

JODHPUR VIDYUT VITRAN NIGAM LIMITED  
NEW POWER HOUSE, JODHPUR-342003

No. Jd.VVNL/MD/Secy (Admn.)/Ju/S.Estt./F. /OO. 178 D.736  
dated 09.08.2011

ORDER

Sub:- Procedure for recruitment to the posts of Commercial Assistant-I/II, Data Entry Operator, amendment in recruitment procedure for the post of Technical Helper and outsourcing of recruitment process.

The Board of Directors, in its 180<sup>th</sup> Meeting held on 11<sup>th</sup> July, 2011, has approved the recruitment procedure to the post of Commercial Assistant-I/II, Data Entry Operator, amendment in recruitment procedure to the posts of Technical Helper and outsourcing of recruitment process. Accordingly, it is prescribed as under:-

- (a) The recruitment procedure for the posts of commercial Assistant-I/II, Data Entry Operator and Technical Helper shall be as per Annexure-'A', 'B' & 'C' (enclosed).
- (b) Applications for the posts of Commercial Assistant-I/II and Data Entry Operator will be invited, through ONLINE only. For the post of Technical Helper, applications will be invited through ONLINE as well as through conventional method (off line). The job of data feeding will be carried out on piece rate contract basis i.e. rate per application.
- (c) One common advertisement inviting applications on behalf of all three Discoms will be issued by Jaipur Discom. A candidate can submit application for one Discom only. The Question Paper, date and time of the written competitive examination for all the three Discoms will be common and the examination will be held at different centres. Company wise, as such, a candidate can appear in exam for any one Discom.
- (d) The recruitment process from receipt of applications through online to declaration of result will be outsourced to Institute of Banking Personnel Recruitment, Mumbai on the charges, indicated in Annexure-'D'(enclosed). The applications through conventional method to the posts of Technical Helper will be received separately by the respective Discom and the data of candidates will be transferred to IBPS in soft copy.
- (e) Examination Centres for written examination will be at Jodhpur and Bikaner.

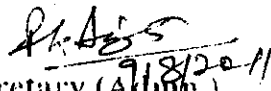
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- (f) The following application fee shall be charged from candidates of various categories:

Category	Fee
General	Rs. 500/-
BC/SBC/(Non Creamy Layer)	Rs. 300/-
SC/ST/Handicapped	Rs. 200/-


- (g) For the purpose of receipt of application fee from candidates, apply through Online, a special Current Bank Account will be opened in SBBI.
- (h) The candidates applying to the post of Technical Helper through conventional method may submit application fee through Bank Draft/Indian Postal Order.
- (i) After declaration of result of written examination, the process of documents verification will be done by the respective Discom.
- (j) Necessary amendments in relevant service regulations are made as per Annexure-"E" (enclosed), viz. Technical Workmen Service Regulations, 1975 & Ministerial Staff Regulations, 1962.

By Order.

  
Secretary (Admin.)  
Jd.VVNL, Jodhpur

Copy submitted/forwarded to the following for information and necessary action:-

1. The Chief Engineer (Hq./BZ), JdVVNL, \_\_\_\_\_
2. The Zonal Chief Engineer (JZ), JdVVNL, Jodhpur.
3. The Chief Accounts Officer ( ), JdVVNL,
4. The Addl. Superintendent of Police, (Vig.), JdVVNL, Jodhpur
5. The Company Secretary, JdVVNL, Jodhpur
6. The Superintending Engineer ( ), JdVVNL, with the request to circulate this order among division/Sub-division under his control.
7. The TA to Managing Director, JdVVNL, Jodhpur/ Jaipur.
8. The Dy. Director Personnel (Hq./ JZ / BZ ), JdVVNL, Jodhpur/Bikaner
9. The TA/PA to Director (Finance/Technical), Jodhpur Discom, Jodhpur
9. The Executive Engineer ( ), Jd.VVNL,
10. The Personnel Officer ( ), JdVVNL, \_\_\_\_\_
11. The Accounts Officer ( ), JdVVNL, \_\_\_\_\_
12. The Assistant Engineer ( ), JdVVNL, \_\_\_\_\_
13. The Public Relation Officer, JdVVNL, Jodhpur

  
Personnel Officer (Est.)  
Jd.VVNL, Jodhpur.

Annexure "A"

The qualification, pay scale, mode and procedure for recruitment of Commercial Assistant-I

(i) Qualification Pay Scale & Mode of Recruitment.

