Detailed Advertisement and General Instructions

Cooperative Recruitment Board, Rajasthan, Jaipur

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur
Phone- 2707669 Fax: +91-141-2710072 Website: rajcrb.rajasthan.gov.in

Examinations for recruitment to various posts in Sahkari Upbhokta Wholesale Bhandars (SUWB) and Kraya Vikraya Sahkari Samities (KVSS)

The Cooperative Recruitment Board, Rajasthan, Jaipur, hereinafter referred to as the Board, invites online applications from eligible candidates of India for recruitment to the following 385 posts pertaining to Sahkari Upbhokta Wholesale Bhandars (SUWB) and Kraya Vikraya Sahkari Samities (KVSS) of the State of Rajasthan :-

Table - A

Sahkari Upbhokta Wholesale Bhandars (SUWB) and Kray Vikrya Sahkari Samities (KVSS)

Non TSP Area
Category of Post – 'B' Category
Post – Clerck/Junior Assistant/Salesman/Godown Keeper/Store Keeper/Typist/Cashier

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
1.	Ajmer :- SUWB Ajmer	14	2	–	–	–	2	–	1	–	2	1			3				1	1			1								
	KVSS Ajmer	1					1																								
	KVSS Sarwad	1					1																								
	KVSS Kishangarh	1																	1												
2.	Alwar :- SUWB Alwar	5					3	1											1												
	KVSS Alwar	4						1			1				1				1												
	KVSS Kherli	3					2	1																							
	KVSS Rajgarh	2					2																								
	KVSS Khairthal	4					2	1											1												
3.	Baran :- KVSS Chippabarod	1					1																								
	KVSS Sitabari	1					1																								
	KVSS Baran	5					3	1																			1				

S.N.	Name of the Institute	No. of Vaca-ncies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Anta	5					2	1		1									1												
	KVSS Atru	3					3																								
4.	Barmer :- SUWB Barmer	1					1																								
	Barmer :- KVSS Siwana	1					1																								
	KVSS Balotra	1					1																								
	KVSS Chouhttan	1					1																								
	KVSS Shiv	1					1																								
	KVSS Sindhari	1					1																								
	KVSS Dhorimanna	1					1																								
	KVSS Barmer	1						1																							
5.	Bharatpur :- SUWB Bharatpur	3					3																								
	KVSS Bharatpur Kisan	5					2	1			1								1												
	KVSS Nagar	3					3																								
	KVSS Bayana	5					3	1											1												
	KVSS Kumher	1					1																								
	KVSS Kama	2					2																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Nadbai	1					1																								
6.	Bhilwara :- SUWB Bhilwara	7					4	1			1								1												
	KVSS Shahpura	1																	1												
	KVSS Aasind	1					1																								
7.	Bikaner :- KVSS Nokha	3					2	1																							
	KVSS Bikaner Kolayat	6					4	1											1												
	KVSS Sridungargarh	2					2																								
	KVSS Lunkaransar	1					1																								
	KVSS Beriawali	1					1																								
8.	Bundi :- SUWB Bundi	1					1																								
	KVSS Bundi	1					1																								
	KVSS Keshav	4					2	1											1												
9.	Chittorgarh :- SUWB Chittorgarh	3					1	1							1																
	KVSS Badisadri	1													1																
	KVSS Kapasan	1					1																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSSChittorgarh	2					1				1																				
	KVSS Begu	1																	1												
	KVSS Nimbahera	1																	1												
10.	Churu :- SUWB Churu	3					1	1											1												
	KVSS Churu	1					1																								
	KVSS Taranagar	1					1																								
	KVSS Sadulpur	1					1																								
	KVSS Sujangarh	3					3																								
	KVSS Sardarshahar	2					2																								
11.	Dausa :- SUWB Dausa	1					1																								
	KVSS Dausa	2					2																								
	KVSS Mandawar	2					2																								
	KVSS Lalsot	2					2																								
	KVSS Bandikui	2					2																								
	KVSS Sikrai	1					1																								
12.	Dhaulpur :- SUWB Dhaulpur	4					3	1																							

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Dhaulpur	3					1	1											1												
	KVSS Basedi	1					1																								
	KVSS Bari	1					1																								
	KVSS Rajakheda	1					1																								
13.	Sriganganagar :- KVSS Ganganagar Kisan	6					4	1											1												
	KVSS Kesrisinghpur	3					3																								
	KVSS Suratgarh	3					3																								
	KVSS Sadulshahar	2					1	1																							
	KVSS Gajsinghpur	1					1																								
	KVSS Raisinghnagar	1					1																								
	KVSS Padampur	1					1																								
	KVSS Commission Shop	1					1																								
	KVSS Anupgarh	3					3																								
	KVSS	1					1																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	Ramsinghpur																														
	KVSS Ridmalsar	1					1																								
	KVSS Rawla	1					1																								
	KVSS Vijaynagar	1					1																								
	KVSS Ghadsana	2					2																								
14.	Hanumangarh:- KVSS Bhadra	1					1																								
	KVSS Hanumangarh	4					2	1											1												
	KVSS Rawatsar	2					1												1												
	KVSS Sangaria	1					1																								
	KVSS Pilibanga	3					2	1																							
15.	Jaipur :- KVSS Chomu	1					1																								
	KVSS Shahpura	3					1	1											1												
	KVSS Sambhar	1					1																								
	KVSS Kotputli	3					2	1																							
16.	Jaisalmer :- SUWB Jaisalmer	5					2				1				1				1												
	KVSS Pokran	1					1																								
17.	Jalor :-	1					1																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Ahore																														
	KVSS Sanchore	3					2	1																							
	KVSS Raniwara	1					1																								
	KVSS Jalore	2					2																								
	KVSS Bhinmal	4					2	1											1												
18.	Jhalawar :- SUWB Jhalawar	1					1																								
	KVSS Khanpur	2					2																								
	KVSS Bhawanimandi	2					2																								
	KVSS Bakani	1					1																								
19.	Jhunjhunu :- KVSS Jhunjhunu	2					2																								
	KVSS Khetri	1					1																								
	KVSS Surajgarh	3					3																								
20.	Jodhpur :- SUWB Jodhpur	4					1				1				2																
	KVSS Baori	1					1																								
	KVSS Mathania	1					1																								
	KVSS Balesar	1					1																								
	KVSS Baap	1					1																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Bilara	4					3	1																							
	KVSS Bhopalgarh	2					2																								
	KVSS Jodhpur	5					2	1			1								1												
	KVSS Pipadcity	5					3	1											1												
	KVSS Phalodi	1					1																								
21.	Karauli :- SUWB Karauli	1					1																								
	KVSS Sapotra	1					1																								
	KVSS Hindaun	2					2																								
	KVSS Karauli	1					1																								
	KVSS Nadauti	1					1																								
22.	Kota :- SUWB Kota	10					4	1			1				1				1	1			1								1 EXS 1 PWD
	KVSS Kota	8					5	1			1								1												
	KVSS Sultanpur	3					2	1																							
	KVSS Ramganjmandi	3					3																								
	KVSS Itawa	1						1																							
	KVSS Sangod	2					2																								
23.	Nagaur :- KVSS Nagaur	2						1											1												

