the responses, administrative feasibility, etc.
- (vi) Candidate will appear for the exam at an Examination Centre at his/her own risks and expenses. RVUN will not be responsible for any injury or losses, etc. of any nature.
- (vii) **If sufficient number of candidates does not opt for a particular centre for "Online" exam or if the number of candidates is more than the capacity available for online exam at a centre or due to any other reason, RVUN reserves the right to allot any centre other than the centre opted for.**
- (viii) Allotment of centre for Phase-II for the posts of Stenographer and Junior Assistant/ Commercial Assistant-II will be done as per the administrative convenience depending upon the number of candidates, availability of seats, etc.

7. Guidelines for Scanning and Uploading of Photograph (4.5cm × 3.5cm) & Signature

- (i) **Photograph Image:**
 - Photograph must be a recent passport style colour picture with front view.
 - 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.
- (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 Attendance sheet and wherever necessary.
 - The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb
 - Ensure that the size of the scanned image is not more than 20kb
 - Signature in CAPITAL LETTERS shall NOT be accepted.
- (iii) **Scanning the photograph & signature:**
- 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, 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 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 50 kb (photograph) & 20 kb(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 will be provided with a link to upload his/her photograph and signature.
- (iv) **Procedure for Uploading the Photograph and Signature**
- There will be two separate links for uploading Photograph and Signature
 - Click on the respective link "Upload Photograph / Signature"
 - Browse and select the location where the scanned Photograph / Signature file has been saved.

- Select the file by clicking on it
 - Click the 'Open/Upload' button
- (v) Online Application will not be registered unless photograph and signature uploaded as specified.
- (vi) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (vii) 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.
- (viii) After registering online candidates are advised to take a printout of their system generated online application forms.

8. **Downloading of Call Letter**

- (i) Candidates will have to visit any one of the above websites for downloading call letters for online test. Intimation for downloading call letter will 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 specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- (ii) Candidates reporting late i.e. after the reporting time specified in the call letter for Exam 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 two hour, 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, etc.

9. **Identity Verification**

In the examination hall as well as at the time of documents verification, 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 Licence/ 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 is not valid ID proof for this purpose.

10. **Biometric Data – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression) and the photograph of candidates on the day of the examination and documents verification.

The biometric data and photograph will be verified subsequently. Decision of the Biometric Data Verification Authority with regard to its status (matched or mismatched) shall be final and binding upon candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / documents verification / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured /damaged, immediately notify the concerned authority in the test centre.

10. Selection procedure and preparation of Merit

1. Computer based “written competitive exam” for the posts of **Assistant Personnel Officer, Junior Legal Officer** and **Junior Accountant** shall be conducted through Online mode. The Question Paper shall be in two parts of total two(2) hours’ duration, consisting of Objective Type questions (Multiple Choice Questions - MCQ) only, as detailed hereunder :-

(a) Assistant Personnel Officer

Part – A : 60% weightage

Section- A

- i. The Constitution of India
- ii. The Industrial Dispute Act, 1947.
- iii. The Factories Act, 1948.
- iv. The Trade Unions Act, 1926.
- v. The Industrial Employment (Standing Orders) Act, 1946.
- vi. The Contract Labour (Regulations and Abolition) Act, 1970
- vii. The Payment of Gratuity Act,1972.
- viii. The Payment of Bonus Act, 1965
- ix. The Payment of Wages Act, 1936.
- x. The Minimum Wages Act,1948
- xi. The Employees’ Provident Fund and Misc. Provisions Act., 1952
- xii. The Employees’ State Insurance Act, 1948
- xiii. The Employee’s Compensation Act, 1923.

Section- B

Concepts of Personnel Management & HR Planning including Recruitment, Selection, Training & Development, Wage & Salary Administration, Career & Succession Planning, Principles of Natural Justice, Employees’ Welfare, Social Security & Insurance, Safety, Industrial Development, Industrial Psychology, Trade Union Movements, Collective Bargaining, etc.

Part – B : 40% weightage

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General

- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive :-

- (i) **Reasoning & Mental Ability**:- Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics** :- Mathematics (Class-X level).
- (iii) **General Knowledge & Everyday Science**:- Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Science, Indian History, Civics, Geography, Indian Polity, etc., with special reference to Rajasthan.
- (iv) **Hindi General** :- Hindi Grammar and language (Class-X level).
- (v) **English General** :- English Grammar and language (Class-X level).

