



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(A STATE GOVERNMENT UNDERTAKING)

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

Tele-Fax: + 91-141-2740455 web site : www.rvpn.co.in

Advertisement for appointment

Applications are invited through "On-Line" from the eligible candidates having requisite qualification for appointment on the following vacant posts in Rajasthan Rajya Vidhyut Prasaran Nigam Ltd and Ajmer Vidyut Vitran Nigam Ltd:-

1. (i) Name of Post:- Personnel Officer

Name of Company	Total vacant post	UR (GEN) CATEGORY		SC		ST		OBC/BC/SBC	
		Open Competition (O.C.)	Female	Open Competition (O.C.)	Female	Open Competition (O.C.)	Female	Open Competition (O.C.)	Female
RVPNL	7	4	1	1	-	-	-	1	-

(ii) Name of Post:- Asstt. Personnel Officer

Name of Company	Total vacant post	UR (GEN) CATEGORY		SC		ST		OBC/BC/SBC	
		Open Competition (O.C.)	Female	Open Competition (O.C.)	Female	Open Competition (O.C.)	Female	Open Competition (O.C.)	Female
RVPNL	13	6	2	2	-	1	-	2	-
AVVNL	4	3	-	-	-	-	-	1	-
Total	17	9	2	2	-	1	-	3	-

Number of vacancies indicated above may increase/decrease at the discretion of RVPNL & AVVNL depending upon requirement and availability or non availability of vacancies due to one or another reason(s). No notification shall be issued for any such change.

2. Educational qualification & Age:-

Name of Post	Educational Qualification as on 21.12.2010 (Last date of online registration of Application form)	Age as on 21.12.2010 (Last date of online registration of Application form)
1. Personnel Officer	<p>A candidate must hold a Graduate Degree with atleast 55% marks in Arts or Science or Commerce from any recognized University established by law in India or a Degree of a Foreign University recognized as equivalent thereto by the Govt. of Rajasthan, alongwith: -</p> <p>a. A Master's Degree in Social work/Post graduate Degree in Personnel Management/ Human Resource Management or Development/Industrial Relations from a recognized University established by law in India, with at least 55% marks, OR</p> <p>b. A Post Graduate Diploma in Labour Laws, Labour Welfare and Personnel Management from a recognized University established by law in India with at least 55% marks and</p> <p>c. A good working knowledge of Hindi written in 'Dev</p>	<p>The candidate must have attained the age of 21 years and must have not attained the age of 35 years as on 21.12.2010.</p> <p>Relaxation in age:- 5 years relaxation in maximum age shall be allowed to the candidates of SC/OBC/ BC/ SBC and Female candidates of UR (GEN) category.</p>

	Nagri' script and knowledge of one of the Rajasthan Dialects	
2. Assistant Personnel Officer	<p>A candidate must hold a Graduate Degree in Arts or Science or Commerce from a recognized University established by law in India or a Degree of a Foreign University recognized as equivalent thereto by the Govt., alongwith: -</p> <p>a. A Master's Degree in Social work/Post Graduate Degree in Personnel Management/ Human Resource Management or Development/ Industrial Relations from a recognized University established by law in India, OR</p> <p>b. A Post Graduate Diploma in Labour Laws, Labour Welfare and Personnel Management from a recognized University established by law in India, and</p> <p>c. A good working knowledge of Hindi written in 'Dev Nagri' script and knowledge of one of the Rajasthan Dialects.</p>	<p>The candidate must have attained the age of 18 years and must have not attained the age of 35 years as on 21.12.2010.</p> <p>Relaxation in age:-</p> <p>5 years relaxation in maximum age shall be allowed to the candidates of SC/ST/OBC/BC/SBC and Female candidates of UR (GEN) category.</p>

3. Remuneration/Salary:- Candidates selected will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Training they will be paid fixed remuneration. **After successful completion of probation training period, they will be fixed in the Running Pay Band and Grade Pay as under:-**

- (A) Personnel Officer:** Rs. 15600-39100 (Grade pay Rs. 5400/-)
(During two years probation training period, Rs. 16,800/-per month is payable as Fixed Remuneration)
- (B) Asstt. Personnel Officer:** Rs. 9300-34800 (Grade pay Rs. 3600/-)
(During two years probation training period, Rs. 11,100/-per month is payable as Fixed Remuneration)

4. Selection Procedure :-

A common written competitive examination for the post of Personnel Officer and Asstt. Personnel Officer shall be conducted. The Question Paper (except "Hindi" and "English" Section-I & II of Paper-I) shall be 'bilingual' i.e. both in English & Hindi, but in case of any confusion/ambiguity with regard to interpretation or printing error, the English version of questions shall prevail.

Paper-I : Descriptive Type (Max.150 Marks, 3 hours duration):

Section-I (Hindi) 50 Marks

Section-II (English) 50 Marks

Section-III (Gen. Knowledge) 50 Marks

(Questions shall be asked to adjudge knowledge of candidates with special reference to Rajasthan also.)

The standard and syllabus of examination papers shall be of Graduation level Examination of a University established by Law.

Paper-II: Objective Type i.e. Multiple Choice Questions (Max.150 Marks, 3 hours duration):

Section-A: (Max. 50 Marks)

1. Industrial Dispute Act, 1947
2. Factories Act, 1948
3. Trade Unions Act, 1926
4. Industrial Employment (Standing Order) Act, 1946
5. Workmen's Compensation Act, 1923

Section-B: (Max. 50 Marks)

1. Payment of Gratuity Act, 1972
2. Payment of Bonus Act, 1948
3. Payment of Wages Act, 1936
4. Minimum Wages Act, 1948
5. Employees Provident Fund Act, 1952
6. E. S. I. Act, 1948

Section-C: (Max. 50 Marks)

Concept of Personnel Management and role of a Personnel Officer in an Industrial Organization Labour Welfare, Social Security/Insurance, Safety measures, Wages Policy, Working Conditions, Industrial Development, Trade Union Movements, Collective bargaining functions of JMC and its role etc.

Male candidate of unreserved category is required to secure at least 75 marks (50%) in each paper individually. SC/ST/OBC/BC/SBC and female candidates shall be allowed 10% relaxation i.e. they will have to secure at least 60 marks (40%) in each individual paper.

Note:-There shall be no interview. Successful candidates, equal to number of vacancies under each category shall be called for verification of documents in order of merit prepared on the basis of total marks obtained by the candidates in the written competitive examination.

5. Reservation: -

1. **All relaxations to reserved category candidates shall be admissible only in respect of posts reserved for them in the respective Company/Nigam.**
2. Reserved category candidates should belong to one of the categories notified for the Rajasthan State as SC or ST or OBC/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 reservation, 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.
3. OBC/BC/SBC category candidates of Non-creamy layer should produce certificate in the prescribed format by the appropriate Competent Authority of **Rajasthan State only** issued within the **last six (6) months** to be reckoned from the last date of online registration of application form clearly indicating that they do not belong to the "Creamy Layer". The OBC/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 & income/wealth of her husband.
4. Candidates not fulfilling the above criteria should apply as UR(GEN) category candidates and should also remit Application fee accordingly.

6. General Conditions:-

- (1) Candidates are required to give their priorities/preferences in their application form itself, with regard to post(s) and/or company(s) as per their choice. Priorities/Preferences given by the candidates in their application forms with regard to the post(s) and or company(s) as the case may be, shall be final and irrevocable. No second opportunity shall be given, for any change in priority/preferences, thereafter.
- (2) A candidate who has more than two children on or after 1.6.2002 is not eligible for appointment, provided that the candidate having more than two children is not deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002, does not increase. However, if 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 are deemed to be one entity while counting the total number of children.
- (3) Married applicants are required to mention name of wife/husband in the Application form and should also enclose "Marriage Registration Certificate" along with the application form. If the marriage is not registered, it is essential to submit an affidavit in support thereof. However, if such candidate is called for verification of original documents, then he/she will have to produce the "Marriage Registration Certificate" in original, as the affidavit will not be considered as a valid document.
- (4) No TA/DA will be paid to any candidate for appearing in the written competitive examination and verification of documents.
- (5) On appointment, all the selected candidates will be required to furnish a Bond and Surety in support thereof as per rules.
- (6) On appointment, all the selected candidates, except those already possessing the qualifications mentioned hereunder, in the "computer" field shall be required to acquire anyone of the following qualifications in Computer proficiency during two years of probation training period. If any candidate failed 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, 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."

7. List of Documents to be attached with the Online Generated Application form:–

- (i) Copy of 'Challan' in support of depositing the prescribed 'fee'.
- (ii) Copy of Certificate/ Marks-sheet of Secondary School Exams in which Date of Birth of the candidate is indicated.
- (iii) Copy of Degrees & Certificates of all educational and professional/higher qualification, alongwith marks-sheets of all years/semesters.
If Grades, percentile, etc. are given instead of Marks, the 'formula' for converting the same into 'percentage' of marks shall also be clearly indicated.
- (iv) Copy of certificate of SC or ST or OBC/BC/SBC category candidates 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, a copy of Medical certificate (indicating type & percentage of disability) issued by the concerned Competent Authority.
- (vi) Candidate's own recent Passport size colour Photograph pasted at the given place and signed across on it as well as at other space(s) provided in the application form.
- (vii) Copy of Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
- (viii) In case of a widow, copy of the death certificate of her husband.
- (ix) If a candidate is having any child, then an affidavit on non-judicial stamp paper worth Rs. 10/- (Rupees Ten only) duly attested by Notary Public clearly indicating name and date of birth of all children, including adopted and step 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) Copy of bonafide residence certificate issued by the competent authority.
- (xii) Two character certificates certified by the Gazetted Officers.

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

8. Application Fee:—Application fee payable for the post Personnel Officer & Assistant Personnel Officer is as under:—

<u>Category</u>	<u>Rs.</u>
A. UR (GEN)	400/-
B. SC/ST/OBC/BC /SBC	200/-

- Note**
- (i) Fee relaxation to reserved category candidates shall be admissible only in respect of posts reserved for them in the respective Company/Nigam.
 - (ii) Benefit of reserved posts is not admissible to creamy layer category of OBC/BC/SBC candidates. Thus, such candidates will be considered in UR (GEN) Category and shall deposit fee of Rs. 400/- through challan.
 - (iii) Candidates of SC/ST/OBC/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. 400/- through challan.
 - (iv) There shall be a common application form for the post of Personnel Officer and Asstt. Personnel Officer.
 - (v) Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.

9. Procedure of Online Application:

(i) For submitting Online Application (i.e. registering application) through website, candidates will have to possess a valid "E-mail ID", which should be valid for the entire duration of the recruitment process. No change in the E-mail ID shall be permissible.

(ii) All eligible candidates are required to apply online on any of the following websites w.e.f. 6.12.2010 :-

Company	Website
RVPNL	www.rvpn.co.in
AVVNL	www.avvnl.com

(iii) The online registration of applications will start on 6.12.2010 (from 10 AM) and will remain operative till 21.12.2010 (upto 6 PM).

(iv) The candidate shall download System Generated Online Challan in triplicate. The system will generate a unique "Registration Number" on the challan. This Registration Number shall be used further for filling up the application form online. Candidate shall remit the prescribed application fee through the Challan from 6.12.2010 to 21.12.2010 in any branch of SBBJ in "SBBJ Power Jyoti Account No. 61113250483" and obtain the receipted copy of Challan and General Number from the Bank for Online Registration of application form.

(v) After depositing the required fee through challan, candidate will have to proceed for online registration of application.

(vi) After filling-up the application form online, candidate is required to SUBMIT the application form. The candidate will have to take a printout of the system generated online application form.

(vii) Before proceeding the online application (i.e. registration of application) on the website, candidate should possess the following :

(a) A recent passport size colour photograph for affixing on the system generated printout of the application form.

(b) Application fee deposited challan.

(viii) The system generated printout of the application form alongwith challan and other documents as per details given in column No. 8 of the advertisement duly signed by the candidate after affixing his/her colour photograph should also be sent by ordinary post so as to reach on or before 31.12.2010. One copy of application form must be retained by the candidate. Copy of all the certificates & marks-sheets enclosed with the application form should be self attested by the candidate.

(ix) The printout of system generated application form for the post of Personnel Officer/Asstt. Personnel Officer alongwith documents mentioned above should be sent by ordinary post in a closed envelope clearly mentioning "**Application For the post of Personnel Officer/Asstt. Personnel Officer**" and system generated registration number on the top of envelop, at the following address:-

Post Bag No. 156,

GPO, M.I. Road,
Jaipur, 302001 (Raj)

10. Other Instructions:-

(i) Before applying, the candidate should ensure that he/she fulfills the eligibility criteria and other conditions mentioned in the advertisement as well as on the website.

- (ii) Candidate should also ensure that particulars submitted by him/her are correct in all respect.
- (iii) 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 are 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.
- (iv) The eligibility will be determined on the last date prescribed for submission of on-line application i.e. 21.12.2010. Hence, all computations of age, requisite qualifications, etc. will be done with reference to this date only. The date of declaration of result/issuance of Marks-sheet shall be deemed to be the date of acquiring the qualification. No further correspondence will be entertained in this regard.
- (v) 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.
- (vi) Candidature of a candidate is liable to be rejected if the System Generated Print-out of the application form is not received **or** received un-signed **or** received without his/her photograph pasted at the given place **or** without Challan of prescribed amount **or** without all requisite documents **or** received late i.e. after the due date.
- (vii) Nigam will not be responsible for any postal delay/loss in transit in submission of Online Generated Application form alongwith documents within the specified time.
- (viii) Legal jurisdiction will be Jaipur in case of any dispute.

Important Dates:-

S.No.	Details	Date
1.	Commencement of Online Registration of Application by candidates	6.12.2010
2.	Last date for Online Registration of application by candidates.	21.12.2010
3.	Last date of accepting 'system generated printout of the application forms' by ordinary post from candidates	31.12.2010
4.	Downloading of Permission Letter for Written Competitive Exam.	01.02.2011 to 12.02.2011
5.	Date of Written Competitive Exams at " Jaipur ".	13.02.2011
6.	Date of declaration of Result of Written competitive Exam	11.03.2011
7.	Downloading of call letter for verification of documents	14.03.2011 to 22.03.2011
8.	Date of Verification of documents.	23.03.2011

NOTE:—

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 websites mentioned above.

Candidates are advised to regularly remain in touch with websites for information regarding this recruitment process as well as changes in the schedule, if any.

Secretary (Admn)