



# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(A STATE GOVERNMENT UNDERTAKING)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar Jaipur 302005  
Tel.:+ 91-141-2740381 web site : [www.rvpn.co.in](http://www.rvpn.co.in)

## Details of vacancies and procedure to apply On-line for the post of Accounts Officer

Applications were invited through advertisement published in the various News Papers on 02.10.2013 & 03.10.2013 for appointment to the post of Accounts Officer in following Power Sector Companies of Rajasthan: -

1. Rajasthan Rajya Vidyut Prasaran Nigam Ltd. (RVPNL)
2. Rajasthan Rajya Vidyut Utpadan Nigam Ltd. (RVUNL)
3. Jaipur Vidyut Vitran Nigam Ltd. (JVVNL)
4. Ajmer Vidyut Vitran Nigam Ltd. (AVVNL)
5. Jodhpur Vidyut Vitran Nigam Ltd. (Jd.VVNL)

The details of vacancies and procedure to apply "On-line" are as under: -

### Name of Post :—Accounts Officer

Name of Company	Total Vacant Post	UR (GEN) (No.16.)			OBC/BC (No.5.)			SBC (No.0)			SC (No.3)			ST (No.4)			PH (No.1)				
		Open Competition (O.C.)	Female		Open Competition (O.C.)	Female		Open Competition (O.C.)	Female		Open Competition (O.C.)	Female		Open Competition (O.C.)	Female						
			O.C.	Widow		Divorcee	O.C.		Widow	Divorcee		O.C.	Widow		Divorcee	O.C.		Widow	Divorcee	O.C.	Widow
RVPNL	8	3	1	0	0	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1
RVUNL	6	4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JVVNL	5	1	0	0	0	2	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0
AVVNL	4	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Jd.VVNL	5	3	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0
<b>Total</b>	<b>28</b>	<b>13</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

Number of vacancies indicated above may increase/decrease at the discretion of RVPNL, RVUNL & 3 Discoms depending upon requirement and availability or non availability of vacancies due to one or another reason(s). No notification/corrigendum shall be issued for any such change.

### Note: -

1. Application will be submitted only through ONLINE. Applications submitted through any other mode than ONLINE will not be accepted.
2. For the posts reserved for Disabled Persons, disabilities are defined as under:-  
**P.D. -Partly Deaf-using Hearing Aid.**  
**L.D. - Loco-motor Disability:-**  
(i) O.L. - One Leg affected.  
(ii) O.A. - One Arm affected.  
(iii) F.T. - Physically Tired.

(iv) M.W. - Weakness of Muscles and limited Physical Capacity in Legs.

(v) I.C. - Ordinary Disability in walking.

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 persons with disabilities.

## 2. Area of Operation

Name of Company	Field	Area of Operation
Raj. Rajya Vidyut Prasaran Nigam Ltd.	Transmission of Electricity	Entire Rajasthan
Raj. Rajya Vidyut Utpadan Nigam Ltd.	Generation of Electricity	Entire Rajasthan, Main Generating Plants are located at Kota, Suratgarh, Giral (Barmer), Ramgarh (Jaisalmer), Banswara, Chhabra, Jhalawar & Dholpur. Besides at Coal Mining site at Ambikapur (Chhattisgarh).
Jaipur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jaipur, Dausa, Alwar, Bharatpur, Dholpur, Sawai Madhopur, Tonk, Karauli, Kota, Jhalawar, Baran & Bundi.
Ajmer Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Ajmer, Sikar, Jhunjhunu, Bhilwara, Chittorgarh, Udaipur, Banswara, Dungeerpur, Pratapgarh, Rajsamand & Nagaur
Jodhpur Vidyut Vitran Nigam Ltd.	Distribution of Electricity	Jodhpur, Bikaner, Pali, Sirohi, Churu, Hanumangarh, Sriganganagar, Jaisalmer, Jalore & Barmer.

## 3. Educational qualification:-

Name of Post	Educational Qualification (as on last date fixed for ONLINE submission of application)
Accounts Officer	<p>(a) CA/ICWA. OR (b) MBA (Finance) with 60% or more. OR (c) M. Com. with 60% or more alongwith B. Com. with minimum 60% marks.</p> <p>Provided that Male and Female candidates of SC/ST/OBC/BC/SBC/PH may be allowed relaxation of 5% marks in MBA (Finance) mentioned under (b) and in B. Com. mentioned under (c) above. No relaxation shall be allowed to Male and Female candidates of UR category.</p> <p><b>Note:-</b> Recognized Degree of MBA(Finance) of a University established by Law in India OR approved by All India Council for Technical Education (AICTE) OR by the Distance Education Council (DEC) and M.Com qualification of a University established by Law in India, must be of 2 years duration. It includes 2 years PG Diploma in Business Management declared equivalent to MBA (Finance).</p>

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



#### 4. Age:-

The candidate must have attained the age of 21 years and must have not attained the age of 35 years as on the last date of online submission of Application.