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
	KVSS Krishak Ladnu	1					1																								
24.	Pali :- KVSS Sumerpur	3					1	1											1												
	KVSS Jaitaran	2					2																								
25.	Rajsamand :- SUWB Rajsamand	3					3																								
	KVSS Kankroli	2					2																								
	KVSS Sri nath	2					2																								
	KVSS Amet	1					1																								
	KVSS Railmagra	1					1																								
26.	Sawai Madhopur :- SUWB Sawaimadhopur	2					2																								
	KVSS Sawaimadhopur	4					2	1											1												
	KVSS Chouth Ka Barwada	1					1																								
	KVSS Gangapur City	1					1																								
	KVSS Bonli	1					1																								
	KVSS Khandar	1					1																								
	KVSS Bamanwas	1					1																								

S.N.	Name of the Institute	No. of Vacancies	EWS				General				S.C				S.T.				B.C.				M.B.C				SAHARIA				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
27.	Sikar :- SUWB Sikar	1					1																								
	KVSS Sikar	2					1	1																							
	KVSS Dantaramgarh	1					1																								
	KVSS Laxmangarh	1					1																								
28.	Sirohi :- KVSS Saroopganj	2					2																								
	KVSS Shivganj	2					1	1																							
29.	Tonk :- KVSS Tonk	1						1																							
	KVSS Niwai	2					2																								
	KVSS Malpura	1					1																								
	KVSS Todaraisingh	3					3																								
	KVSS Deoli	1					1																								
	KVSS Uniara	1					1																								
30.	Udaipur :- SUWB Udaipur	36	3	1			8	3	1		5	1			4	1			5	2			2								4 EXS 2 PWD
	KVSS Bhinder	2					2																								
	KVSS Fatehnagar	3					3																								

Table - B

Sahkari Upbhokta Wholesale Bhandars (SUWB) and Kray Vikrya Sahkari Samities (KVSS)

TSP Area
Category of Post – 'B' Category
Post – Clerck/Junior Assistant/Salesman/Godown Keeper/Store Keeper/Typist/Cashier

S. N.	Name of the Institute	No. of Vaca-ncies	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark
			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
				Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
1.	Banswara :- KVSS Bagidaura	1					1																				
	KVSS Banswara	3					2				1																
2.	Pratapgarh :- SUWB Pratapgarh	2					2																				
	KVSS Pratapgarh	5					2	1							2												
	KVSS Choti Sadri	1					1																				
	KVSS Arnod	1					1																				
3.	Sirohi :- KVSS Aburoad	2						1							1												
4.	Udaipur :- KVSS Jhadol	1					1																				
	KVSS Salumber	1					1																				
	KVSS Gogunda	1					1																				
	KVSS Sarada	1					1																				

Note : Only candidates who are bonafide residents of TSP areas shall be allowed to apply for the vacancies in SUWB and KVSS situated in the TSP areas. Please vide the notification of Government of India dated 19.05.2018 for the areas included in the TSP areas of the State of Rajasthan.

Note : 1. The number of posts may be decreased/increased at any stage.

2. Annexures are available in the detailed advertisement on the board's website https://rajcrb.rajasthan.gov.in.

3. **Abbreviations** : SC – Scheduled Caste; ST – Scheduled Tribe; BC – Backward Class; MBC – More Backward Class; EWS – Economically Weaker Section; PWD – Person with Disability; LD/CP – Locomotor Disiability/Cerebral Palsy; ID/MI/SLD/Autism/MD – Intellectual Disability/Mental Illness/Specific Learning Disability/Autism/Multiple Disability; B/LV – Blind/Low Vision; HI - Hearing Impaired; Ex-Ser- Ex-Servicemen, SP-Sportsperson.

4. The candidates are advised to visit board's website https://rajcrb.rajasthan.gov.in regularly for updates, if any.

It is expected that the applicants/candidates have got themselves apprised with the following instructions before they apply for the various posts advertised by the Board:-

1. **How to Apply-**

DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :

- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below) Ensuring that all these scanned documents adhere to the required specifications as given in Annexure 3 of this Advertisement.**

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's own handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Board may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

a. Applications will be accepted through Board's website https://rajcrb.rajasthan.gov.in and in the prescribed online application form only. No other mode of application will be accepted.

b. Candidates can apply online only from 20.03.2021 to 20.04.2021.

c. Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) Scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure 3 to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(iv) Have a valid mobile number and personal email ID, to which the Board may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.

(V) A candidate can apply for a category of post/posts to the SUWB/KVSS situated in one district only if a candidate applies for a category of post to the SUWB/KVSS of more than one district, his/her candidature shall stand cancelled.