Name of post	Pay Scale	Qualification for direct recruitment.	Mode of Recruitment
Com. Assst. I	PS 52 0-20200 GP 2400	Graduate in any discipline of a University established by Law in India with minimum 60% marks. 5% relaxation in marks shall be allowed to reserved category candidates.	100% by Direct Recruitment from Open Market.
Com. Assst. II	PS 52 0-19000 GP 1900	Graduate in any discipline of a University established by Law in India with minimum 60% marks. 5% relaxation in marks shall be allowed to reserved category candidates.	100% by Direct Recruitment from Open Market.

(ii) Age

The minimum and maximum age shall be 18 and 33 years, respectively. Relaxation in maximum age limit shall be admissible to reserve category candidates, as per rules.

(iii) Inviting Applications

Applications shall be invited by the authority, which may be authorised by the Chairman/CMD, through advertisement in two prominent daily Hindi newspapers of National/Regional level and one employment newspaper. Applications from candidates shall be invited only through ONLINE. The crucial date for deciding eligibility of qualification and age shall be the last date of receipt of applications through online.

(iv) Selection Procedure

(a) A written competitive examination shall be conducted. The Question Paper of written competitive examination will be of three hours duration and maximum mark will be 200. The Question Paper shall consist of the following:

Part - A Gen.Awareness & Fundamental Knowledge of Computer. (Max.Marks 100)

Part - B General Aptitude(Gen.English), Mental Ability, Reasoning & Elementary Mathematics). (Max.Marks 100)

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- (b) The Part-A will consist questions, to test candidates' acquaintance regarding major current issues, general appreciation and understanding of science, fundamental knowledge of Computer, Geography, Agricultural and Economic Development, History and culture with special emphasis on Rajasthan, which is expected from a graduate candidate. The standard and syllabus of Part-B shall be of Secondary School Examination level.
- (c) The question paper shall consist of "Objective Type Question" with five options of answer. Each question will carry one mark. The Question Paper will be bilingual i.e. in Hindi and English, except for the items on English language. There shall not be negative marking.
- (d) There shall be no minimum pass marks in written examination. Merit of all eligible candidates will be drawn on the basis of percentage of marks secured in written examination (80% weightage) as well as weightage of percentage of marks secured in graduation Degree/Sr.Secondary Examination.
- (e) The selection of candidates will be based on weightage of percentage of marks secured in Written Competitive Examination, marks secured in Sr.Secondary School Examination and marks secured in Graduation Degree Examination, as under:

% of Marks secured in Written Examination	:	80% Weightage
% of Marks secured in Graduation Exam.	:	10% Weightage
% of Marks secured in Sr.Secondary Exam.	:	10% Weightage

CLARIFICATION

Percentage of total marks secured in written competitive exam shall be multiplied by 0.8 and the quotient so arrived shall be the weightage for written examination. For example, if a candidate secures 67% marks, he will be allowed weightage of 53.60 marks (67x0.8 = 53.60).

Further, percentage of marks secured in Graduation/Sr.Secondary Examination shall be multiplied by 0.1 and the quotient so arrived shall be the weightage. For example, if a candidate secures 60.66% marks in graduation or Sr.Secondary Examination, he will be allowed weightage of 6.07 marks (upto two decimal points).

- (f) There shall be no interview.
- (g) In case two or more candidates secure equal marks, as per weightage given above, their merit shall be decided as per their date of birth i.e. elder candidate shall be placed higher in the merit list.

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(v) Verification of documents

For verification of documents, a committee shall be constituted by the CMD/MD and candidates equivalent to one and half times of vacancies under each category shall be called strictly in order of merit from the merit list so prepared on the basis of above criteria.

(vi) Reservation

While preparing final merit list after verification of documents, the Committee shall follow the directions/rules of reservation to SC/ST/BC/ SBC/Ex-Serviceman/Female and Physically Handicapped category candidates, as per rules. For the purpose of allowing reservation the persons suffering with disability of both legs, one leg, one arm, partly deaf, deaf, muscular weakness, physically tired, ordinary disability in walking would be eligible.

(vii) Appointments

After verification of documents, the candidates standing higher in merit shall be appointed as Commercial Assistant-I and remaining as Commercial Assistant-II.