(b) Junior Legal Officer

Part – A : 60% weightage

- (i) Constitution of India with special emphasis of Fundamental Rights, Directive Principles and enforcement of rights through writs, Functioning of High Courts and Supreme Court and Attorney General.
- (ii) Civil Procedure Code and Criminal Procedure Code, Provisions required to be referred generally in Government Offices will be given importance.
- (iii) Evidence Act, Limitation Act, Interpretation of Statutes, drafting and convincing.

Part – B : 40% weightage

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive :-

- (i) **Reasoning & Mental Ability** :- Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics** :- Mathematics (Class-X level)
- (iii) **General Knowledge & Everyday Science**:- Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Science, Indian History, Civics, Geography, Indian Polity, etc., with special reference to Rajasthan.
- (iv) **Hindi General** :- Hindi Grammar and language(Class-X level).
- (v) **English General** :- English Grammar and language (Class-X level).

(c) Junior Accountant

Part – A : 60% weightage

- (i) Corporate Accounting
- (ii) Income Tax
- (iii) Cost Accounting
- (iv) Theory and Practice of Auditing
- (v) Management Accounting, Advanced Cost Accounting, Cost and Management Audit, Computer Application in Accounting, Taxation Law and Practice, Advanced Financial Accounting.

Note:- The standard and syllabus of the exam for Part-A shall be of Graduation Degree level.

Part – B : 40% weightage

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive :-

- (i) **Reasoning & Mental Ability :-** Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics :-** Mathematics (Class-X level).
- (iii) **General Knowledge & Everyday Science:-** Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Indian History, Civics, Geography, Science, Indian Polity, etc., with special reference to Rajasthan.
- (iv) **Hindi General :-** Hindi Grammar and language (Class-X level).
- (v) **English General :-** English Grammar and language (Class-X level).

2. The competitive exam for the posts of **Stenographer** and **Junior Assistant/ Commercial Assistant-II** shall be conducted in two phases as detailed hereunder :-

(a) Stenographer

Phase-I : 40% weightage

In Phase-I, the computer based written exam through 'Online' mode shall be of two (2) hours' duration and shall consist of Objective Type questions (Multiple Choice Questions-MCQ) only, as detailed hereunder :-

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive:-

- (i) **Reasoning & Mental Ability :-** Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics :** Mathematics (Class-X level)
- (iii) **General Knowledge & Everyday Science:-** Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Science, Indian History, Civics, Geography, Indian Polity, etc., with special reference to Rajasthan.
- (iv) **Hindi General :-** Hindi Grammar and language (Class-X level).
- (v) **English General :-** English Grammar and language (Class-X level).

Phase-II : 60% weightage

Candidates equal to five (5) times of category-wise vacancies shall be admitted in the Phase-II, but in the said range all those candidates who secure the same marks shall be included.

The candidates may opt any one of the following two tests:-

S. No.	Paper	Duration	Marks
1	English Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in English on computer.	60 Minutes	
2	Hindi Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on computer.	70 Minutes	

(b) Junior Assistant / Commercial Assistant- II

Phase-I : 40% weightage

In Phase-I, the computer based written exam through 'Online' mode shall be of two (2) hours' duration and shall consist of Objective Type questions (Multiple Choice Questions-MCQ) only, as detailed hereunder :-

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive :-

- (i) **Reasoning & Mental Ability :-** Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics :-** Mathematics (Class-X level)
- (iii) **General Knowledge & Everyday Science:-** Current events including issues of State (Rajasthan), National & International importance,

Persons & Places in recent news, Games & Sports, Science, Indian History, Civics, Geography, Indian Polity, etc., with special reference to Rajasthan.

- (iv) **Hindi General** :- Hindi Grammar and language (Class-X level).
(v) **English General** :- English Grammar and language (Class-X level).

Phase-II : 60% weightage

Candidates equal to three (3) times of category-wise vacancies shall be admitted in the Phase-II, but in the said range all those candidates who secure the same marks shall be included.

- (i) For candidates other than persons with disabilities:-

(A) Type- writing in Hindi on computer-

	<u>Duration</u>	<u>Marks</u>
(a) Speed Test	10 Minutes	25
(b) Efficiency test	10 Minutes	25

(B) Type-writing in English on computer-

(a) Speed Test	10 Minutes	25
(b) Efficiency test	10 Minutes	25

- (ii) Person with disabilities will be given the average marks obtained by them in Phase-I.