(VI) The board will recommend selection of candidates to the respective SUWB/KVSS of the district as per the merit list prepared at district level on the basis of marks obtained in such online examinations/marks obtained in online examination and bonus marks as provided at 8(a) of this advertisement (for the candidates who were/are/have been in the service of a SUWB/KVSS of the State) for each category of post/posts and the preference given by the candidates for various SUWB/KVSS of that particular district, as the Appointing Authority in each case is the respective SUWB/KVSS only.

2. Procedure for applying online

i. Candidates are required to go to the Board's website https://rajcrb.rajasthan.gov.in and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE FOR to open the On-Line Application Form.

ii Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that, a provisional registration number and password will be generated by the system and displayed on the screen. Candidates should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. Candidates can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

iii. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature (Annexure 3).

iv. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained later. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

v. Mode of Payment

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

vi. Payment of fees/ intimation charges via ONLINE MODE

(a) Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. 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 the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data are saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and password will also be

sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

(b) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(c) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(d) After Final Submit, an additional page of the application form is displayed, wherein candidates may follow the instructions and fill in the requisite details.

(e) If the online transaction has not been successfully completed, candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(f) On successful completion of the transaction, an e-receipt will be generated.

(g) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated, then online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server. DO NOT press back or Refresh button in order to avoid double charges.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your Bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is complete.

After completing the procedure of applying online including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the BOARD/ SUWB/KVSS.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for SUWB/KVSS of a district etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained later. Board will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application, or omission to provide the required details in the application form.

The online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the BOARD website on account of heavy load on internet/website.

BOARD does not hold any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BOARD.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

3. Examination Fee

Post wise/category wise examination fee shall be following:-

S.No.	Category of Post/Posts	Name of Post	Fees for General/ Creamy layer of BC/MBC & SC/ST/BC/MBC/ EWS candidates of other States than Rajasthan	Sahariya/SC/ST/Non Creamy layer BC/EWS and MBC/TSP Area/Disabled Candidates of Rajasthan
1.	'B'	Clerck/Junior Assistant/Salesman/Godown Keeper/Typist/Cashier/Storekeeper	Rs. 1200/-	Rs. 600/-

Note: For a category of post/posts the candidate shall be permitted to apply to the SUWB/KVSS of a particular district only.

4. Call Letters

The eligible candidate should download his/her call letter from the link provided on the authorized Board website https://rajcrb.rajasthan.gov.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. Candidate should note that hard copy of the call letter/ Information Handout etc. will NOT be sent by post/courier.

The Centre, venue address, date and time for examination shall be intimated in the respective Call Letter which is to be downloaded as above.

Call letter for Scribe in the Examination: There will be an additional call letter for Scribe for the Examination.

Intimations will be sent by email and/or SMS to the email ID and mobile number registered in the online application. Board/SUWB/KVSS will not take responsibility for late receipt / non- receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Board/SUWB/KVSS.
Candidates are advised to regularly keep in touch with the authorized Board website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

5. Time & Place of Examination:

The date for online examination will be provided later. All concerned may check the website for updates from time to time for further details in this regard. The tentative list of examination centers is available in Annexure-1

(a). Examination Centers

(i) The examination will be conducted online in venues across different centers in Rajasthan. The tentative list of Examination centers for the exams is available in Annexure 1.

(ii) No request for change of centre for Examination shall be entertained.

(iii) BOARD, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers, at its discretion, depending upon the response, administrative feasibility etc.

(iv) BOARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and BOARD will not be responsible for any injury or losses etc. of any nature.

(vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from the exam and also from future exams conducted by BOARD.

6. **Period of online registration/applications and last date:** Candidates may apply online from 20.03.2021 to 20.04.2021 and 20.04.2021 will be the last date for completing the application form and payment of examination fee.

7. **Examination:-**

1. An online examinations shall be conducted by the Board through an agency for a category of post/posts. Successful candidates will be recommended for selection on the basis of their merit as well as the preferences given by them for SUWB/KVSS of a particular district as merit shall be prepared on district level. A candidate who does not indicate his/her preferences for some particular SUWB/KVSS of a particular district will be considered eligible for appointment in only those SUWB/KVSS of that particular district for which he/she has indicated

his/her preference. No request for changing the preferences in this regard shall be entertained in any case.

2. Total time for online examination will be two hours i.e. 120 minutes.

3. Syllabus and Minimum Educational Qualification for each post shall be as shown below :-

S.No.	Category	Post	Minimum Educational Qualification	Syllabus	Total Marks and Duration of Test
1.	"B"	Clerk/Junior Assistant/Salesman/Godown Keeper/Typist/Cashier/Store keeper	Graduate	1. Numerical Ability – 40 Questions each carrying one mark 2. General Knowledge of Rajasthan– 40 Questions each carrying one mark 3. Rajasthan Cooperative Societies Act 2001, Rajasthan Cooperative Societies Rules, 2003 and Cooperative Structure of Rajasthan– 20 Questions each carrying one mark	100 Marks 120 Minutes

Note: (1) The question paper shall be of objective type with 5 multiple choices/alternatives as answers, out of which only one choice shall be correct. For every correct answer, one mark will be awarded and there shall be no negative marking.

(2) Only those candidates shall be eligible to apply for a category of post/posts who have achieved prescribed minimum academic qualification for that category of post/posts before the last date of online application.

8. Selection Process:-

The minimum qualifying marks in the online examination shall be 33% of the total marks for other than SC/ST candidates and 28% of the total marks for SC/ST candidates. A categorywise list of selected candidates equal to the number of vacancies shall be prepared at the district level on the basis of marks obtained in the online examination/marks obtained in online examination and bonus marks as provided at 8(a) of this advertisement (for the candidates who were/are/have been in the service of a SUWB/KVSS of the State) and preference of SUWB/KVSS of a particular district given by the candidates. Where one or more candidates have obtained equal marks in the selection process, the candidate whose date of birth is falling previously shall be given preference, and in the event where one or more candidates have same date of birth and equal marks in the selection process, the candidate having higher academic qualifications shall be preferred. It is further clarified that where one or more candidates have same date of birth, same

academic qualifications and equal marks in the selection process, the candidate who has passed the prescribed minimum qualification in an earlier academic year shall be preferred.

