

RAJASTHAN URJA VIKAS NIGAM LIMITED

(A STATE GOVERNMENT UNDERTAKING)

Corporate Identity Number (CIN) - U40104RJ2015SGC048738

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

Advertisement for appointment to the post of Company Secretary **(Advertisement No. RUVNL/P&A/01/2016 Dated 26.05.2016)**

Rajasthan Urja Vikas Nigam Limited is a Government of Rajasthan undertaking, registered under the Companies Act, 2013, established for trading of Electricity in Coordination with the Power Sector Companies engaged in Generation, Transmission and Distribution of Electricity. Its registered office is situated at Jaipur.

Applications are invited from eligible candidates having the requisite qualification as detailed below for appointment through direct recruitment to the post of Company Secretary in Rajasthan Urja Vikas Nigam Limited, Jaipur.

1. Post & Number of Vacancy:-

Name of Post	No. of Vacancy	Category
Company Secretary	01	UR

Number of vacancy indicated above may increase or cancel at the discretion of the Nigam depending upon requirement and availability or non-availability of vacancy due to one or another reason(s). No notification/ corrigendum shall be issued for any such change.

2. Remuneration/Salary:-

Selected Candidates will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Training, the Company Secretary (PT) will be paid fixed remuneration @ Rs. 22,180/- per month. After successful completion of probation training period, he/she will be fixed in the Running Pay Band (PB-3) of Rs. 15,600-39,100 with Grade pay of Rs. 5,400/-.

3. Educational qualification (as on 17.06.2016):-

Name of Post	Educational Qualification (as on last date fixed for submission of application)
Company Secretary	(A) Essential Qualification:- Must be a member of the Institute of Company Secretaries of India (ICSI). (B) Desirable Qualification:- (a) CA/ICWA/LL.B. OR (b) MBA (Finance) with at least 55% Marks or equivalent grade/level (Full Time) from University/Institute established by Law in India or approved by the All India Council for Technical Education (AICTE).

Note: Only those candidates will be eligible to apply, who possess requisite educational qualification on the last date of submission of application form, i.e. **17.06.2016**.

4. Experience:-

Three years' post qualification experience of working as Company Secretary or in the Company Secretarial department/ office of a Corporation or Company of repute having paid-up share capital of atleast Rs.5 Crore.

5. Age (as on 17.06.16):-

The candidate must have attained the age 21 years and must have not attained the age of 35 years as on the last date of submission of Application Form, i.e. **17.06.2016**

Relaxation in Age (wherever applicable):-

- A. 5 years' relaxation in maximum age shall be allowed to Male candidates of SC/ST/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/BC/SBC category.
- C. Relaxation in Maximum age of PH candidates:-
 - (i) Belonging to General Category -10 years
 - (ii) Belonging to BC/SBC Category -13 years
 - (iii) Belonging to SC/ST Category -15 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 Widow & Divorced women.**

6. Reservation:-

Since, there is a single post of Company Secretary, so no reservation of any category will be applicable.

1. Reserved category candidates should belong to one of the categories notified for the Rajasthan State as SC or ST or 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 age, 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.
2. 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 submission of Application Form clearly indicating that they do not belong to the "Creamy Layer". The 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 and income/wealth of her husband.
3. Candidates not fulfilling the above criteria should apply as UR (GEN) category candidates and should also deposit Application fee accordingly.

7. Selection Procedure and preparation of Merit List:-

A written competitive exam shall be conducted consisting of objective type questions (Multiple Choice Questions - MCQ), mainly covering the Company Secretary ship Course. Up-to-date knowledge is expected from the candidates. The medium of written competitive examination will be “English” only.

Based on total marks obtained in the written competitive examination, a merit list will be prepared and top ten (10) candidates shall be called for personal interview, in order of their merit. Selection will be based on final merit list prepared on the basis of marks obtained in the written competitive examination and personal interview, as under:-

S No.	Particulars	Maximum Score
1	Written Examination (carrying a weightage of 90% of the marks obtained)	90
2	Personal Interview	10
	Total Maximum Score	100

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.

