



JAIPUR VIDYUT VITRAN NIGAM LIMITED

(Rajasthan Government Undertaking)

Registered Office: "Vidyut Bhawan", Jyoti Nagar, Jaipur-302005

ADVERTISEMENT FOR APPOINTMENT

The Power Distribution Companies of Rajasthan State that is Jaipur Vidyut Vitran Nigam Limited, Ajmer Vidyut Vitran Nigam Limited and Jodhpur Vidyut Vitran Nigam Limited invite applications from qualified and willing candidates to fill up vacant posts of **Commercial Assistant-I/II**, as per details mentioned hereunder:

1. Detail of vacancies :

Commercial Assistant-I

Name of Company	Category wise vacancies																		TOTAL VACANCIES	EXM	PWD						
	UR				SC				ST				BC				SBC				L	H					
	O	FEMALE			O	FEMALE			O	FEMALE			O	FEMALE			O	FEMALE									
		C	O	W		C	O	W		C	O	W		C	O	W		C					O	W	C	O	W
D V O R C E E				D V O R C E E				D V O R C E E				D V O R C E E				D V O R C E E											
JAIPUR VVNL	11	3	1	0	3	1	0	0	3	1	0	0	5	2	0	0	0	0	0	0	0	0	0	30	8	0	1
AJMER VVNL (non TSP area)	7	3	0	0	3	0	0	0	3	0	0	0	4	1	0	0	1	0	0	0	0	0	0	22	2	0	0
JODHPUR VVNL	10	3	1	0	3	0	0	0	2	0	0	0	3	1	0	0	0	0	0	0	0	0	0	23	2	0	0

COMMERCIAL ASSISTANT-II

Name of Company	Category wise vacancies																		TOTAL VACANCIES	E X M	PWD									
	UR				SC				ST				BC				SBC				L	H D								
	O C	FEMALE			O C	FEMALE			O C	FEMALE			O C	FEMALE			O C	FEMALE												
		O C	W I D O W O R C E E	D I V O R C E E		O C	W I D O W O R C E E	D I V O R C E E		O C	W I D O W O R C E E	D I V O R C E E		O C	W I D O W O R C E E	D I V O R C E E		O C					W I D O W O R C E E	D I V O R C E E						
JAIPUR VVNL	18	5	2	0	6	2	0	0	4	1	0	0	7	3	0	0	0	0	0	0	0	0	48	9	1	2				
Short fall/ Back log	11				6				1				3										21	20		1				
AJMER VVNL (non TSP Area)	14	4	1	0	5	1	0	0	3	1	0	0	6	2	0	0	0	0	0	0	0	0	0	0	0	0	37	4	0	1
JODHPUR VVNL	17	5	1	0	5	1	0	0	4	1	0	0	6	2	0	0	0	0	0	0	0	0	0	0	0	0	42	5	0	1

Area of Operation.

Name of Company	Field	Area of Operation(Distt.)
Jaipur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jaipur, Dausa, Alwar, Bharatpur, Dholpur, Sawaimadhopur, Tonk, Karauli, Kota, Jhalawar, Baran & Bundi
Ajmer Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Ajmer, Sikar, Jhunjhunu, Bhilwara, Chittorgarh, Udaipur, Banswara, Dungarpur, Pratapgarh, Rajsamand & Nagaur
Jodhpur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jodhpur, Bikaner, Pali, Sirohi, Churu, Hanumangarh, Sriganganagar, Jaisalmer, Jalore & Barmer

NOTE: Applications will be submitted ONLY through ONLINE. Applications submitted through any other mode than ONLINE will not be accepted.

Number of vacancies can be increased/decreased by the concerned Nigam at any time. The number of vacancies reserved for female candidates includes the vacancies prescribed for widows/divorcees, as indicated above separately. Under Jaipur Discom vacancies reserved for Ex-servicemen also include carry forward vacancies which could not be fillup in last recruitment due to non availability of suitable Ex-servicemen candidates. The persons suffering from disability of both legs, one Leg, one arm, muscular weakness, physically tired and ordinary disability in walking are eligible to get reservation for these posts under Locomotor Disability & Cerebral Palsy. The persons suffering from disability of deaf, partly deaf will be considered eligible for reservation under Hearing Impairment category. A candidate having not less than 40% of any disability as certified by the authorized Medical Authority under the rules, will only be considered as person with disability.

A candidate can apply in one Company only. A common written competitive exam shall be conducted for all three distribution Companies for the post of Commercial Assistant-I/II on the same date and time at different centres, as such, a candidate can appear in exam for only one Company.

Centers of written examination.

Company	Centre
Jaipur Vidyut Vitran Nigam Limited	Jaipur, Kota
Ajmer Vidyut Vitran Nigam Limited	Ajmer, Udaipur
Jodhpur Vidyut Vitran Nigam Limited	Jodhpur, Bikaner

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

2. Educational qualification and Age (as on 05.10.12)

Name of post	Pay Band & Grade Pay	Educational qualification	Age
Commercial Assistant-I	PB2 (5200 - 20200) + Grade Pay 2400	Graduate in any discipline of a University established by Law in India.	<p>On last date of receipt of application form through ONLINE, applicant should have attained minimum age of 18 years and should not be more than 33 years of age.</p> <p>(i) Relaxation upto 5 years in maximum age limit shall be admissible to male candidates, belonging to SC/ST/BC/ SBC and female candidates of UR category.</p> <p>(ii) Relaxation upto 10 years in maximum age limit shall be admissible to female candidates, belonging to SC/ST/BC/ SBC.</p> <p>(iii) No maximum age limit is prescribed for widow and divorcee female candidates of all categories.</p> <p>(iv) Relaxation up to 10/13/15 years in maximum age limit shall be admissible to persons with disabilities of UR, BC/SBC and SC/ST categories respectively.</p> <p>(v) Maximum age limit for Ex-Servicemen category candidates will be 50 years. In case of holders of Military Cross/Chakra or any other higher distinction, the age limit shall be relaxable by 2 years.</p> <p>(vi) No maximum age limit is prescribed for in service candidates of concerned Nigam.</p> <p>Note : The provisions of age relaxation are non-cumulative i.e. relaxation admissible under any two clauses would not be clubbed. A candidate may claim relaxation of longer period in only one category.</p>
Commercial Assistant-II	PB2 (5200 - 20200) + Grade Pay 1900		

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

3. Emoluments/Salary: The persons selected for the aforesaid posts will be appointed as Probationer Trainee for a period of two years, during which Commercial Assistant-I will get fixed remuneration of Rs. 7900/- and Commercial Assistant-II Rs. 6100/- per month. Except fixed remuneration no allowance will be payable. On successful completion of probation training period, they will be fixed in Pay Band of Rs. 5200-20200 and Commercial Assistant-I will get initial basic pay of Rs. 9840/- (including grade pay) and Commercial Assistant-II will get initial basic pay of Rs. 7580/- (including grade pay) with other allowances.

4- Selection Procedure: A common written competitive examination shall be conducted for both the posts. There shall be one common question paper consisting of 2 parts, however exam will be conducted separately for each Company at different centres on the same date.

Question Paper	Time	Question	Marks	Syllabus
Part-A- Gen. Awareness, Gen. Hindi ,Gen. English & Elementary Mathematics	3 hours	100	100	Current issues, General appreciation and understanding of Science, Geography, agriculture and economic development, History and culture with specific emphasis on Rajasthan, General English General Hindi and Elementary Maths shall be of Secondary School Examination level
Part-B General Aptitude- (Mental Ability & Reasoning) & Basic knowledge of Computer.		100	100	Basic knowledge of computer. No syllabus is prescribed for Mental Ability and Reasoning.

Question paper will be in Hindi and English language. Question paper shall consist of objective type questions with 5 options to answer each question. Each question will carry one mark. For each right answer one mark shall be assigned. There shall be no negative marking. There shall be no minimum passing marks in the written exam. Selection of candidates will be based on the merit to be prepared category wise separately for each company on the basis of marks secured in written exam.

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

No interview shall be conducted for selection. Candidates upto two times of vacancies of each category in order of merit shall be called for verification of original documents by the respective company. **Candidates will be allowed to appear in written examination purely on provisional basis and no candidate will have right for appointment only on the ground of appearing in written examination. Eligibility of candidates for appointment will be decided as per above criteria, only after verification of original documents. Candidature of such candidates who do not possess requisite qualification or filled wrong information in application form will stand cancelled automatically.**

5. Caste Certificate: At the time of verification of documents, the candidates belonging to SC/ST/BC/SBC categories will have to produce caste certificate issued by competent authority. Certificates issued by competent authorities of Rajasthan only will be accepted. Only such certificates of BC/SBC will be accepted which are issued within a period of 6 months prior to date fixed for verification of documents. Married female candidates will have to produce cast certificate issued on the basis of residence and income of her father. Certificates issued on the basis of name and income of husband will not be accepted.

Benefit of reservation is not admissible to candidates of creamy layer of BC/SBC of Rajasthan. The candidates belonging to BC/SBC (Creamy layer) may apply as unreserved category candidate, as per above procedure.

The candidates of SC/ST/BC/SBC (Creamy layer/Non Creamy layer) belonging to other States than Rajasthan will be treated as Unreserved Category Candidates and such candidates can apply as Unreserved Category Candidate. They will have to pay fee prescribed for UR category.

6. No candidate shall be eligible for appointment to the service, who has more than 2 children on or after 01.06.2002 . Provided that the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 01.06.2002 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 candidate, the child born from earlier delivery and having disability shall not be counted.”

7. Bond: The selected candidate at the time of joining service will have to execute a bond on non judicial stamp paper worth Rs. 100/- (which should be issued in the name of applicant) that he/she will neither leave training/service within 2 years of Probation Training Period and within one year thereafter, nor resign and accept any other service. If he/she violates these conditions, he/she will have to refund to the Nigam all the salary/allowances, which he/she received. Besides this he/she will also require to submit a surety of any gazetted officer/official of Central/State Govt/Power Sector Company/Public Sector Undertaking of Rajasthan Government.

8. Duration of Online application: 11.09.2012 to 05.10.2012

9. Application fee: Application fee as per following details will have to be deposited in concerned Nigam's Bank Account No. as per following details in any branch of State Bank of Bikaner and Jaipur, through prescribed challan:-

Category	:	Application Fee(Rs.)
(a) For Unreserved & OBC/BC/SBC(Creamy layer) category candidates		: Rs.500/-
(b) For SC/ST/PH & OBC/BC/SBC(Non Creamy layer) category candidates		: Rs.300/-

The candidates of SC/ST/BC/SBC (Creamy layer/Non-Creamy layer) belonging to other States than Rajasthan will be treated as Unreserved Category Candidates and accordingly such candidates will have to pay prescribed application fee of Rs. 500/- .

Name of Company	:	Bank Account No.
Jaipur Vidyut Vitran Nigam Ltd.		: 61137361990
Ajmer Vidyut Vitran Nigam Ltd.		: 61163499702
Jodhpur Vidyut Vitran Nigam Ltd.		: 61137272578

Application fee once deposited will not be refunded in any case. The willing candidates are advised to ensure at their level before depositing application fee that they fulfil all the terms and conditions of eligibility to appear in written exam. And selection/appointment on the concerned post.

How to Apply:

- i. Candidates are required to apply Online through any one of the websites www.jaipurdiscom.in OR www.avvnl.com OR www.idvnl.com . No other means/mode of application will be accepted. **The candidate should choose carefully name of any one company, in which he/she wish to apply. No second option will be provided to change the Company.**
- ii. Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. The company may send call letters for written test, verification of documents etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- iii. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- iv. Applicants are first required to go to the web-site www.jaipurdiscom.in OR www.avvnl.com OR www.idvnl.com and open the link 'Recruitment'. Thereafter, open the Recruitment Notification titled as 'Vidyut Vitaran Nigam RECRUITMENT - 2012'
- v. Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN' .
- vi. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS and deposit the prescribed application fee in the above referred bank account of Nigam in any of the branch of the State Bank of Bikaner & Jaipur.
- vii. Obtain the counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount** filled by the Branch Official.
- viii. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the website and going to the sublink titled "**Online APPLICATION FOR Vidyut Vitaran Nigam RECRUITMENT 2012**". **Click on this sublink will open up the appropriate Online Application Format.**
- ix. Carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places, upload scanned photograph and signature as per instructions contained in enclosed Annexure-I and submit the same Online.
- x. **Original counterfoil of the fee payment challan will have to be submitted with the Call Letter at the time of written test. Without original counterfoil of the fee payment challan, the candidates will not be allowed to appear in the written test. Photocopy or Fax copy of fee payment challan will not be accepted at the time of written test, the candidates are, however, advised to keep 3 photocopies of the fee payment challan for future use.**
- xi. The candidates should take a printout of the online application and preserve it with them for their record and should not be sent at the Nigam's address or any other address. The application printout will have to be submitted at the time of document verification alongwith the attested copies of certificates in support of Age, Qualification, Caste, Domicile, Non Creamy Layer, Number of children, Physical disability, Marriage registration certificate,

- in case of widow death certificate of her husband, in case of divorcee decree of court, as applicable.
- xii. Candidates will have to download the call letter from website by entering registration number & password. Candidates will be intimated about the same by email/sms. Physical call letters will not be sent by post.
- xiii. 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 of Secondary School Exam. Any change / alteration found may disqualify his/her candidature.

IMPORTANT DATES

COMMERCIAL ASSISTANT-I/II

Website Link Open	11.09.2012 to 05.10.2012
Date of Written Test(Tentative)	06.01.2013
Payment of fees at SBBJ Branches	10.09.2012 to 05.10.2012

Format of online application form, instructions for submitting online application and format of challan for depositing application fee are available on following Web Sites. Applicant may submit application on any of the following website.

www.jaipurdiscom.in
www.avvnl.com
www.jdvvn.com

Besides above, Help Line facility is available for candidates on following telephone numbers. Willing candidates may avail benefit of this facility on working days between 10.00 AM to 6.00 PM w.e.f. 1st September, 2012.

Jaipur Discom - 0141-2747036
Ajmer Discom - 0145-2432695
Jodhpur Discom - 0291-2748970

(R.K. Sharma)
Chief Personnel Officer

Annexure I

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

(i) PHOTOGRAPH IMAGE :

- _ Photograph must be a recent passport style colour picture.
- _ The picture should be in colour, against a light-coloured, preferably white, background.
- _ Look straight at the camera with a relaxed face
- _ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- _ If you have to use flash, ensure there is no “red-eye”
- _ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- _ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- _ Dimensions 200 x 230 pixels (preferred)
- _ Size of file should be between 20kb–50 kb
- _ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

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

SCANNING THE PHOTOGRAPH & SIGNATURE:

- _ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
 - _ Set Color to True Color
 - _ File Size as specified above
 - _ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
 - _ The image file should be JPG or JPEG format. An example file name is : image01.jpg or 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/MOOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MOOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.**

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

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

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

Note :

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