Selection shall be made on the basis of a candidate's merit prepared in the above manner and considering the preferences indicated by him/her, subject to the availability of the posts belonging to the category of the candidate in that particular SUWB/KVSS. For example, if an SC candidate has expressed his first preference for a particular SUWB/KVSS and no SC category post is available in that particular SUWB/KVSS, then the next preference expressed by him will be considered. Candidates should express their preferences for all the SUWB/KVSS of a particular district.

Note:-

a. If a candidate is already employed with a Sahkari Upbhokta Wholesale Bhandars (SUWB) and Kray Vikrya Sahkari Samities (KVSS) whether on contract basis or through a service provider and he/she otherwise fufills all the criteria and eligibility conditions for applying to a certain category of post/posts, he/she will be awarded 1% marks of total marks for written examination as bonus marks for each completed year of service with a SUWB/KVSS, to the ceiling of 10% marks of total marks of written examination and these applicants shall be allowed to appear for the SUWB/KVSS of a particular district. Moreover, the maximum obtained marks including the bonus marks shall not exceed the total marks prescribed for the written examination. Such candidates will only be able to apply for the societies of one district.

b. A candidate seeking benefit of bonus marks as provided in a above, shall have to submit the certificate in prescribed form as available at Annexure- 2A and issued by the Chief Executive Officer/Chairman/Administrator of the SUWB/KVSS where he/she has served/has been serving and countersigned by the Deputy Registrar, Cooperative of the District.

c. SUWB/KVSS are all independent cooperative bodies and the appointment letter to the finally selected candidates will be issued by the respective SUWB/KVSS, for which the candidate has been selected.

d. If a woman candidate secures merit in the general category and there is no seat reserved for woman candidates in the institution of her preference, she will be allotted a post against the mixed vacancies (male+female) of the general category available in the institutions of the district of her choice. Where the 30 percent quota reserved for women is fulfilled, a woman candidate securing merit shall be given appointment in excess of the 30 percent quota, meaning thereby that no vacancy of a particular category shall remain unfilled for want of a seat reserved for women if a woman candidate of that category is available in the merit, reason being that there is no reservation for male candidates.

e. Each candidate applying for a particular post will be required to give preference for the institution of his/her choice as well as district of his/her choice while filling up the application form. These preferences, once given, shall be final and irreversible. A candidate can give preferences for more than one institution (SUWB/KVSS) of a particular district of his/her choice.

f. Candidates should keep in mind that, after the examination, the Board shall recommend a candidate for selection on a post in one institution only and such recommendation will be on the basis of the candidate's merit and availability of posts belonging to his/her category in the institution of his/her preference of a particular district of his/her choice.

g. The selection list prepared and recommended by the Board shall be made available to the SUWB/KVSS concerned on the basis of which the Institution shall take up the process of appointment.

h. The candidates recommended for selection to a particular SUWB/KVSS, shall be given appointment by that institute on a fixed remuneration at Rs. 11,950/- per month for the initial two years. However, contribution to the EPF shall be deducted as per the rules. No extra allowances and perquisites shall be payable to the selected candidate other than the fixed remuneration.

i.* Every newly appointed personnel shall be on probation for two years. Full pay as per the prevailing pay grades in the employing institute shall be paid only after the satisfactory completion of the probation period. The SUWB/KVSS may extend the probation period of a personnel up to a period of one year, if his/her work is not found satisfactory. Confirmation of the appointed personnel shall be done after successful completion of probation period provided that the personnel shall not be confirmed unless the personnel passes the **computer skill test and in case where selection is made for a typist, he/she has to pass typing speed test (30 words per minute in English and 25 words per minute in Hindi) in the period of two years from the date of appointment.**

j. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the SUWB/KVSS and shall execute a two years' service bond of prescribed value with the concerned SUWB/KVSS as per Rules for Direct Recruitment.

k. Before joining the selected candidates shall complete the necessary formalities decided by the SUWB/KVSS, which include the candidate's medical test, police verification, personal guarantee and financial fidelity as per rule.

l. The list of SUWB/KVSS along with their codes is at Annexure- 2

9. Full pay as per the prevailing pay grades in the employing institute shall be paid only after the satisfactory completion of the probation period.

10. Educational Qualifications:-

A candidate should have minimum qualifications on the last date of registration of online application as shown in clause 7 (3) of this advertisement.

11. Age Limit:

Candidate should have attained a minimum age of 21 years but should not be more than 33 years on the last date prescribed for submission of online application.

1. Relaxation in the upper age limit shall be given to the following:-

S.No.	Category of Candidates		Relaxation in Maximum Age
1.	SC/ST and BC/MBC Male Candidate of Rajasthan State		5
2.	SC/ST and BC/MBC Female Candidate of Rajasthan State		10
3.	General and EWS Female		5
4.	Widow or Divorcee		There is no maximum age limit
5.	Special Abled Persons	General	10
		BC/MBC	13
		SC/ST	15

i) Age relaxation for disabled category shall be given to a candidate having a disability approved at the competent level, for which he/she will have to produce a Disability Certificate issued by a Medical Board duly constituted by the Government. This certificate should have been issued on the date of application or before the last date of registration of online application.

ii) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of appointment. No change in the category of any candidate is possible after registration of online applications.

2. Officers relieved from the Emergency Commission and the Short Service Commission shall be deemed to be in the age limit after they get relieved from the army, even if they have crossed the upper age limit at the time of registering online application for a post provided they were eligible in respect of age limit at the time of their induction in the army. However the upper age limit shall not be relaxed beyond 50 years of age for such candidates but it is further clarified that whatever may be provided in Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, any relaxation regarding age provided for the candidates of reserved categories in these rules shall be available for the Ex-servicemen candidate, if he/she belongs to that reserve category. Advantage of the provision of age relaxation meant more suitable for Ex-servicemen shall be available for them.