(viii) Reserve List

- (a) The name of selected candidates found suitable, but not offered appointment, shall be kept in reserve select list, which shall remain in operation for a period of 12 months from the date of its preparation.
- (b) The posts which remain unfilled due to non-joining of candidates offered appointment, shall be filled up from reserve select list in order of merit, however, before considering candidates of reserve select list, the unfilled posts of Commercial Assistant-I shall first be filled up from the candidates, standing higher in merit and appointed as Commercial Assistant-II.

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**ANNEXURE "B"**

Qualification, mode of recruitment, pay structure etc. for the post of Data Entry Operator

**Qualification, Pay scale & Mode of Recruitment**

1. Name of post	2. Pay Scale	3. Qualification for direct recruitment.	4. Mode of Recruitment
Data Entry Operator.	PB 5200-20200 GP 1900.	<p>1. Graduate (in any discipline) of a University established by law in India with 50% marks. 5% relaxation in marks shall be allowed to reserved category candidates.</p> <p style="text-align: center;">AND</p> <p>Diploma in Computer Science/ Computer Applications of a University established by law in India or from an institution recognised by the Govt..</p> <p style="text-align: center;">OR</p> <p>Diploma in Computer Science &amp; Engineering from a Polytechnic, Institution recognised by the Government.</p> <p style="text-align: center;">OR</p> <p>"O" or Higher Level Certificate course conducted by DOEACC, under the control of Department of Electronics, Government of India.</p> <p style="text-align: center;">OR</p> <p>Computer Operator &amp; Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) Certificate Organised under National/State Council of Vocational Training Scheme.</p> <p style="text-align: center;">OR</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by the Vardhaman Mahaveer Open University, Kota under the control of Rajasthan Knowledge Corporation Limited.</p> <p>2: Speed of 8000 key depression per hour on Computer in Hindi &amp; English.</p>	100% by direct recruitment from open market.

**Mode of recruitment**

100% posts of "Data Entry Operator" be filled up from open market.

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Age

The minimum and maximum age shall be 18 and 33 years, respectively. Relaxation in maximum age limit shall be admissible to reserve category candidates, as per rules.

Qualification

A candidate should possess requisite qualification, as prescribed in the relevant rules.

Selection Procedure

The applications from eligible candidates be called through online and a written competitive examination comprising of two parts i.e. (i) Written Examination; and (ii) Speed Test shall be got conducted through an outside Agency, as may be decided by the Chairman/CMD.

Scope of papers for the Data Entry Operator Competitive Examination

The marks and time allowed for Part-I and Part-II shall be as mentioned hereunder:

Part I – Written Examination

	<u>Question</u>	<u>Marks</u>	<u>Time</u>
General Awareness, General English & Elementary Mathematics	120	120	2 Hours

(The Question Paper shall consist of "Objective Type Question" with five options of answers. Each question will carry one mark. There shall be no negative marking. The Question Paper will be bilingual i.e. in Hindi & English except for the items on English language).

Part II – Speed Test

Bilingual (Hindi & English)			
Hindi	:	4000 Key depression	½ Hr.
English	:	4000 Key depression	½ Hr.

There shall be no minimum pass marks in the written examination. A candidate will have to complete minimum 8000 Key-Depression in Hindi & English on Computer in 1 hour for declaring him successful in the speed test.

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The number of candidates to be called for the Speed Test will be three times of the advertised vacancies in order of merit, to be drawn on the basis of marks, secured in written competitive examination(category wise).

There shall be no interview.

**Verification of Documents**

For verification of documents of candidates, equivalent to one and half times of vacancies under each category shall be called, strictly in order of merit from the merit list so prepared by giving weightage to the percentage of marks secured in written competitive examination, percentage of marks secured in Graduation Degree Examination and percentage of marks secured in Sr.Secondary Examination, as under and declared successful in speed test:

- % of Marks secured in Written Examination : 80% Weightage.
- % of Marks secured in Graduation Exam : 10% Weightage
- % of Marks secured in Sr. Secondary Exam : 10% Weightage

**CLARIFICATION**

Percentage of total marks secured in written competitive exam shall be multiplied by 0.8 and the quotient so arrived shall be the weightage for written examination. For example, if a candidate secures 67% marks, he will be allowed weightage of 53.60 marks ( $67 \times 0.8 = 53.60$ ).

Further, percentage of marks secured in ITI/NAC/Secondary Examination shall be multiplied by 0.1 and the quotient so arrived shall be the weightage. For example, if a candidate secures 60.66% marks in ITI/NAC or Secondary Examination, he will be allowed weightage of 6.07 marks (upto two decimal points).