Explanation :

- (i) "Persons with Disabilities" means a person who is eligible for similar reservation in Government of Rajasthan as per the provisions of law in force at the time of direct recruitment.
- (ii) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer.
3. The Question Paper (except "Hindi General" and "English General" section of Part-B) shall be 'bilingual' i.e. both in English & Hindi.
4. There will be 'Negative' marking for each wrong answer.
5. To become eligible for consideration for appointment, candidates shall be required to secure minimum passing marks in each Part/ Phase as detailed below in the written competitive exams :-
- (i) UR category candidates - 30% marks
(ii) SC/ST/BC/MBC/Ex-servicemen/PWD(PH) category candidates - 20% marks

Total marks obtained by a candidate in the **Part-A & Part-B** or **Phase-I & Phase-II**, as the case may be, of the examination will be counted for determining their final order of merit.

6. There shall be no 'Interview'.
7. For selection against "Unreserved" vacancies, candidates must be eligible for appointment as "Unreserved" candidate. It is clarified that in case of availing relaxation in 'Fee' only, a candidate does not become ineligible for selection against "Unreserved" vacancy.

8. 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.
9. If the examination is held in more than one session due to one or other reason, 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.
10. RVUN 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 by RVUN in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, RVUN reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
11. The scores of online exam are obtained by adopting the following procedure :-
 - (i) Number of questions answered correctly by a candidate in the objective test is considered for arriving at the 'Corrected Score' after applying penalty for wrong answers.
 - (ii) The 'Corrected Scores' so obtained by candidates 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 calculated with decimal point upto two digits.
12. Category-wise Merits lists of all the successful candidates for each post shall be prepared separately for each company on the basis of marks secured by the candidates in Written Competitive Examination.

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

11. Verification of documents

1. For verification of documents, successful candidates limited to about two (2) times of vacancies under each category for each post shall be called in order of merit from the above merit lists prepared separately for each company.
2. It shall be mandatory for the candidates to appear with the following original documents alongwith one set of self-attested photostat copy of the same on the date intimated for the purpose before the Committee, for verification of his/her original documents:-
 - (i) **System generated printout of application with candidate's scanned photograph and signature;**
 - (ii) **Printout of the E-Receipt of fee deposited;**
 - (iii) Degree/ Provisional Degree issued by the University or a Certificate issued by the Institute from where such qualification is acquired by him/ her in support of acquiring the requisite qualification;

- (iv) Mark-sheet of all years/ semesters issued by the University;
- (v) In case percentage of marks is not mentioned in the Degree/ Certificate/ Mark-sheet, a certificate issued by the University/ Institution in support of equivalent percentage of marks in such qualification;
- (vi) Certificate/ Marks-sheet of Secondary School Exam in which 'Date of Birth' of the candidate is indicated;
- (vii) Certificate of SC/ST or BC/MBC of non-creamy layer, as the case may be, issued by the concerned Competent Authority of Rajasthan state only (if applicable);
- (viii) In case of Persons With Disabilities (Physically Handicapped), Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority;
- (ix) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married);
- (x) In case of a widow, death certificate of her husband issued by the Competent Authority;
- (xi) In case of Divorcee, decree or certificate issued by the court granting divorce;
- (xii) In case of married candidates, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children on non-judicial stamp paper of Rs.50/-;
- (xiii) Bonafide Resident Certificate, issued by the competent authority.
- (xiv) Certificate of good character from the competent authority of the University or Institute where last educated and two certificates written not more than six months prior to the last date prescribed for filling-up the application, from two responsible persons not connected with his School or Institute or University and not related to him;
- (xv) An Affidavit on non-judicial stamp paper worth Rs. 50/- duly attested by Notary Public that no criminal case is pending against him/ her in any Court and he/ she has not been convicted in any criminal case. If he/ she has been convicted or any criminal case is pending against him/ her, details should be mentioned in the Affidavit;
- (xvi) Employment Certificate, if the candidate is an existing employee of RVUN/RVPN/JVVN/AVVN/JdVVN;
- (xvii) Certificate/ relevant document issued by the concerned Competent Authority for claiming reservation against vacancies reserved for TSP Area/ Saharias/ Outstanding Sports Persons/ Ex-Servicemen.
- (xviii) Candidates already employed with Government departments/PSUs/Autonomous Bodies will have to produce 'No Objection Certificate' (NOC) from the employer at the time of joining service, if offered appointment; and
- (xix) Any other document, as may be intimated.

3. In case a candidate does not appear for verification of documents at the scheduled time & date, his/ her candidature is liable to be rejected automatically.