3. The upper age limit for the reservationist defense personnel and ex-army personnel kept in the reservationists' list shall be 50 years. According to the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, such candidate should not have attained 50 years of age for the posts reserved for Ex-Servicemen, but in case of a candidate having been conferred Military Cross / Veer Chakra or other gallantry awards, the upper age limit shall be relaxable upto two years.

Explanation: A widow candidate shall be required to produce death certificate of her husband issued by a competent authority and in the case of a divorcee, she will be required to produce the termination of marriage certificate (decree passed by a competent court).

Note: (1) The provisions regarding relaxation in the upper age limit as mentioned as

above are non- cumulative, meaning thereby that a candidate will be given the benefit of relaxation in the maximum age limit only under any one of the above mentioned provisions. Cumulative benefit of more than one provision shall not be admissible.

(2) SUWB/KVSS are business cooperative institutions and they make recruitments as and when the need arises and dependent upon their financial position. Direct recruitment in SUWB/KVSS against the posts falling vacant is not a regular annual feature like the State Government of Rajasthan. So, the provision for relaxation in age to the maximum limit of three years for the preceding years when advertisement for the vacancies for direct recruitment was not made is not applicable to these posts.

12. Provisions regarding reservations-

a. Reservation for SC/ST/BC/MBC/TSP/Saharia/Women (including widow and divorcee women)/Ex-servicemen/specially abled/Economically Weaker Sections will be in accordance with the reservation provisions applicable for recruitment of personnel in the Rajasthan Government.

Saharia (Baran), TSP category candidates within the bonafide domicile Scheduled Areas will be entitled for reservation as per the Rajasthan Government rules applicable in the area concerned.

Candidates belonging to BC/MBC category of the State of Rajasthan but falling in creamy layer are not entitled for reservation available to BC/MBC candidates. Therefore, such candidates will be considered in the general category. Accordingly, candidates belonging to creamy layer of BC/MBC should apply as general candidates. SC/ST/BC/MBC/Woman candidates belonging to states other than Rajasthan should also apply as general category candidates.

b. (i) If eligible and suitable candidates of SC/ST categories are not found for the direct recruitment made in a particular year, then the vacancies reserved for these categories shall be carried forward for the subsequent three years, but after the lapse of three years, such carried forward vacancies shall be filled by normal procedure, but if the direct recruitment has not taken place in a particular year, then such particular year shall not be computed for this purpose, and it is clarified further that it will, anyhow, not affect the reservation of posts on post-based roster. The vacancies available against reserved posts in the roster could be filled by the candidates of SC/ST as the case may be, for whom such vacancies are available in the subsequent years.

(ii) The reservation for specially abled persons shall be horizontal i.e. it shall be adjusted according to the

respective categories of the specially abled persons. If a vacancy earmarked for specially abled categories remains unfilled due to non-availability of a benchmark disabled person or for any other reason, such vacancy shall be carried forward to the next recruitment year, and in case the benchmark disabled person is not available even in next year, the vacancy shall be filled, first, by inter-change of various categories of specific disabled persons and in the non-availability of any disabled persons in the next year, such vacancy could be filled by the respective category of the disabled persons.

c. There shall be a categorywise horizontal reservation for woman candidates. Reservation for woman candidate shall be adjusted against the respective category to which she belongs. Even if a woman candidate get selected in her respective category in general merit of that category, she will be adjusted first against the seats available for women in that category. If a woman candidate secures merit in the general category and there is no seat reserved for women in general category in the SUWB/KVSS of her preference and district of her choice, she will be allocated in the general category (mixed), reason being that there is no reservation for the male candidates. Remaining 70% vacancies are open for both male & female of the same catagory.

d. In the case of non-availability of eligible and suitable candidates for widow or divorced category, these vacancies shall be filled, first, by inter-change i.e. vacancies meant for widow by divorced or vice versa. And in case of non-availability of a sufficient number of widows and divorced eligible candidates, the vacancies shall be filled by other woman candidates of their respective categories.

e. If eligible and suitable woman candidates are not available for a post reserved for women in a category (General/SC/ST/TSP/Saharia/BC/MBC/EWS), the post shall be filled with a male candidate of the same category. A married woman belonging to BC/MBC shall be required to produce the latest non-creamy layer BC/MBC certificate in the name of her parents on the basis of his residence and income. A certificate issued in the name of her husband and his income shall not be entertained.

f. The advertised posts have horizontal reservation for Ex-servicemen, meaning thereby that an Ex-serviceman candidate shall be accomodated in the same category (SC/ST/TSP/Saharia/BC/MBC/General/EWS) to which he/she belongs. In case eligible and suitable candidates are not available for such a reserved post, the post is not to be kept vacant but is to be filled by other candidate. However, these vacancies filled by other

candidates should be included in the backlog of ex-servicemen. Such backlog can be carried forward for one recruitment year.

g. Only Ex-Servicemen who are bonafied residents of Rajasthan can avail the reservation provided for Ex-Servicemen and reservation in the Ex-Servicemen category is not admissible to the Ex-Servicemen residents of other than the State of Rajasthan.The candidate applying in the category of Ex-Servicemen should have been retired before the last date fixed for submitting applications, if he/she applies for a post reserved for Ex-serviceman. Dependents of Ex-servicemen shall not be eligible for the posts reserved for Ex-servicemen.