##### **Relaxation in Age (wherever applicable):-**

- A. 5 years relaxation in maximum age shall be allowed to Male candidates of SC/ST/OBC/BC/SBC and Female candidates of UR(GEN) category.
- B. 10 years relaxation in the maximum age shall be allowed to Female candidates of SC/ST/OBC/BC/SBC category.
- C. Relaxation in Maximum age to PH candidates:-
  - (i) Belonging to General Category - 10 years
  - (ii) Belonging to OBC/BC/SBC - 13 years
  - (iii) Belonging to SC/ST Category - 15 years

##### **Note:-**

1. The provisions of Age relaxation is non-cumulative i.e. relaxation may be claimed under any one provision, but relaxation admissible under any two clauses would not be clubbed.
2. **There shall be no maximum age limit for In-service candidates of the Nigam. However, the benefit of maximum age limit for In-service candidates shall be allowed in his/her respective company only.**

#### 5. Remuneration/Salary:-

Selected Candidates will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Training Accounts Officer (PT) will be paid fixed remuneration @ Rs. 16,800/- per month. After successful completion of probation training period, they will be fixed in the Running Pay Band (PB-3) of Rs. 15600-39100 with Grade pay of Rs. 5400/-.

#### 6. Selection Procedure:-

A common written competitive examination comprising of objective type questions shall be conducted for all the 5 Power Sector Companies.

- (1) There shall be One question paper consisting of two parts – Part- A – “**Accounting, Auditing & Taxation**” and Part- B – “**General English & General Awareness**”. The standard and syllabus of the exam for Part-A shall be of Graduation Degree level and that of Part-B shall be of Secondary School level.
- (2) The Question Paper shall be of three (3) hours duration and shall consist of ‘Objective Type Questions (Multiple Choice Questions) only’. There shall be no negative marking.

**Part- A :-** Accounting(100 Marks), Auditing (60 Marks) & Taxation (40 Marks)  
(Maximum marks– 200; 100 Questions)

- (i) Corporate Accounting.
- (ii) Income Tax
- (iii) Cost Accounting
- (iv) Theory and Practice of Auditing
- (v) Management Accounting, Advanced Cost Accounting, Cost and Management Audit, Computer Application in Accounting, Taxation Law and Practice, Advanced Financial Accounting

**Part- B :-** General English & General Awareness (Maximum marks–100; 100 Questions)

##### **(a) General English (50 Marks) :**

- (i) Comprehension of given passages.
- (ii) Vocabulary
- (iii) English Grammar

**(b) General Awareness (30 marks) :**

- (i) Current Affairs
- (ii) General Science
- (iii) Geography and Natural Resources
- (iv) Agriculture and Economic Development
- (v) History and culture

**(c) Mental Aptitude/Reasoning (20 Marks)**

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

**Note:-**

- (i) Male candidates of Unreserved category will have to acquire minimum 50% marks in each Part, separately. For the candidates belonging to SC/ST/OBC/BC/SBC/PH and for all Female candidates, it will be 40%.
  - (ii) The Question Paper (except "General English" section of Part-B) 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.
- (3) **Bonus Marks for Nigam Employees:** - Candidates working in RVPNL, RVUNL, JVVNL, AVVNL & Jd.VVNL as Junior Accountant/Accountant/Asstt. Accounts Officer shall be awarded maximum 5 Bonus Marks for experience in respective Nigam as under:-

S. No.	Experience in Regular Pay Scale/Running Pay Band excluding Probation Training Period	Marks for Each Completed Year.
i	Junior Accountant/Accountant.	1
ii	Assistant Accounts Officer.	2

**7. Preparation of Merit:—**

On the basis of total marks awarded for written competitive examination and Bonus Marks as the case may be, "Merit List" of successful candidates shall be prepared separately for each category. There shall be no interview.

In case two or more candidates acquire same merit position, then their date of birth shall be deciding factor to determine their merit, i.e. the elder candidate shall be placed higher in the merit-list.

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 and Bonus Marks, if applicable.

**8. Reservation: -**

1. Reservation for SC/ST/OBC/BC/SBC/PH/Female categories shall be as per rules.
2. Reservation of vacancies for women candidates is Horizontal. Reservation to widow & divorcee female candidates shall be given as per rules.
3. **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.