The documents shall be verified by one or more committees as may be constituted by the CMD/MD.

**Select List**

- a. After verification of documents, "select list" of successful candidates in order of merit shall be prepared separately for each category, on the basis of weightage to percentage of marks secured by the candidates in the written competitive exam, graduation exam and Sr.Secondary Exam and declared successful in speed test.



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- b. In case two or more candidates secure equal marks, as per above criteria, their date of birth shall be deciding factor to determine their merit i.e. the older candidate shall be placed higher in the merit list.
- c. While preparing final merit list, the committee shall follow the directions/rules of reservation to SC/ST/BC/SBC/PH/Ex-Servicemen/ Female category candidates. For the purpose of reservation the persons suffering from disability of both legs, one leg, partly deaf, deaf, muscular weakness, physically tired, ordinary disability in walking, would be eligible.
- d. The "Select list" so prepared shall be placed before the CMD/MD for approval and appointments shall be made strictly in order of merit.

Reserve List

The name of selected candidates found suitable, but not offered appointment shall be kept in reserve select list, which shall remain in operation for a period of 12 months from the date of its preparation.

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REVISED PROCEDURE FOR RECRUITMENT TO THE POST OF TECHNICAL HELPER

(A) Determination of vacancies

The vacancies of Technical Helper shall be determined at Company level by the authority which may be authorised by the CMD/MD in this regard and 100% vacancies shall be filled-in from the candidates, possessing qualification of ITI(NCVT/SCVT)/NAC or equivalent there to in the trade of Electrician/Lineman/SBA/Wireman/Power Electrician with Secondary qualification..

(B) Qualification

Secondary from CBSE/CBSE or any other equivalent Board alongwith ITI(NCVT/SCVT)/NAC or equivalent qualification in the trade of Electrician/Lineman/SBA/Wireman/Power Electrician.

Only those candidates, who possess minimum 60% marks in respective trade (55% in case of OBC/SBC and 50% in case of SC/ST category candidates) shall be eligible to apply for appointment.

(C) Age

The age of the candidate should be between 18-28 years on the last date fixed for receipt of applications, provided that the maximum age limit for SC/ST/OBC/SBC candidates may be relaxed by 5 years. In respect of Ex-Servicemen maximum age limit shall be 50 years. Provided further that the candidate who had undergone apprenticeship training or rendered service on relevant technical job in any capacity (i.e. Daily Rated/Workcharged/Contract Service) in company shall be given relaxation in upper age limit to the extent of period of such training/service, subject to maximum of 5 years.

(D) Inviting Applications

Applications shall be invited by the authority, which may be authorised by the Chairman/CMD, through advertisement in two prominent daily Hindi newspapers of National/Regional level and one employment newspaper. Applications from candidates shall be invited through ONLINE as well through conventional method (off line) i.e. by post or by hand. The crucial date for deciding eligibility of qualification and age shall be the last date of receipt of applications.

(E) Selection Procedure

(i) A written competitive examination shall be conducted. There shall be one question paper with Maximum 250 marks. Duration of the Paper will be 2.00 Hr. The Paper shall be common for all trades i.e. Electrician/Lineman/SBA/Wireman/Power Electrician. The details of the question paper shall be as under:

Subject	Syllabus & Standard.	Question	Max. Marks	Time
<b>Part-A</b> Gen.Awareness	Current Affairs, Gen. Science and Elementary Maths., Geography and Natural Resources, Agriculture & Economic Development, History & Culture with special emphasis on Rajasthan.	50	50	2.00 Hrs.
<b>Part-B</b> Tech.Knowledge/ SKILL.	The standard and syllabus will be of the level of ITI/NAC in the trade of Elec./EM/WI/SBA/ Power Elect.	100	200	

- (ii) The Question Paper shall consist of 'Objective Type Question' with five options of answer. In part-A, each question will carry one mark and in Part-B, each question will carry two marks. The Question Paper will be bilingual i.e. in Hindi and English, except for the items on English language. There shall not be negative marking.
- (iii) The selection of candidates will be based on the weightage to percentage of marks secured in written competitive examination, percentage of marks secured in ITI/NAC and percentage of marks secured in Secondary School Examination, is under:

% of Marks secured in Written Examination	:	80%
Weightage		
% of Marks secured in ITI/NAC	:	10%
Weightage		
% of Marks secured in Secondary School Exam.	:	10%
Weightage		

**CLARIFICATION**

Percentage of total marks secured in written competitive exam shall be multiplied by 0.8 and the quotient so arrived shall be the weightage for written examination. For example, if a candidate secures 67% marks, he will be allowed weightage of 53.60 marks ( $67 \times 0.8 = 53.60$ ).