12. Employment of irregular or improper means

A candidate who is or has been declared guilty of impersonation or of submitting fabricated documents which have been tampered with or of making statements which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the exam or documents verification or otherwise, resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview, shall, in addition to rendering himself liable to criminal prosecution, be debarred from admission to any examination or appearance at any interview held by Nigam for selection of candidates.

13. Canvassing

No recommendation for direct recruitment and/ or selection either written or oral, other than that required under the Regulations, shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means, may disqualify him for recruitment.

14. Other Instructions

1. Before applying, every candidate is required to ensure at his/her own that he/she fulfils the eligibility criteria and other conditions under the relevant Regulations and also as mentioned in the advertisement as well as on the website.

Candidate should also ensure that particulars submitted by him/her are correct in all respect.

2. Candidates having registration in Employment Exchanges, Manpower Planning Department, etc., shall also be required to apply through the same procedure.
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 and thereafter.
4. 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 or involved in process violation. 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.
5. On appointment, all the selected candidates will be required to furnish a Bond and Surety in support thereof as per Regulations. All terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.
6. Candidates are advised to remain in constant touch with these websites of Vidyut Nigams and regularly check their email account for information pertaining to this recruitment process. No information will be sent by post or through any other mode.
7. RVUN reserves the right to cancel/restrict/modify/alter the recruitment process, if needed, without issuing any notice.
8. Decision of RVUN in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the RVUN in this behalf.
9. Legal jurisdiction will be **Jaipur** in case of any dispute.

IMPORTANT DATES

Date of opening Website Link for submission of Online Application Form	22 nd May, 2018
Last Date of submission of Online Application Form	11 th June, 2018

HELP LINE NO.:91+94140 56655

(During 10:00 AM to 5:00 PM on all Working Days)

**Jt. Director (Pers. & Admn.)
RVUN**

Annexure – ‘A’

**List of Examination Centres for the post of
Assistant Personnel Officer**

S. No.	State	City
1	Rajasthan	Abu Road
2	Rajasthan	Ajmer
3	Rajasthan	Alwar
4	Rajasthan	Bikaner
5	Rajasthan	Jaipur
6	Rajasthan	Jodhpur
7	Rajasthan	Kota
8	Rajasthan	Sikar
9	Rajasthan	Sriganganagar
10	Rajasthan	Udaipur

Annexure – ‘B’

**List of Examination Centres for the post of
Junior Legal Officer**

S. No.	State	City
1	Rajasthan	Abu Road
2	Rajasthan	Ajmer
3	Rajasthan	Alwar
4	Rajasthan	Bikaner
5	Rajasthan	Jaipur
6	Rajasthan	Jodhpur
7	Rajasthan	Kota
8	Rajasthan	Sikar
9	Rajasthan	Sriganganagar
10	Rajasthan	Udaipur
11	Delhi NCR	Delhi
12	Delhi NCR	Faridabad
13	Delhi NCR	Ghaziabad
14	Delhi NCR	Noida & Greater Noida
15	Delhi NCR	Gurgaon

**List of Examination Centres for the post of Junior Accountant,
Stenographer & Junior Assistant/ Commercial Assistant-II**

S. No.	State	City
1	Rajasthan	Abu Road
2	Rajasthan	Ajmer
3	Rajasthan	Alwar
4	Rajasthan	Bikaner
5	Rajasthan	Jaipur
6	Rajasthan	Jodhpur
7	Rajasthan	Kota
8	Rajasthan	Sikar
9	Rajasthan	Sriganganagar
10	Rajasthan	Udaipur
11	Delhi NCR	Delhi
12	Delhi NCR	Faridabad
13	Delhi NCR	Ghaziabad
14	Delhi NCR	Noida & Gr.Noida
15	Delhi NCR	Gurgaon
16	Haryana	Hisar
17	Haryana	Sonipat
18	Punjab	Bhatinda
19	Punjab	Sangrur
20	Gujarat	Ahmedabad
21	Gujarat	Anand
22	Gujarat	Gandhinagar
23	Gujarat	Mehsana
24	Gujarat	Rajkot
25	Gujarat	Vadodara
26	Maharashtra	Amaravati
27	Maharashtra	Aurangabad
28	Maharashtra	Jalgaon
29	Maharashtra	Mumbai/Thane/ Navi Mumbai
30	Maharashtra	Nagpur
31	Maharashtra	Nashik
32	Maharashtra	Pune
33	Madhya Pradesh	Bhopal
34	Madhya Pradesh	Gwalior
35	Madhya Pradesh	Indore
36	Madhya Pradesh	Sagar
37	Madhya Pradesh	Ujjain