8. Inviting Objections against Question Paper and Answer Key:-

The Question Paper and the Answer Key will be uploaded on websites on 17th July, 2016 and willing candidates may submit their objections, if any, by the 20th July, 2016 (5.00PM).

9. Personal Interview and Verification of Documents:-

It shall be mandatory for the candidates to appear with the following original documents alongwith self-attested one photostate copy of the same on the date specified for the purpose before the Committee or officer authorized, for personal interview and verification of original documents:-

- (i) Copy of Demand Draft in support of depositing the prescribed ‘fee’.
- (ii) Certificate/ Marks-sheet of Secondary School Exam in which Date of Birth of the candidate is indicated.
- (iii) Degrees & Certificates of all Educational and Professional/ Higher qualification, along with Marks-sheets of all years/ semesters.
- (iv) 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).
- (v) In case of Physically Handicapped candidates, Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority.
- (vi) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
- (vii) In case of a widow, death certificate of her husband.

- (viii) In case of Divorcee, Decree or certificate issued by the court granting divorce.
- (ix) 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.
- (x) Certificate issued by the concerned Competent Authority, if the SC/ST category candidate is a bonafide resident of any one of the notified TSP Areas of Rajasthan.
- (xi) An Affidavit that no criminal case is pending against his/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, the detail should be mentioned in the Affidavit.
- (xii) Employment & Experience 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.
- (xiii) All other documents, as per details given in the advertisement and/or call letter.

In case a candidate does not appear for personal interview & 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 personal interview & verification of documents in any case.

10. General Conditions:-

1. No candidate shall be eligible for appointment to the service who has more than two children on or after 1.06.2002.

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.

Provided also that any candidate who performed re-marriage which is not against any law and before such re-marriage he is not disqualified for appointment under this condition, he shall not be disqualified if any child is born out of single delivery from such re-marriage.

2. Married candidates are required to mention name of spouse in the Application Form.
3. No TA/ DA will be paid to any candidate for appearing in the Written Examination and Interview.

4. 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
5. All candidates, except those already passed "computer" subject in his/her Graduation/Post Graduation/Professional Qualification, shall be required to acquire one 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.

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

<u>Category</u>	Rs.
A. UR (GEN)	500/-
B. BC/SBC (Non-creamy layer)	250/-
C. SC/ST/PH	100/-

Note:-

- (i) Application fee shall be paid by way of a demand draft in favour of **Assistant Accounts Officer (EA & Cash), RUVNL, Jaipur** payable at Jaipur.
- (ii) Creamy layer category of BC/SBC candidates will be considered in UR (GEN) Category and shall deposit fee of Rs. 500/-.
- (iii) Candidates of SC/ST/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/-.
- (iv) Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.

12. How to Apply:

- (i) Applicants should apply in the prescribed proforma, enclosing true copies duly self attested by the candidate for proof of age, caste, degree/mark sheet of educational qualification, certificate of experience, if any, etc. and the same should be reach in the office of **Jt. Director (P&A), Rajasthan Urja Vikas Nigam Ltd., Room No. 203, Vidyut Bhawan, Janpath, Jaipur, 302005 (Rajasthan)** along with a bank Demand Draft of Rs.500/- (Rs.100/- for SC/ST/PH & Rs. 250/- for OBC/BC/SBC (Non-creamy layer) candidates from Rajasthan) drawn in favour of “ **Assistant Accounts Officer (EA & Cash), RUVNL, Jaipur**” payable at Jaipur **latest by 17.06.2016** in an envelope super scribing “Application for appointment to the post of Company Secretary” on the envelope.

RUVNL will not be responsible for any postal delay or wrong deliveries.
Applications should be sent through post (Dak).

- (ii) 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 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.
- (iii) In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying.

Candidates having registration in Manpower Planning Department, Rajasthan or Employment Exchanges shall also be required to apply through the same procedure.