13. Certificates -

1. Caste certificates should be in the prescribed format issued by a competent authority.
2. A woman candidate seeking reservation for widow category will have to submit death certificate of her husband issued by a competent authority and for seeking benefit of reservation of divorced woman category, a candidate will have to submit decree/order of the competent court as a proof of seperation of the marriage.
3. Married woman candidate belonging to SC / ST / TSP / Saharia group must also submit the certificate issued in the name of her parents, otherwise she will not get the benefit under this category. The certificate issued in the husband's name is not recognized.
4. The caste certificate produced by a Scheduled Caste/Scheduled Tribe/TSP/Saharia candidate should have been issued by a competent authority of Rajasthan before the last date fixed for submission of application, otherwise the applicant shall not be eligible for availing category specific benefits.
5. The candidate belonging to BC/MBC of the State of Rajasthan will be required to furnish a relevant certificate regarding the income of his/her father/mother in the prescribed format issued by a competent officer. That means the certificate should be issued in the period of last one year prior to the last date fixed for submission of applications clearly specifying the creamy layer/ non-creamy layer category. A married woman candidate of Backward Classes / More Backward Classes will have to submit the certificate issued on the basis of income of her father / mother. The certificate issued on the basis of husband's name and income will not be entertained.
6. A candidate claiming reservation in the category of sportsperson must be a bonafide resident of Rajasthan and must fulfill the criteria for being considered in the category of sportspersons as per the State Government Rules. Reservation of vacancies for outstanding sportspersons shall be 2% of the total vacancies earmarked for Direct Recruitment. In the event of non-availability of the eligible and suitable sportspersons in a particular year, the vacancies so reserved for them shall be filled in accordance with the normal procedure and such vacancies shall not be carried forward to the subsequent year. The reservation for sports persons shall be treated as horizontal reservation and it shall be adjusted in the respective category to which the sport persons belong.

Note: (1) After declaration of examination result, qualified and provisionally selected candidates will be required to produce all the original certificates issued before the last date of submission of online application, for verification of documents regarding their eligibility.

(2) But a candidate seeking benefit of bonus marks as provided above in (a), shall have to submit the certificate in prescribed form as available at Annexure-2A and issued by the Chief Executive Officer/Chairman/Administrator of the SUWB/KVSS where he/she has served/has been serving and countersigned by the Deputy Registrar, Cooperative of the District.

14. Disqualifications for appointment–

(a) The candidate having more than one living spouse shall not be eligible for appointment in service save where the competent authority, after satisfying itself that there are special grounds for doing so, exempts him/her from the enforcement of this rule.

(b) The candidate, who has married to a person who is already having a living lawful spouse, shall not be eligible for appointment in service save where the competent authority, after satisfying itself that there are special grounds for doing so, exempts him/her from the enforcement of this rule.

(c) No married candidate shall be eligible for appointment in service if he has accepted dowry at the time of his marriage.

Explanation: For the purpose of this rule, 'dowry' has the same meaning as given in the Prohibition of Dowry Act, 1961 (Central Act No. 28 of 1961).

(d) No candidate having more than two children on or after 01.06.2002 shall be eligible for recruitment in service:

Provided that-

(I) The candidate, who had more than two offsprings on or before 01.06.2002, but otherwise eligible, shall be eligible for applying if number of offsprings does not increase after 01.06.2002.

(II) Where a candidate has only one offspring from his/her earlier delivery but the number of offsprings born out of a subsequent delivery are more than one, the number of offsprings born from such subsequent delivery shall be considered as a single entity for the purpose of calculating the number of offspring under this sub-rule;

(III) The disabled offspring of a candidate from one of his/her earlier delivery shall not be counted for the purpose of calculating the number of his/her offsprings under this sub-rule;

(IV) The candidate who has lawfully remarried and has offspring(s) from a single delivery from such remarriage shall not be considered disqualified under this sub-rule unless he/she had been disqualified for appointment before such remarriage;

(V) If a candidate has adopted a destitute boy / girl child from a government orphanage following the necessary legal requirments, as a result of which the number of children he/she had on 01.06.2002 has increased above two,

such adopted child shall not be counted while calculating his/her number of offsprings for the purpose of this sub-rule.

(VI) No person shall be eligible for appointment who has previously been dismissed from the service of any Co-operative Institution or from the service of Central/State Government or from any other Government Institution or Public Sector organization.

(VII) No person shall be eligible for appointment who has been convicted by a court of law for any offence involving moral turpitude or any serious offence.

(IX) No person shall be eligible who is of unsound mind or lunatic.

(X) No person shall be eligible who has been declared insolvent by a court of law.

(XI) Such candidates as are already employed with Centre/State Government or an undertaking of Centre/State Government or any such organization shall have to inform their employer in writing and shall have to secure permission for appearing at this examination. If it is informed by the respective employer to Rajasthan Cooperative Recruitment Board about the candidate's not seeking prior permission for appearing at the examination, the candidature of the applicant, at any stage, shall stand cancelled.

15. Document Verification

After declaration of examination result, a list of selected candidates will be made available to the respective SUWB/KVSS and the respective SUWB/KVSS will undertake to verify the documents of the selected candidates. All selected candidates are required to produce their original certificates issued before the last date of submission of online application, for verification of documents regarding their eligibility before the concerned SUWB/KVSS at the time of making appointments, on time, place and manners as prescribed by these employers. After getting fulfilled all necessary formalities laid down by the Rules of direct recruitment and bye-laws for these institutions.

16. Identity Verification

(i) Documents to be Produced

In the examination hall - The call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination.**

Ration Card will not be accepted as valid id proof.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination.

(ii) Biometric Data – Capturing and Verification

The Board may capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Examination.

Please note: The biometric data and photograph may be captured / verified on the following occasions –

(i) Before the start of the examination
(ii) At the end of examination before leaving the exam hall
(iii) At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are advised to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/colored etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases, impression of other fingers, toes etc may be captured.

17. Other Important Instructions:

(a) Candidates will have to <u>invariably</u> produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the

online submitted application form etc. at the time of examinations.

(b) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to read carefully this advertisement and follow all the instructions given for submitting online application.

(c) Candidates belonging to SC/ST/BC/MBC/Sahariya and TSP can compete against non-reserved vacancies and be counted against them, in case they have not taken any concession (i.e. age, experience etc.) available to them other than that relating to payment of examination fee.