Further, percentage of marks secured in ITI/NAC/Secondary Examination shall be multiplied by 0.1 and the quotient so arrived shall be the weightage. For example, if a candidate secures 60.66% marks in ITI/NAC or Secondary Examination, he will be allowed weightage of 6.07 marks (upto two decimal points).

- (iv) There shall be no minimum pass marks in written examination. Merit of all eligible candidates will be drawn on the basis of percentage of marks secured in written examination (80% weightage) as well as weightage of percentage of marks secured in ITI/NAC and Secondary Examination, as mentioned above.

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**JAIPUR VIDYUT VITRAN NIGAM LIMITED -- 2011**

**IBPS COMMERCIALS & SCHEDULE OF PAYMENT (ON-LINE)**

**(A) IBPS COMMERCIALS**

Sr.No.	Activity	Charges
1.	Professional Charges	Rs.25,000/- per Post
2.	Web Hosting Charges	Rs.30,000/-
3.	Consolidated Charges for : Application Processing, Designing of Information Handouts and Call Letters, Designing of Tests, Printing of Test Booklets and Answer Sheets, Freight Charges for dispatch of Test Material to and from IBPS, Conduct of Examination, Rental of school/college, honoraria, etc.) Result Processing (Preparation of Post-wise and Category-wise Merit Lists & Roll Number Order Lists)	Rs.235/- per application registered
4.	Charges for providing link download of call letter for written examination	Rs.30,000/-
5.	Charges for providing link download of call letter for Interviews	Rs.10,000/-
6.	Cost incurred in conveyance and other incidentals for IBPS Staff for conduct of Orientation Seminar & other related activities, if any	At Actuals
7.	Service Tax	Applicable as per Govt. Rules

**(B) SCHEDULE OF PAYMENT**

Professional Fees & Webhosting Charges	Within two weeks after formal office letter of project & within a week after release of advertisement, whichever is earlier
100% of the total amount calculated on the basis of number of applications received for activity at Sr. No 3	Within two weeks after receipt of Debit Note from IBPS sent by IBPS within a week after the last date of receipt of applications
Balance Amount	Within two weeks after receipt of Debit Note from IBPS of results



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Annexure "E"

(A) - Amendment in Technical Workmen Service Regulations-1975:

In Regulation 4(I) (3-a) the words 'two times' be substituted by the words 'one & half times'.

(B) Amendment in Ministerial Staff Regulations 1962 (For Comm.Asstt -I/II):

(a) In Regulation No. 5(1), the word "**Commercial Assistant-I & Commercial Assistant-II**" be inserted at Sr.No. (xvii) & (xviii) respectively.

(b) In Regulation No. 5(2) at Sr.No. (xiv) & (xv) be inserted that "the post of **Commercial Assistant-I & Commercial Assistant-II** respectively will form a separate cadre and controlled by Secretary (Admn.)."

(c) In Regulation No. 6(1) at Sr.No. (xiii) & (xiv) be inserted that "all posts of **Commercial Assistant-I & Commercial Assistant-II** respectively shall be filled up by direct recruitment from open market."

(d) In Regulation 7(A)(ii), the word "Commercial Assistant-I/II" also be inserted

(e) In Regulation No. 10 an additional sub-regulation No. 10(12) be inserted that "a candidate for appointment to the post of **Commercial Assistant-I & Commercial Assistant-II** must have acquired qualification of graduation in any discipline of an University established by Law in India with minimum 60% marks. 5% relaxation in marks shall be admissible to candidates of reserved categories."

(f) In Regulation No. 20, a new sub-clause 20(B) be inserted that "the inter-se-seniority of **Commercial Assistant-I & Commercial Assistant-II**, appointed by one single order or different order of the same date, shall be determined according to their merit of recruitment".

(g) In Schedule-I under Regulation 3(a) and 24, the word "**Commercial Assistant-I & Commercial Assistant-II**", be inserted as under:

Sr.No.	Name of Post	Pay Band	Appointing Authority
16.	Commercial Assistant-I	5200-20200 GP-240J	Secretary (Admn.)
17.	Commercial Assistant-II	5200-20200 GP-1900	Secretary (Admn.)

