



JAIPUR VIDYUT VITRAN NIGAM LIMITED

(Rajasthan Government Undertaking)
Registered Office: "Vidyut Bhawan", Jyoti Nagar, Jaipur-302005

ADVERTISEMENT FOR APPOINTMENT

Applications are invited through **ONLINE** from willing candidates having requisite qualification for appointment on vacant posts of **Commercial Assistant-I and Commercial Assistant-II** in Jaipur Vidyut Vitran Nigam Limited/Ajmer Vidyut Vitran Nigam Limited/Jodhpur Vidyut Vitran Nigam Limited, as mentioned hereunder:

1. Detail of vacancies

Commercial Assistant-I

Name of Company	Category wise vacancies																		TOTAL VACANCIES		
	UR				SC				ST				BC			SBC					
	O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			
		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R		W I D O R	D I V O R C E E
JAIPUR VVNL	42	12	4	1	13	4	1	-	10	2	1	-	17	5	1	-	1	-	-	-	114
AJMER VVNL (non TSP area)	18	7	1	-	6	3	-	-	5	2	-	-	8	4	-	-	-	-	-	-	54
TSP Area	12	5	-	-	2	-	-	-	16	-	-	-	-	-	-	-	-	-	-	-	35
JODHPUR VVNL	33	14	1	-	10	4	-	-	7	3	-	-	13	5	-	-	-	-	-	-	90

Commercial Assistant-II

Name of Company	Category wise vacancies																		TOTAL VACANCIES		
	UR				SC				ST				BC			SBC					
	O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			O T H E R	FEMALE			
		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R	W I D O R	D I V O R C E E		O T H E R		W I D O R	D I V O R C E E
JAIPUR VVNL	70	20	8	2	22	7	2	-	17	5	1	-	29	9	3	-	1	-	-	-	196
AJMER VVNL (non TSP Area)	30	12	1	-	11	4	-	-	8	3	-	-	14	6	-	-	1	-	-	-	90
(TSP area)	20	7	1	-	3	-	-	-	25	-	-	-	-	-	-	-	-	-	-	-	56
JODHPUR VVNL	58	24	1	-	18	7	-	-	14	5	-	-	24	10	-	-	1	-	-	-	162

NOTE: Applications submitted through any other mode than ONLINE will not be accepted. A common merit list will be prepared category wise for both the posts as per prescribed procedure and the candidates standing higher in merit will be appointed on the post of Commercial Assistant-I and the candidates standing in lower merit will be appointed on the post of Commercial Assistant-II, as such only one application form should be filled-up for both the posts.

Number of vacancies can be increased/decreased by the concerned Nigam at any time. The number of vacancies reserved for female candidates include the vacancies prescribed for widows/divorcees. 12.5% vacancies are reserved for Ex-servicemen and 3% vacancies for physically handicapped candidates, as per rules. Only the persons suffering from disability of both legs, one arm, deaf, partly deaf, muscular weakness and ordinary disability in walking are entitled to get reservation for these posts. 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 physically handicapped candidate.

A candidate can apply for one Company only. A common written competitive exam shall be conducted for all the three Power Distribution Companies on the same date and time at different centers, as such, a candidate can appear in exam for only one Company.

2. Educational qualification and Age

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 with minimum 60% marks. 5% relaxation in marks shall be allowed to BC/SBC candidates and 10% to SC/ST/PH candidates.	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. (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. (ii) Relaxation upto 10 years in maximum age limit shall be admissible to female candidates, belonging to SC/ST/BC/SBC. (iii) No maximum age limit is prescribed for widow and divorcee female candidates of all categories. (iv) Relaxation up to 10/13/15 years in maximum age limit shall be admissible to physically disabled candidates of UR, BC/SBC and SC/ST categories respectively. (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. (vi) No maximum age limit is prescribed for inservice candidates of concerned Nigam, provided that they have not availed relaxation in maximum age limit at the time of 1 st appointment
Commercial Assistant-II	PB2 (5200-20200) + Grade Pay 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 BC/SBC candidates and 10% to SC/ST/PH candidates.	Note : 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.

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

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: For selection on the above posts, a written competitive examination will be conducted. The description of exam is as under:

Question Paper	Time	Question	Marks	Syllabus
Part-A General Awareness & Fundamental Knowledge of Computer.	3 hours	100	100	Current affairs, General Science, Geography, fundamental knowledge of computer, agriculture and economic development, History and culture (with specific reference to Rajasthan)
Part-B General Aptitude-Gen.English, Mental Ability, Reasoning & Elementary Mathematics.		100	100	General English and Elementary Mathematics (Question of Secondary School Examination level). 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. Selection of candidates will be based on the merit to be prepared category wise for each company by giving weightage of marks as under:-

Percentage of marks secured in written examination	:	80% weightage
Percentage of marks secured in graduation examination	:	10% weightage
Percentage of marks secured in Sr. Secondary examination	:	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).

No interview shall be conducted for selection. 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. Candidates upto one and half 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 caste 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 general 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 General Category Candidates and such candidates can apply as General Category Candidate.

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 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 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 violates these conditions, he will have to refund all the salary/allowances, which he received to the Nigam,.

8. Duration of Online application: 11th Aug to 6th Sept .2011 .

9. **Application fee:** Application fee as per category will have to be deposited in concerned Nigam's Bank Account as mentioned hereunder in any branch of State Bank of Bikaner and Jaipur, through prescribed challan:-

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

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

<u>Name of Nigam</u>	:	<u>Bank Account No.</u>
Jaipur VVNL	:	61137361990
Ajmer VVNL	:	61138603769
Jodhpur VVNL	:	61137272578

How to Apply:

- i. **Candidates are required to apply Online through any one of the websites www.jaipurdiscom.in, www.avvnl.com or www.jdvvn.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.**
- 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, www.avvnl.com or www.jdvvn.com and open the link 'Recruitment'. Thereafter, open the Recruitment Notification titled as 'Vidyut Vitaran Nigam RECRUITMENT - 2011'
- v. Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN' **of concerned Nigam.**
- 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 concerned 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 2011**". **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. **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. Any change / alteration found may disqualify his/her candidature.**

IMPORTANT DATES

Website Link Open	From 11.08.2011 To 06.09.2011
Date of Written Test(Tentative)	09.10.2011
Payment of fees at SBBJ Branches	From 11.08.2011 To 06.09.2011

Format of online application form, instructions for submitting online application and format of challan (companywise) 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 w.e.f. 11th August, 2011 between 10.00 AM to 6.00 PM.**

Helplines

0141-2747036
0145-2432695
0291-2748970

(Pawan Kumar Jain)
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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also.

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

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

Procedure for Uploading the Photograph and Signature

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

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

Note :

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