IMPORTANT DATES

Last Date of Submission of Application Form	17 th June, 2016 (Upto 5.00 PM)
Sending Permission Letter by email for Written Examination	27 th June, 2016
Date of Written Examination	17 th July, 2016
Date of Uploading Question paper & Answer Key of Written Examination for inviting objections from candidates.	17 th July, 2016 (6.00PM)
Last date of receiving objections against Question Paper & Answer Key	20 th July, 2016 (Upto 5.00 PM)
Date of declaration of Written Examination result	31 st July, 2016 (5.00 PM)
Sending Call Letter by email for Personal Interview & Document Verification.	02 nd Aug., 2016
Date of Personal Interview & Documents Verification	11 th Aug., 2016
Date of Declaration of Final Result/Appointment Order	12 th Aug., 2016
Last Date of Joining on Appointment in RUVNL	31 st Aug., 2016 (6.00 PM)

NOTE:-

- 1. 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.**
- 2. Venue of the written examination & personnel interview will be at Jaipur Only.**

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.

www.rajenergy.com, www.rvpnl.co.in, www.rvunl.com,
www.jaipurdiscom.com, www.avvnl.com, www.jdvvn.com,

(Advertisement No. RUVNL/P&A/01/2016 Dated 26.05.2016)

RAJASTHAN URJA VIKAS NIGAM LIMITED

APPLICATION FORM FOR THE POST OF COMPANY SECRETARY (Advertisement No. RUVNL/P&A/01/2016 Dated 26.05.2016)

To,
**Jt. Director (P&A),
Rajasthan Urja Vikas Nigam Ltd.,
Room No. 203, Vidyut Bhawan, Janpath,
Jaipur, 302005 (Rajasthan)**

Recent Passport Size Photograph duly self attested by Applicant

1. Name of post applied for:- **Company Secretary.**
2. Name:-
 - (i) In English (Capital letters).....
 -
 - (ii) In Hindi.....
3. Father's name.....
4. Mother's name.....
5. Permanent address (Capital letters)
-
-
-PIN.....
6. Present address (Capital letters).....
-
-PIN.....
7. E- mail ID.....
8. Telephone No. Mobile No.
9. Date of Birth
10. Age: as on last date of submission of Application Form, i.e. 17.06.2016 :-
.....Years.....Months.....Days.
11. Gender:
12. Whether SC/ST/BC/SBC of Rajasthan.....(Enclose certificate)
13. Whether Creamy Layer or Non Creamy Layer (In case of BC/SBC).....
14. Whether married/Unmarried.....

15. Name of Spouse.....

16. Number of children:-

a) Before 01.06.2002

b) On or After 01.06.2002.....

c) No. of Disabled children, if any.....

17. Whether Divorced/Widow (In case of Women).....

18. Domicile State.....

19. Whether Physically Handicapped, If yes then % of Disability.....

(Enclose certificate)

20. Whether Ex-Servicemen.....

21. **Educational qualifications:** (From 10th to onwards)*

Sr. No.	Exam. Passed	Year	Division	% of marks	Board/University

22. **Experience (As per para 3 of Advertisement):-**

Sr. No.	Name of Organisation	Designation/Field	Period		Total Duration
			From	To	

23. **Fee Detail:-** Demand Draft No. Date..

Name of Bank

Amount.....

Declaration

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the past, my candidature/appointment is liable to be cancelled /terminated. I am willing to serve anywhere in the area of operation of the Company. I undertake to abide by all the terms and conditions mentioned in the advertisement given by the company.

Place:-----

Date: -----

Signature of the candidate

List of documents to be enclosed (duly self attested):-

1. Date of Birth certificate(Certificate/marksheet of Secondary School Examination)
2. Caste certificate.
3. Qualification certificate(s) and Marksheet(s).
 - (i) Company Secretary.
 - (ii) Chartered Accountant.
 - (iii)ICWA.
 - (iv)LL.B.
 - (v) MBA (Finanace)
 - (vi) Other, if any:-
4. Experience certificate.
5. Demand Draft.
6. Others, if any.
 - (i)
 - (ii)