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(h) In Appendix-I under Regulation 16 at Sr.No. 1(K) be inserted that "the syllabus and scope of papers of written competitive examination for **Commercial Assistant-I & Commercial Assistant-II**" shall be as under:

The Question Paper will be of three hours duration and maximum marks will be 200. The Question Paper shall consist of the following:

**Part - A** Gen.Awareness & Fundamental (Max.Marks 100)  
Knowledge of Computer.

**Part - B** General Aptitude( Gen. English, (Max.Marks 100)  
Mental Ability, Reasoning &  
Elementary Mathematics)

The Part-A will consist questions, to test candidates' acquaintance regarding major current issues, general appreciation and understanding of science, fundamental knowledge of Computer, Geography, Agricultural and Economic Development, History and culture with special emphasis on Rajasthan, which is expected from a graduate candidate. The standard and syllabus of Part-B shall be of Secondary School Examination level.

The question paper shall consist of "Objective Type Question" with five options of answer. Each question will carry one mark. The Question Paper will be Bilingual i.e. in Hindi and English, except for the items on English language. There shall not be negative marking.

There shall be no minimum pass marks in written examination. Merit of all eligible candidates will be drawn on the basis of percentage of marks secured in written examination (80% weightage) as well as weightage of percentage of marks secured in graduation Degree/Sr.Secondary Examination.

(c) The selection of candidates will be based on weightage of percentage of marks secured in Written Competitive Examination, percentage of marks secured in Sr.Secondary School Examination and percentage of marks secured in Graduation Degree Examination, as under:

% of Marks secured in Written Examination	:	80% Weightage
% of Marks secured in Graduation Exam.	:	10% Weightage
% of Marks secured in Sr.Secondary Exam.	:	10% Weightage

#### CLARIFICATION

Percentage of total marks secured in written competitive exam shall be multiplied by 0.8 and the quotient so arrived shall be the weightage for written examination. For example, if a candidate secures 67% marks, he will be allowed weightage of 53.60 marks ( $67 \times 0.8 = 53.60$ ).

Further, percentage of marks secured in Graduation/Sr.Secondary Examination shall be multiplied by 0.1 and the quotient so arrived shall be the weightage. For example, if a candidate secures 60.66% marks in graduation or Sr.Secondary Examination, he will be allowed weightage of 6.07 marks (upto two decimal points).

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(f) There shall be no interview.

In case two or more candidates secure equal marks, as per weightage given above, their merit shall be decided as per their date of birth i.e. older candidate shall be placed higher in the merit list.

For verification of documents, candidates equivalent to one and half times of vacancies under each category shall be called, strictly in order of merit from the merit list, so prepared on the basis of above criteria. After verification of documents, the candidates standing higher in merit shall be appointed as Commercial Assistant-I and remaining as Commercial Assistant-II.

The name of selected candidates found suitable, but not offered appointment, shall be kept in reserve select list, which shall remain in operation for a period of 12 months from the date of its preparation.

The posts which remain unfilled due to non-joining of candidates offered appointment, shall be filled up from reserve select list in order of merit, however, before considering candidates of reserve select list, the unfilled posts of Commercial Assistant-I shall first be filled up from the candidates, standing higher in merit and appointed as Commercial Assistant-II.

(c) Amendments in Ministerial Staff Regulations-1962 (For Data Entry Operator)

The following amendments may be done in the Ministerial Staff Regulations-1962:

- (i) In regulation No. 5(1) a new post of Data Entry Operator be included in the categories of staff at Sr. No. XIX.
- (ii) In Regulation No. 5(2) a new post of Data Entry Operator be included in the cadre at Sr. No. XVI and be inserted that all the post of Data Entry Operator will form separate cadre and will be controlled by the CMD/MD through Secy.(Admn.).
- (iii) In Regulation No. 6.1 a new post of Data Entry Operator be included at Sr. No. XV and be inserted that " **All the posts of Data Entry Operator shall be filled up through direct recruitment from open market in accordance with the procedure contained in regulation No.16**".
- (iv) In Regulation (A)(ii), the word "Data Entry Operator" also be inserted.
- (v) In Regulation No. 10 an additional Sub Regulation No. 10(13) be inserted and it shall be mentioned that a candidate for appointment to the post of Data Entry Operator must possess the following qualification:

1. Graduate (in any discipline) of a University established by law in India with 50% marks. 5% relaxation in marks shall be allowed to reserve category candidates.