(d) A Candidate's admission to the examination and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared. SUWB/KVSS /Board would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If the candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decision shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a SUWB/KVSS, his/her services are liable to be summarily terminated.

(e) Decision of SUWB/KVSS/Board in all matters regarding eligibility of the candidate at any stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by SUWB/KVSS/Board in this behalf.

(f) ***The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature for recruitment of both the candidate and the scribe will be cancelled.***

(g) **Not more than one application should be submitted by any candidate for one category of post. In case of multiple applications for the same post, only the latest valid (completed)**

application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

(h) **Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.**

(i) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(j) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Jaipur.

(k) ***Any canvassing or creating influence for undue advantage shall lead to disqualification from the recruitment process.***

(l) **Any request for change of address, details mentioned in the online application form will not be entertained.**

(m) Any request for change of date, time and venue for online examination will not be entertained.

(n) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BOARD website shall prevail.

(o) The candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the SUWB/KVSS/Board in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted.

(p) ***A recent, recognizable photograph*** *(4.5cm × 3.5cm)* ***should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.***

(q) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of BOARD. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(r) Candidates will have to appear for the examination at their own expense.

(s) SUWB/KVSS/BOARD shall not be responsible for any wrong information made in the application by the candidate or provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with anyone.

(t) Appointment of provisionally allotted candidate is subject to his/her being declared medically fit, as per any other requirements of the SUWB/KVSS and subject to the service and conduct rules of SUWB/KVSS. Decision of SUWB/KVSS to which candidates are provisionally allotted will be final and binding on candidates in this regard. BOARD has no role to play in this regard.

(u) BOARD reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

(v) ***Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.***

(w) BOARD shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of BOARD and candidates are advised to keep a close watch on the authorized BOARD website https://rajcrb.rajasthan.gov.in for latest updates.

(x) ***Order of preference for different SUWB/KVSS has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this regard shall be entertained.***

18. (i) Guidelines for Persons With Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate who has not indicated his disability while applying and has not requested for a scribe or has not produced a suitable medical certificate regarding his/her disability will not be allowed the facility of a scribe in the Examination.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream, but the academic qualification of the scribe must be lower than the prescribed minimum educational qualification for the post applied.
- Both the candidate as well as the scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for the scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the

applicant will stand cancelled.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Only candidates registered for compensatory time will be allowed such concessions. Since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) **Guidelines for candidates with locomotor disability and cerebral palsy:**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for Visually Impaired candidates:**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised for the examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a scribe for the examination.

These guidelines are subject to change in terms of Government guidelines/ clarifications, if any, from time to time.

19. BOARD would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BOARD in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BOARD reserves the right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained

20. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with

retrospective effect. Clarifications / decisions given / to be given by the BOARD regarding process for recruitment to various posts shall be final and binding.

21. All the applicants who are already employed in State/Centre Government or State/Central Government owned/financed/controlled institutions shall have to submit the permission of employer at the time of appointment.

22. In case of ambiguity in English and Hindi version of any content, or content of the question in the test, the interpretation of English version will be final.

23. In the event of any dispute arising in relation to the recruitment process, the decision of the Recruitment Board shall be final.

Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur

Annexure '1'

Examination Centers

The online examination shall be conducted at various centers. The candidate shall indicate his/her preference for one centre in the application form from the following:-

(A) For the post of Clerk/Junior Assistant/Salesman/Godown Keeper/Typist/Cashier/Store Keeper :-

S.No.	Exam Center
1.	Jaipur
2.	Alwar
3.	Bikaner
4.	Kota
5.	Ajmer
6.	Jodhpur
7.	Udaipur
8.	Sriganganagar

Note: Board shall reserve its right to allot a center of its convenience to a candidate irrespective the choice of the center opted by the candidate or Board may increase or decrease the number of exam centers.

Annexure-2

Non TSP Area & TSP Area

District Code	SUWB/KVSS	Code
01 Ajmer	SUWB Ajmer	01B1
	KVSS Ajmer	01K1
	KVSS Sarwad	01K2
	KVSS Kishangarh	01K3
02 Alwar	SUWB Alwar	02B1
	KVSS Alwar	02K1
	KVSS Kherli	02K2
	KVSS Rajgarh	02K3
	KVSS Khairthal	02K4
03 Banswara	KVSS Bagidaura	03K1
	KVSS Banswara	03K2
04 Baran	KVSS Chippabarod	04K1
	KVSS Sitabari	04K2
	KVSS Baran	04K3
	KVSS Anta	04K4
	KVSS Atru	04K5
05 Barmer	SUWB Barmer	05B1
	KVSS Siwana	05K1
	KVSS Balotra	05K2
	KVSS Chouhttan	05K3
	KVSS Shiv	05K4
	KVSS Sindhari	05K5
	KVSS Dhorimanna	05K6
	KVSS Barmer	05K7
06 Bharatpur	SUWB Bharatpur	06B1
	KVSS Bharatpur Kisan	06K1
	KVSS Nagar	06K2
	KVSS Bayana	06K3
	KVSS Kumher	06K4
	KVSS Kama	06K5

	KVSS Nadbai	06K6
07 Bhilwara	SUWB Bhilwara	07B1
	KVSS Shahpura	07K1
	KVSS Aasind	07K2
08 Bikaner	KVSS Nokha	08K1
	KVSS Kolayat	08K2
	KVSS Sridungargarh	08K3
	KVSS Lunkaransar	08K4
	KVSS Beriawali	08K5
09 Bundi	SUWB Bundi	09B1
	KVSS Bundi	09K1
	KVSS Keshav	09K2
10 Chittorgarh	SUWB Chittorgarh	10B1
	KVSS Badisadri	10K1
	KVSS Kapasan	10K2
	KVSS Chittorgarh	10K3
	KVSS Begu	10K4
	KVSS Nimbahera	10K5
11 Churu	SUWB Churu	11B1
	KVSS Churu	11K1
	KVSS Taranagar	11K2
	KVSS Sadulpur	11K3
	KVSS Sujangarh	11K5
	KVSS Sardarshahar	11K6
12 Dausa	SUWB Dausa	12B1
	KVSS Dausa	12K1
	KVSS Mandawar	12K2
	KVSS Lalsot	12K3
	KVSS Bandikui	12K4
	KVSS Sikrai	12K5
13 Dhaulpur	SUWB Dhaulpur	13B1
	KVSS Dhaulpur	13K1
	KVSS Basedi	13K2
	KVSS Bari	13K3
	KVSS Rajakheda	13K4