4. OBC/BC/SBC category candidates of Non-creamy layer should produce certificate issued in the prescribed format by the appropriate Competent Authority of **Rajasthan State only** issued within the **last twelve (12) months** to be reckoned from the last date of online submission of Application 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.
5. Candidates not fulfilling the above criteria should apply as UR (GEN) category candidates and should also deposit Application fee accordingly.

#### **9. General Conditions:-**

1. For the post of Accounts Officer, candidates are required to give their priorities/preferences in their Application itself, with regard to company(s) as per their choice. Priorities/Preferences given by the candidates in their Applications with regard to the company(s), shall be final and irrevocable. No second opportunity shall be given, for any change in preferences, thereafter.
2. No candidate shall be eligible for appointment to the service who has more than two 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 1<sup>st</sup> June, 2002 does not increase.

Provided further that where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

Provided also that while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

3. Married candidates are required to mention name of spouse in the Application while applying online.
4. No TA/DA will be paid to any candidate for appearing in the written competitive examination and/or for documents verification.
5. On appointment, all the selected candidates will be required to furnish a Bond and Surety in support thereof as per rules. All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

6. All candidates, except those already possessing one of 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 a candidate fails to do so, his/her Probation Training period shall be extended upto the maximum period of one year and in case he/ she fails to acquire the same in such extended period also, his/ her services shall be terminated:-

(i) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

**OR**

(ii) Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

**OR**

(iii) Diploma in Computer Science/Computer Applications from a University established by Law in India or from an institution recognized by the Government.

**OR**

(iv) Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

**OR**

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

**OR**

(vi) CIC/CIT from IGNOU.

#### **10. Verification of documents:-**

It shall be mandatory for the candidates to appear with the following original documents alongwith self-attested one photo state copy of the same on the date specified for the purpose before the Committee or officer authorized by the C.M.D., for verification of his/her original documents:-

- (i) System Generated printout of Application with candidate's scanned photograph and signature.
- (ii) 'SYSTEM GENERATED FEE PAYMENT CHALLAN' in support of depositing the prescribed 'fee'.
- (iii) Certificate/ Marks-sheet of Secondary School Exam in which Date of Birth of the candidate is indicated.
- (iv) Degrees & Certificates of all Educational and Professional/ Higher qualification, along with Marks-sheets of all years/ semesters.



- (v) Certificate of SC /ST or OBC/BC/SBC of Non-creamy layer, as the case may be, issued by the concerned Competent Authority of Rajasthan State only (if applicable).
- (vi) In case of Physically Handicapped candidates, Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority.
- (vii) Marriage Registration Certificate issued by the concerned Competent Authority or Affidavit (if married).
- (viii) In case of a widow, death certificate of her husband.
- (ix) In case of Divorcee, Decree or certificate issued by the court granting divorce.
- (x) In case of married, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children.
- (xi) 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.
- (xii) An Affidavit on non-judicial stamp paper worth Rs. 10/- duly attested by Notary Public that no criminal case is pending against you in any Court and you have not been convicted in any criminal case. If you have been convicted or any criminal case is pending against you, the detail should be mentioned in the Affidavit.
- (xiii) Employment Certificate, if you are an existing employee of RVPN/RVUNL/JVVNL/ AVVNL/JDVVNL or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.
- (xiv) All other documents, as per details given in the advertisement and/or call letter.

In case a candidate does not appear for verification of documents, he/she would not be eligible for appointment and his/her candidature shall be rejected. No second opportunity shall be provided for verification of documents in any case.

**11. Application Fee:—** Application fee payable is as under:—

<u>Category</u>	<u>Rs.</u>
A. UR (GEN)	500/-
B. SC/ST/OBC/BC /SBC/PH	300/-

**Note:-**

- (i) 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. 500/- through 'SYSTEM GENERATED FEE PAYMENT CHALLAN'.
- (ii) 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. 500/- through ' SYSTEM GENERATED FEE PAYMENT CHALLAN'.
- (iii) Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.
- (iv) Application fee will have to be deposited in RVPN's Bank Account Number as per following details:-

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Name of Post	Power Jyoti Account No.	Bank Name
Accounts Officer	61204048765	State Bank of Bikaner & Jaipur (SBBJ) in any Branch

## 12. 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 kept active for the entire duration of the recruitment process. No change in the E-mail ID shall be permissible. The various information in respect of this recruitment process will be intimated to the candidates, as and when required, through their E-mail ID only mentioned in their application. The candidate should not share/mention E-mail ID with or of any other person in any circumstances.

Nigam will not be responsible for bouncing back of any E-mail/SMS sent to a candidate.

- (ii) **All eligible candidates are required to apply online on any of the following websites upto 03.12.2013:-**

Company	Website
RVPNL	<a href="http://www.rvpn.co.in">www.rvpn.co.in</a>
RVUNL	<a href="http://www.rvunl.com">www.rvunl.com</a>
JVVNL	<a href="http://www.jaipurdiscom.in">www.jaipurdiscom.in</a>
AVVNL	<a href="http://www.avvnl.com">www.avvnl.com</a>
Jd.VVNL	<a href="http://www.jdvvn.com">www.jdvvn.com</a>

### (iii) How to Apply:

- i. Candidates are required to apply Online through any one of the websites mentioned above. No other means/mode of application will be accepted. **The candidate should give his/her preference with regard to company(s) as per his/her choice. No second opportunity shall be given, for any change in preference, thereafter.**
- 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.rvpn.co.in](http://www.rvpn.co.in) OR [www.rvunl.com](http://www.rvunl.com) OR [www.jaipurdiscom.in](http://www.jaipurdiscom.in) OR [www.avvnl.com](http://www.avvnl.com) OR [www.jdvvn.com](http://www.jdvvn.com) and open the link 'Recruitment'. Thereafter, open the Recruitment Notification.



- v. Candidates have to visit the recruitment page of the website and going to the sub link titled **"Online APPLICATION FOR RECRUITMENT FOR ACCOUNTS OFFICER 2013"** click on this sub link will open up the appropriate online Application Format.
- vi. On submission of online Application successfully, the system will generate SBBJ Bank Challan copy with an unique registration number. The candidates need to download and print the same SBBJ Bank Challan copy and visit the nearest SBBJ Branch for making payment of application fee as already pre-printed on the SBBJ Bank Challan copy generated by the system.
- 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** filled by the Branch Official.
- viii. After making the payment at any of the SBBJ Bank Branches, candidates are required to visit the online application form link again and login using the registration number mention on your Challan itself and date of birth to feed/provide the challan information (a) Branch Name & Code Number (b) Transaction ID/Journal Number & (c) Date of deposit to complete the registration. Once the Challan details are submitted, the system will generate in registration slip with the candidate's critical application details alongwith the photographs and signature as uploaded by them. **Please make note till such time when a candidate does not provide valid Bank Challan information and successfully submits the form, his/her registration will not be considered valid.**
- ix. **The candidates should take a printout of the online Registration Slip and preserve it with them for their record and the same should NOT be sent at the Nigam's address or any other address. The Registration Slip 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.**
- xi. **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marks-sheets of Secondary School Exam. Any change/alteration found may disqualify his/her candidature.**
- xii. **Candidates will have to download the call letter from website by entering registration number and password. Candidates will be intimated about the same by E-mail/SMS. Physical call letters will not be sent by post.**

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

**IMPORTANT DATES**

<b>Website Link Open</b>	<b>12.11.2013</b>
<b>Date of Written Competitive Examination</b>	<b>12.01.2014 (Sunday – Morning Session)</b>
<b>Closing date of Payment of fee at SBBJ Branches</b>	<b>03.12.2013</b>

**HELP LINE NO. : 9413393539 (DURING 9.30 AM TO 6.00 PM ON WORKING DAYS)**

**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 website. Candidates are advised to remain in touch with website for information regarding this recruitment process and changes in the schedule, if any.

**13. Other Instructions:-**

1. Before applying, the candidate is required to ensure at his/her own that he/she fulfills the eligibility criteria and other conditions mentioned in the advertisement as well as on the website.
2. Candidate should also ensure that particulars submitted by him/her are correct in all respect.
3. Permission at all stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria and also presuming that all information submitted by the candidate is complete & correct. Verification of documents/ checking of eligibility criteria with reference to original documents as well as other terms & conditions will be done only at the time of verification of documents.
4. The date of declaration of result/issuance of Marks-sheet of educational qualification shall be deemed to be the date of acquiring the qualification. No further correspondence will be entertained in this regard.
5. Candidature of a candidate is liable to be rejected automatically at any stage of recruitment process if any information provided by the candidate is found incomplete/incorrect/false or he/she has suppressed any information/material fact or is not found in conformity with the eligibility criteria mentioned in the advertisement. If, at any time during recruitment or even after joining service by a candidate, any of such shortcomings is noticed, his/her services are liable to be terminated without any notice.
6. Nigam reserves the right to cancel/restrict /modify/alter the recruitment process, if needed, without issuing any notice.
7. Legal jurisdiction will be Jaipur in case of any dispute.

  
**Secretary (Admn)**  
**RVPN**



## *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 10A - 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 image 01.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..

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