AND

Diploma in Computer Science/ Computer Applications of a University established by law in India or from an institution recognized by the Govt.

OR

*[Signature]*

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## Part II - Speed Test

Bilingual (Hindi & English)

Hindi

English

: 4000 Key depression ½ Hr.

: 4000 Key depression ½ Hr.

There shall be no minimum marks in the written examination. A candidate will have to complete minimum 8000 Key-Depression in Hindi & English on Computer in 1 hour for declaring him successful in the speed test.

The number of candidates to be called for the Speed Test will be three times of the advertised vacancies in order of merit, which will be drawn on the basis of marks secured in written competitive exam (category wise).

There shall be no interview.

### Verification of Documents

For verification of documents of candidates, equivalent to one and half times of vacancies under each category shall be called, strictly in order of merit from the merit list, so prepared by giving weightage to the percentage of marks secured in written competitive examination, percentage of marks secured in Graduation Degree Examination and percentage of marks secured in Secondary Examination, as under and declared successful in speed test:

% of Marks secured in Written Examination	:	80% Weightage.
% of Marks secured in Graduation Exam.	:	10% Weightage
% of Marks secured in Sr.Secondary Exam	:	10% Weightage

### CLARIFICATION

Percentage of total marks secured in written competitive exam shall be multiplied by 0.8 and the quotient so arrived shall be the weightage for written examination. For example, if a candidate secures 67% marks, he will be allowed weightage of 53.60 marks ( $67 \times 0.8 = 53.60$ ).

Further, percentage of marks secured in Graduation/Sr.Secondary Examination shall be multiplied by 0.1 and the quotient so arrived shall be the weightage. For example, if a candidate secures 60.66% marks in graduation or Sr.Secondary Examination, he will be allowed weightage of 6.07 marks (upto two decimal points).

The documents shall be verified by one or more committees as may be constituted by the CMD/MD.

### Select List

I. After verification of documents, "select list" of successful candidates in order of merit shall be prepared separately for each category, on the basis of weightage to marks secured by the candidates in the written competitive exam, graduation exam and Sr.Secondary Exam and declared successful in speed test.

II. In case two or more candidates secure equal marks, as per above criteria, their date of birth shall be deciding factor to determine their merit i.e. the older candidate shall be placed higher in the merit list.



Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.

OR

"O" or Higher Level Certificate course conducted by DOEACC under the control of Department of Electronics, Government of India.

OR

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) Certificate Organised under National/State Council of Vocational Training Scheme, and

OR

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

Speed of 3000 key depression per hour on Computer in Hindi & English.

- (vi) In Regulation 20 a new Sub Regulation 20(C) be inserted and be mentioned that **"Inter se Seniority of Data Entry Operator will be determine according to their merit of selection"**.
- (vii) In Schedule I under Regulation 3(a) and 24 the cadre the Data Entry Operator be inserted in the category of class-III employees as under :

Sr. No.	Name of Post	Pay Scale	Appointing Authority
18	Data Entry Operator	PB-2 5200-20200 with Grade Pay 1900	Secretary (Admin.)

- (viii) In Appendix I under Regulation-16 the following provisions be inserted at Sr. No. 1(I) Data Entry Operator:

**Recruitment Procedure**

The applications from eligible candidates be called through online and a written competitive examination comprising of two papers i.e. (i) Written Examination; and (ii) Speed Test shall be got conducted through an outside Agency, as may be decided by the Chairman/CMD.

**Scope of papers for the Data Entry Operator Competitive Examination**

The marks and time allowed for Part-I and Part-II shall be as mentioned hereunder:

<u>Part I - Written Examination</u>	<u>Question</u>	<u>Marks</u>	<u>Time</u>
General Awareness, General English & Elementary Mathematics	120	120	2 Hours

(The Question Paper shall consist of "Objective Type Question" with five options of answers. Each question will carry or mark. There shall be no negative marking. The Question Paper will be bilingual i.e. in Hindi & English except for the items on English language).

III. While preparing final merit list, the committee shall follow the directions/rules of reservation to SC/ST/OBC/SBC/PH/Ex-Servicemen/Female category candidates: For this purpose, the persons suffering from disability of both legs, one leg, partly deaf, deaf, muscular weakness, physically tired, ordinary disability in walking, would be eligible.

IV. The "select list" so prepared shall be placed before the CMD/MD for approval and appointments shall be made strictly in order of merit.

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