14 Sriganganagar	KVSS Ganganagar Kisan	14K1
	KVSS Kesrisinghpur	14K2
	KVSS Suratgarh	14K3
	KVSS Sadulshahar	14K4
	KVSS Gajsinghpur	14K5
	KVSS Raisinghnagar	14K6
	KVSS Padampur	14K7
	KVSS Commission Shop	14K8
	KVSS Anupgarh	14K9
	KVSS Ramsinghpur	14K10
	KVSS Ridmalsar	14K11
	KVSS Rawla	14K12
	KVSS Vijaynagar	14K13
	KVSS Ghadsana	14K14
15 Hanumangarh	KVSS Bhadra	15K1
	KVSS Hanumangarh	15K2
	KVSS Rawatsar	15K3
	KVSS Sangaria	15K4
	KVSS Pilibanga	15K5
16 Jaipur	KVSS Chomu	16K1
	KVSS Shahpura	16K2
	KVSS Sambhar	16K3
	KVSS Kotputli	16K4
17 Jaisalmer	SUWB Jaisalmer	17B1
	KVSS Pokran	17K1
18 Jalor	KVSS Ahore	18K1
	KVSS Sanchore	18K2
	KVSS Raniwara	18K3
	KVSS Jalore	18K4
	KVSS Bhinmal	18K5
19 Jhalawar	SUWB Jhalawar	19B1
	KVSS Khanpur	19K1
	KVSS Bhawanimandi	19K2
	KVSS Bakani	19K3
20	KVSS Jhunjhunu	20K1

Jhunjhunu	KVSS Khetri	20K2
	KVSS Surajgarh	20K3
21 Jodhpur	SUWB Jodhpur	21B1
	KVSS Baori	21K1
	KVSS Mathania	21K2
	KVSS Balesar	21K3
	KVSS Baap	21K4
	KVSS Bilara	21K5
	KVSS Bhopalgarh	21K6
	KVSS Jodhpur	21K7
	KVSS Pipadcity	21K8
	KVSS Phalodi	21K9
22 Karauli	SUWB Karauli	22B1
	KVSS Sapotra	22K1
	KVSS Hindaun	22K2
	KVSS Karauli	22K3
	KVSS Nadauti	22K4
23 Kota	SUWB Kota	23B1
	KVSS Kota	23K1
	KVSS Sultanpur	23K2
	KVSS Ramganjmandi	23K3
	KVSS Itawa	23K4
	KVSS Sangod	23K5
24 Nagaur	KVSS Nagaur	24K1
	KVSS Krishak Ladnu	24K2
25 Pali	KVSS Sumerpur	25K1
	KVSS Jaitaran	25K2
26 Pratapgarh	SUWB Pratapgarh	26B1
	KVSS Pratapgarh	26K1
	KVSS Choti Sadri	26K2
	KVSS Arnod	26K3
27 Rajsamand	SUWB Rajsamand	27B1
	KVSS Kankroli	27K1
	KVSS Srinath	27K2
	KVSS Amet	27K3

	KVSS Railmagra	27K4
28 Sawai Madhopur	SUWB Sawaimadhopur	28B1
	KVSS Sawaimadhopur	28K1
	KVSS Chouth Ka Barwada	28K2
	KVSS Gangapur City	28K3
	KVSS Bonli	28K4
	KVSS Khandar	28K5
	KVSS Bamanwas	28K6
29 Sikar	SUWB Sikar	29B1
	KVSS Sikar	29K1
	KVSS Dantaramgarh	29K2
	KVSS Laxmangarh	29K3
30 Sirohi	KVSS Saroopganj	30K1
	KVSS Shivganj	30K2
	KVSS Aburoad	30K3
31 Tonk	KVSS Tonk	31K1
	KVSS Niwai	31K2
	KVSS Malpura	31K3
	KVSS Todaraisingh	31K4
	KVSS Deoli	31K5
	KVSS Uniara	31K6
32 Udaipur	SUWB Udaipur	32B1
	KVSS Bhinder	32K1
	KVSS Fatehnagar	32K2
	KVSS Jhadol	32K3
	KVSS Salumber	32K4
	KVSS Gogunda	32K5
	KVSS Sarada	32K6

Annexure- "2A"

Certificate of Service

This is to certify that Mr./Mrs./Ms……. Son/Daughter/Wife of …….. has worked/has been working with ……. District Cooperative Consumer Store Ltd. (SUWB)…...../Marketing Cooperative Society Ltd. (KVSS) …….. District on the post of …….. For a period of ….. (No. of completed years) …….. till …… xx.xx.2021.

Chief Executive Officer/Chairman/Administrator
SUWB/KVSS

Seal & Signature.....

Name: .....

Counter Signature by
Deputy Registrar,
Cooperative Societies of District

Seal & Signature .....

Name: .....

- Guidelines for scanning and Upload of Documents

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.

Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken 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's 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.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb.
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration).
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- 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 will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm X 3 cm (Width X Height)
    - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
    - File type: jpg / jpeg
    - Dimensions:800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cmX5 cm (Width X Height)
    - File Size: 50 KB – 100 KB

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration.
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and select the location where the scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button. Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged image, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear/smudged, the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

- After registering online, candidates are advised to take a printout of their system generated online application forms.

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

Note:

After registering online, candidates are advised to take a printout of their system generated online application forms.

Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur