DETAILED ADVERTISEMENT

RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT CORPORATION LIMITED

UDYOG BHAWAN, TILAK MARG, JAIPUR-302005

No.: A.1(8)378/2020 Dated: 17.10.2021

(1) Online Applications are invited for appointment to the following posts in **RIICO** which is an undertaking of the Government of Rajasthan. Details of category-wise classification of vacant posts are as under:-

Sl. No.	Name of post	Total Posts	Unreserved				Reserved Posts																				Horizontal Reservation	
			Unreserved (UR)				Backward Class (BC)				Scheduled Caste (SC)				Scheduled Tribe (ST)				Economically Weaker Section (EWS)				More Backward Class (MBC)				Specially Abled Persons	Outstanding Sports Persons
			OC	Women			OC	Women			OC	Women			OC	Women			OC	Women			OC	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	Deputy Manager (ID/Tech.)	08	02	01	-	-	02	-	-	-	01	-	-	-	01	-	-	-	01	-	-	-	-	-	-	-	1 (B/LV)	-
2	Programmer	02	02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1 (B/LV)	-
3	Assistant Site Engineer (Civil)	49	12	04	02	-	08	02	01	-	06	01	01	-	04	02	-	-	03	01	-	-	02	-	-	-	2 [1-B/LV, 1-D/HH]	-
4	Assistant Accounts Officer Grade-II	23	07	03	01	-	03	01	-	-	02	01	-	-	02	-	-	-	02	-	-	-	01	-	-	-	2 (1-B/LV (Backlog), 1-D/HH)	-
5	Junior Legal Officer	16	04	02	-	-	02	01	-	-	02 (including one Backlog)	01	-	-	01	01	-	-	01	-	-	-	01	-	-	-	1 (B/LV) (Backlog)	-
6	Junior Engineer (Power)	03	03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1 (B/LV)	-
7	Assistant Programmer	02	01	-	-	-	01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1 (B/LV)	-
8	Stenographer	19	06	03	-	-	02	01	-	-	02 (Backlog)	01	-	-	02 (Backlog)	-	-	-	01	-	-	-	01	-	-	-	1 (B/LV) 1 (D/HH)	
9	Draughtsman-cum-Tracer (Civil)	15	06	02	-	-	01	01	-	-	02 (including one Backlog)	-	-	-	02 (including one Backlog)	-	-	-	01	-	-	-	-	-	-	-	1 (B/LV)	-
10	Junior Assistant	80	21	05	03	01	11	04	01	-	09	03	01	-	06	02	01	-	06	02	-	-	03	01	-	-	**(a)** 1 (B/LV), **(b)** 1 (D/HH), **(c)** 1(LD/CP/ LC/ Dw/ AAV/Mdy), **(d)** 1 (ASD/ID/SLD/MI) **(e)** MD (involving (a) to (d) above)	1
	Total	**217**	**64**	**20**	**6**	**1**	**30**	**10**	**02**	**-**	**24**	**07**	**02**	**-**	**18**	**05**	**01**	**-**	**15**	**03**	**-**	**-**	**08**	**01**	**-**	**-**	**16**	**1**

Abbreviation used : ***(a)*** *B/LV- Blindness/ Low vision* ***(b)*** *D- Deaf, HH- Hearing Impaired* ***(c)*** *LD-Locomotor Disability, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, MDy-Muscular Dystrophy* ***(d)*** *ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), ID-Intellectual Disability, SLD-Specific Learning Disability, MI-Mental illness, (e) MD-Multiple Disabilities involving (a) to (d) above.*

The above vacancies are provisional and the Management of RIICO reserves the right to increase/decrease in number of vacancies advertised above, as per requirement, for which no re-advertisement/corrigendum shall be issued.

SPECIAL INFORMATION:-

1. If eligible and suitable candidates are not available for the reserved posts of Backward Class, More Backward Class and Economically Weaker Section of the State of Rajasthan then, these posts shall be filled in through normal procedure in accordance with rules.

2. If eligible and suitable candidates are not available for the reserved posts of Scheduled Castes/Scheduled Tribes of Rajasthan State, then these posts shall be kept vacant, in accordance with rules.

3. 5% reservation shall be admissible to More Backward Class (non creamy layer) belonging to State of Rajasthan, in accordance with RIICO (Recruitment & Selection) Rules, 1974.

4. For economically weaker section, 10% reservation shall be admissible to Economically Weaker Section of the State of Rajasthan, in accordance with RIICO (Recruitment & Selection) Rules, 1974.

5. Horizontal reservation of vacancies for women shall be 30% categorywise. Reservation for women candidate shall be proportionately adjusted in the respective category to which the woman candidate belongs.

   CLARIFICATION :-
   In case, eligible and suitable woman candidate of a category [Unreserved post (General category)/ Scheduled Castes/Scheduled Tribes/Backward Class/More Backward Class/Economically Weaker Section] is not available, the vacancy shall be filled in from male candidate of that category. Married female candidate is required to submit certificate of non creamy layer of Backward Class/More Backward Class, issued on the basis of name, residence and income of her father/mother. Certificate issued on the basis of name, residence and income of her husband shall not be considered as valid.

6. Out of the total posts reserved for women, 8% posts shall be reserved for widows and 2% posts shall be reserved for divorced women, as per rules. If eligible and suitable woman candidate is not available in a particular category, such unfilled vacancy shall be filled in as per rules. Death certificate of husband, in case of a widow candidate and certificate of marriage-dissolution in case of divorced woman, issued by the competent authority is required to be produced.

7. Vacancies reserved for women candidates shall not be forwarded to subsequent years. Reservation for women including widow and divorcee shall be treated as horizontal reservation i.e. the selected woman in normal procedure shall first be adjusted against the woman quota.

8. In case of divorced Muslim woman, in addition to Decree of Divorce of the court, the *Talaqnama* issued by Kazi, authorized to issue *Talaqnama,* shall also be accepted. In this regard, affidavit of two prominent persons of society alongwith affidavit of herself are required to be produced on requisite Judicial Stamp Paper certifying divorce of such women candidate. The benefit of reservation in divorced category to other divorced women except Muslim woman shall be admissible on issuance of decree of divorce by the competent court of law.

9. According to Circular dated 26.07.2017 issued by DoP only those candidates of reserved category (Scheduled Caste/Scheduled Tribe/Backward Class/More Backward Class) who have not availed any concession admissible to reserved category, except 'Fee', shall be eligible for selection against the posts of General category.

10. The benefit of reserved posts of Scheduled Caste, Scheduled Tribe, Backward Class, More Backward Class and Economically Weaker Section is only admissible to bonafide residents of the State of Rajasthan. **The candidates of Scheduled Caste/Scheduled Tribe/Backward Class/ More Backward Class/Economically Weaker Section of a State other than Rajasthan State/Union Territories shall be treated as candidate of General category**. Therefore, such benefit is not admissible to the candidates of other States/Union territories and they have to apply under the General category. According to judgement dated 30.08.2018, passed in Civil Appeal No. 1085/2013 by Hon'ble Supreme Court and the judgement dated 18.09.2018 passed in DBSAW No. 1116/2018 by Hon'ble Rajasthan High Court, a woman of a State other than Rajasthan State who becomes bonafide resident of Rajasthan State after marriage, the benefit of reservation in SC/ST/OBC/MBC category shall not be allowed to her for public employment. Therefore, they have to apply under the General category.

11. The reservation of reserved posts for specially abled persons is also horizontal reservation, i.e., the candidate belonging to General category/Scheduled Castes/Scheduled Tribes/Backward Class/ More Backward Class/Economically Weaker Section shall be adjusted to that category respectively.

12. According to the Rights of Persons with Disabilities Rules, 2018, where in any recruitment year, any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reasons, such vacancy shall be carried forward in the subsequent recruitment year and that will be filled up according to the provisions of the Rights of Persons with Disabilities Act, 2016.

13. The candidate with disability should necessarily mention his category and particular category of disability, at appropriate places, in the online application form.

14. Such candidates who are covered under the category of specially abled persons are required to produce a explicit certificate of disability in the Permanent Disability Certificate given by the Medical Officer, authorized by the appropriate Government, as per Rajasthan Rights of Persons with Disabilities Rules, 2018. According to Rajasthan Employment of Physically handicapped Rules, if the disability is 40% or more in the certificate so issued by the Medical Board, then only the candidate shall be considered eligible for the posts reserved for persons with disability.

15. According to the State Government's Notification No. F.5(31)DOP/A-II/84 dated 21.11.2019 the reservation to outstanding sports persons shall be 2% of total vacancies. The reservation of reserved posts for outstanding sports persons is also horizontal reservation, i.e., the candidate belonging to General category/Scheduled Caste/Scheduled Tribe/Backward Class/ More Backward Class/Economically Weaker Section shall be adjusted to that category respectively. In case of non-availability of eligible and suitable candidates for reserved posts, such unfilled vacancy shall be filled in, as per rules, through normal procedure and such reserved vacancies shall not be carried forward for subsequent years. Only those candidates are required to apply, under the category of outstanding sports persons, who possess the qualification as mentioned in State Government's Notification No. F.5(31)DOP/A-II/84 dated 21.11.2019 and are bonafide residents of the State of Rajasthan. The candidate possessing any other qualification shall not be considered for selection on the reserved posts for outstanding sports persons.

16. The outstanding sports person is required to produce sports certificate issued prior to the last date for submitting the application for present recruitment.

17. A candidate who possesses prescribed qualification for more than one post is required to submit online application separately for each post.

(2) SALARY/REMUNERATION:

Appointment of selected candidates will be made for Probation Period for a initial period of two years. A fixed remuneration, as mentioned below, shall be payable to such candidates during the probation period:

Sl. No.	Name of Post	Pay Matrix	Fixed Remuneration (Rupees per month)
1.	Deputy Manager (Industrial Development/Technical)	Level-14	39,300/-
2.	Programmer	Level-12	31,100/-
3.	Assistant Site Engineer (Civil)	Level-11	26,500/-
4.	Assistant Accounts Officer Grade-II	Level-11	26,500/-
5.	Junior Legal Officer	Level-11	26,500/-
6.	Junior Engineer (Power)	Level-11	26,500/-
7.	Assistant Programmer	Level-10	23,700/-
8.	Stenographer	Level-10	23,700/-
9.	Draughtsman-cum-Tracer (Civil)	Level-8	18,500/-
10.	Junior Assistant	Level-6	15,100/-

On successful completion of above Probation Period, the salary shall be payable in regular Pay-Matrix. The regular salary with other allowances shall be paid, as per rules.

(3) EDUCATIONAL QUALIFICATION AND ELIGIBILITY:-

S. No.	Name of Post	Qualification
1.	Deputy Manager (Industrial Development/Technical)	Degree, from a recognized university, with minimum 60% of marks in engineering (except civil engineering) with MBA.
2.	Programmer	B.E./B.Tech./M.Sc. in Information Technology/ Computer Science/ Engineering or Electronics and/Communications or M.C.A. from a recognized University established by Law in India or a qualification recognized as equivalent thereto by the Government OR ME/M. Tech degree in Information Technology or Computer Science/Engg. Or Electronics and/Communications from a

		recognized University established by law in India or a qualification recognized as equivalent thereto by the Government.
3.	Assistant Site Engineer (Civil)	Must have passed Degree in Civil Engineering with a minimum of 60% marks from recognized University.
4.	Assistant Accounts Officer Grade-II	B. Com with minimum 60% Marks from recognized university WITH Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited OR "O" or Higher Level Certificate Course conducted by DOEACC (NIELIT) under control of the Department of Electronics, GoI. OR Computer Operator & Programming Assistant (COPA/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme OR Diploma in Computer Science/ Computer Applications/ Information Technology from a University established by law in India or from an institution recognized by the Government OR Diploma in Computer Science & Electronics from a Polytechnic Institution recognized by the Government. OR IT Training Certificate from the institute of CA/CMA.
5.	Junior Legal Officer	Law graduate (Professional Degree), from a recognized university, with minimum 55% marks or LLM, from a recognized university.
6.	Junior Engineer (Power)	A degree in Electrical Engineering with a minimum of 60% marks from a recognized University.

7.	Assistant Programmer	Graduate or higher degree in Computer Science/Computer Engineering/Computer Applications/Computer Science & Engineering/ Electronics/ Electronics & Communication or Information Technology. OR Post Polytechnic Diploma in Computer Applications. OR 3 years Diploma in Computer Science & Engineering/Computer Applications/ Information Technology OR Graduate with Diploma in Computer Science/Computer Applications / Information Technology. OR Graduate with "O" or higher-level Certificate Course conducted by National Institute of Electronics and Information Technology/ DOEACC under the control of Ministry of Electronics & IT, Government of India OR Graduate with Computer Operator and Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) Certificate organized under National/State Council of Vocational Training Scheme.
8.	Stenographer	**A.** Senior Secondary from a recognized Board or its equivalent examination, And **B.** "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Certificate Course on computer concept by NIELIT, New Delhi. OR Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. OR Degree/Diploma/Certificate in

		Computer Science/Computer applications from a University established by Law in India or from an institution recognized by the Government. OR Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. OR Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. OR Rajasthan State Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. OR Any equivalent or higher qualification recognized by the Government. **Note:- The decision of the Appointing Authority, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.**
9.	Draughtsman-cum-Tracer (Civil)	Diploma in Architecture from Polytechnic from recognized institute alongwith knowledge of AUTOCAD software. OR Certificate course of Draughtsman (Civil) from National Council of Vocational Trade alongwith knowledge of AUTOCAD software.
10.	Junior Assistant	**A.** Senior Secondary from a recognized Board or its equivalent examination. And **B.** "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Certificate Course on computer concept by NIELIT, New Delhi. OR

		Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. OR Degree/Diploma/Certificate in Computer Science/Computer applications from a University established by Law in India or from an institution recognized by the Government. OR Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. OR Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. OR Rajasthan State Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. OR Any equivalent or higher qualification recognized by the Government.

Note:- The candidate is required to possess the requisite educational qualification for respective post(s) as on the last date of receiving the application, otherwise the candidate shall not be eligible for applying.

(4) CITIZENSHIP

(a) a citizen of India, or
(b) a subject of Nepal, or
(c) a subject of Bhutan, or
(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently setting in India, or
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and

Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently setting in India

Note: Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Home Department and Justice Department of Government of India.

(5) AGE LIMIT:-

(1) Age limit of the candidates should be from 18-40 years as on last date of filling the application form.

(2) Permissible relaxation in the upper age limit prescribed under 5(1) above and relaxations in upper age shall be as follows:-

Provisions for relaxation in Age Limit

S. No.	Category of the candidates		Age relaxation permissible beyond the Upper age limit
1.	Male Candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Section of Rajasthan State		5 (Five) Years
2.	Women Candidates belonging to General Category		5 (Five) Years
3.	Women Candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes and Economically Weaker Section of Rajasthan State		10 (Ten) Years
4.	Persons with disability	General Category	10 (Ten) Years
		Backward Classes/ More Backward Classes	13 (Thirteen) Years
		Scheduled Castes/Scheduled Tribes	15 (Fifteen) Years

Note:

1) There shall be no upper age limit for widow and divorcee women candidate.

Explanation :-In the case of widow, she will have to furnish a death certificate of her husband issued by the competent authority and in case of divorcee she will have to furnish the adequate proof in this regard.

2) The provisions for relaxation in upper age limit, as mentioned above, are non-cumulative i.e. the benefit of any one provision

as mentioned above shall be given for relaxation in upper age limit. No benefit of relaxation shall be given by clubbing more than one provision.

3) According to Circular dated 26.07.2017, issued by Department of Personnel, Government of Rajasthan if the candidate of reserved category (SC/ST/BC/MBC/EWS) who has availed any concession admissible to reserved category, in addition to 'Fee', then they shall not be considered for selection against the posts of General category.

4) There shall be no upper age limit in the case of widow and divorcee but at the time of appointment, their age should be less than the age of superannuation fixed by RIICO.

(6) PERIOD FOR SUBMITTING APPLICATION

From Date 17/10/2021 to Date 13/11/2021 Upto 11.59 PM

(7) EXAMINATION FEE

For the posts from S. No. 01 to 08		
(a)	For the candidate of Unreserved (General) category and creamy layer category of Backward Class/More Backward Class of the state of Rajasthan	Rs. 1000/-
(b)	For the candidate of non-creamy layer category of Backward Class/More Backward Class of Rajasthan and Economically Weaker Sections of the state of Rajasthan	Rs. 750/-
(c)	For all Specially Abled Persons and the candidate of Scheduled Caste and Scheduled Tribe of the state of Rajasthan and annual income of family is less than Rs. 2.50 Lakh	Rs. 500/-
For the posts of Sl. No. 09 and 10		
(a)	For the candidate of Unreserved (General) category and creamy layer category of Backward Class/More Backward Class of the state of Rajasthan	Rs. 700/-
(b)	For the candidate of non-creamy layer category of Backward Class/More Backward Class of the state of Rajasthan and Economically Weaker Sections the state of Rajasthan	Rs. 525/-
(c)	For all Specially Abled Persons and the candidate of Scheduled Caste and Scheduled Tribe of the state of Rajasthan and annual income of family is less than Rs. 2.50 Lakh	Rs. 350/-

Note:-

1. The candidate of Scheduled Caste/Scheduled Tribes/Backward Class/More Backward Class/Economically Weaker Sections of a State other than Rajasthan/Union Territories shall be treated as a candidate of General category. Hence, such candidates are liable to pay the examination fee as fixed for the General category candidates.
2. According to Circular dated 02.05.2018 issued in respect to the decision taken by the Government of Rajasthan in view of economic condition of candidate of all categories, the candidate's fee to enter in a recruitment/examination/selection for such candidates of all categories whose annual income of family is less than Rs.2.50 lakh shall be payable same as of the candidates of Scheduled Caste/Scheduled Tribes. According to the said Circular, the candidates who opted for annual income of family less than Rs. 2.50 lakh at the time of online application, are required to submit the Income Certificate, duly issued by the competent authority, at the time of checking for eligibility. Otherwise the candidate shall be liable to deposit the difference of amount as per his respective category. The above benefit shall only be admissible to the candidates of State of Rajasthan. The applicants of a State, other than Rajasthan, are liable to pay the examination fee as fixed for the General category's candidates.

(8) SELECTION PROCEDURE –

Selection of the candidates shall be made through a competitive examination. This examination can be organized online/off-line, the details of which shall be published on website of RIICO in due course of time. For selection of candidates, the merit list shall be prepared on the basis of marks secured in the examination, as under:

S. No.	Name of post	Written Examination		Proficiency Test	Total Marks
		Part-First	Part-Second		
1.	Deputy Manager (Industrial Development/Technical)	180 Marks	270 Marks	-	450 Marks
2.	Programmer	180 Marks	270 Marks	100 Marks	550 Marks
3.	Assistant Site Engineer (Civil)	180 Marks	270 Marks	-	450 Marks
4.	Assistant Accounts Officer Grade-II	180 Marks	270 Marks	-	450 Marks
5.	Junior Legal Officer	180 Marks	270 Marks	-	450 Marks
6.	Junior Engineer (Power)	180 Marks	270 Marks	-	450 Marks

S. No.	Name of post	Written Examination		Proficiency Test	Total Marks
		Part-First	Part-Second		
7.	Assistant Programmer	180 Marks	270 Marks	100 Marks	550 Marks
8.	Stenographer	180 Marks	270 Marks	100 Marks	550 Marks
9.	Draughtsman-cum-Tracer (Civil)	180 Marks	270 Marks	100 Marks	550 Marks
10.	Junior Assistant	180 Marks	270 Marks	100 Marks	550 Marks

*** Only those candidates, who have obtained minimum qualifying marks, as mentioned in the scheme of examination, shall be eligible for appearing in the proficiency test. Out of these eligible candidates, maximum five times of candidates of respective vacancies of the posts, shall be called for appearing in the proficiency test.**

(9) EXAMINATION PLAN AND SYLLABUS

S. No.	Name of post	
1.	Deputy Manager (Industrial Development/Technical)	Annexure-1
2.	Programmer	Annexure-2
3.	Assistant Site Engineer (Civil)	Annexure-3
4.	Assistant Accounts Officer Grade-II	Annexure-4
5.	Junior Legal Officer	Annexure-5
6.	Junior Engineer (Power)	Annexure-6
7.	Assistant Programmer	Annexure-7
8.	Stenographer	Annexure-8
9.	Draughtsman-cum-Tracer (Civil)	Annexure-9
10.	Junior Assistant	Annexure-10

(10) CENTRE FOR EXAMINATION AND MONTH

The date and Centre for examination shall be declared separately at due course of time. RIICO reserves all the right to change the centre, month, date of examination and allotment of centre for examination including change there in.

All questions in written examination paper shall be objective type.

(11) PROCEDURE FOR SUBMITTING ONLINE APPLICATION FORM

1. Prior to submitting Online Application form for above posts, first of all the candidate will have to select Recruitment Portal by clicking on "Recruitment 2021" link available at RIICO's website **http://www.riico.co.in**. The applicants should go through the Instructions given for Applicants in respect of Detailed Advertisement and respective service rules. Thereafter, the candidate should only submit Online Application.

2. No fee shall be refunded to the candidate whose application has been rejected. If the application form has been accepted online but later on, for any reason (which also includes an error of software) the application is found to be inappropriate, than such application will be rejected. Hence, it is necessary that the candidate must ensure his eligibility, in respect of his qualification, prior to online submission of Application form.

3. The candidate should ensure about payment of examination fee before the last date of submitting the application so that verification of any pending transaction in respect of payment could be done, well in time.

4. After submitting the online application form, every candidate shall necessarily get the application serial number. If the application No. is not mentioned or received by the candidates, it implies that the application is not submitted properly and merely the preview of application form shall not be considered as submission of complete application.

5. In case the candidate is facing any kind of difficulty at the time of submitting application form, he can contact at the helpline e-mail : recruitment@riico.co.in address given at portal of the RIICO.

6. The candidate should submit online application only for such category for which he is eligible to apply.

7. The candidates who fall under creamy layer category of Backward Class/More Backward Class of Rajasthan and also other candidates belonging to other State/Union Territories other than Rajasthan having category of SC/ST/Backward Class/More

Backward Class (Creamy layer and non-Creamy layer)/EWS fall under General category. Hence, such candidates are required to apply under General category for respective post(s) by making payment of fee prescribed for the candidates of General category.

8. No document related to showing eligibility of educational qualification, reservation, age etc. should be attached with online application form.

9. After submitting online application form, the candidate is required to take a printout of hard copy of the application form and keep it with himself.

10. Under any circumstances, any kind of online or off-line/hand written application form of the candidate, shall not be accepted by RIICO except online application submitted as per above mentioned procedure.

11. **Guidelines for Scanning and Uploading of Photograph and Signature:-**

(i) Guidelines for Scanning and Uploading of Photograph-

a) The application can be rejected, if the photograph and signatures are not clear.
b) The applicant should upload recent coloured photo (not later than 6 months old). Do not use mobile's or any self generated photos.
c) The background of photo should be white or of light colour.
d) The face of applicant should atleast cover 50% space of photo.
e) Face and forehead of the applicant in the photo should not be covered by any cloth, shadow, hairs. Head, eyes, nose and chin of the applicant should be clearly visible.
f) If the applicant wear glasses then he can wear glasses but make sure that there are no reflections/flash on glasses.
g) There should not be black or dark glasses in the photo of the applicant.
h) Size of file should be between 20kb-50kb.

i) The size of scanned image should not be more than 50kb.

j) At the time of examination, the photo attached with call letter/attendance sheet should be matched with the applicant otherwise the applicant may be declared as disqualified.

(ii) Guidelines for Scanning and Uploading of Signature-

a) The applicant will put his/her signature on white paper (A4 size) in a rectangular box of 7cm width and 2cm height with black or dark blue ink pen.

b) The signature should only be made by the applicant himself. Signature by any other person shall not be acceptable.

c) After signing in the rectangular box, scanning the image and cropping it to upto the size of rectangular box and upload the same.

d) At the time of examination, the signature of applicant made on call letter/attendance sheet should be matched with the uploaded signatures otherwise the applicant may be declared as disqualified.

e) Only JPEG Format shall be accepted.

f) Size of file should be between 10kb to 30kb.

g) The size of signature should not be more than 30kb.

h) Photograph of signature, taken by using a mobile phone, shall not be accepted.

(12) INFORMATION RELATED TO MODIFICATION IN ONLINE APPLICATION:-

In case of any discrepancy, after submitting online application, the candidate may rectify errors in online application in following manner:

1. If a candidate wants to make modifications in online application then he can make modifications in online application by making payment of scheduled fee of Rs. 300/- within 03 days after the last date of filling of application forms. Modifications in online application shall only be allowed in the entries other than the category, post of the candidate, District & State Domicile, Special Abled status and Annual Family Income. The procedure for making modifications in online application and depositing scheduled fee for modifications shall be same as to the procedure for submitting online application.

2. Any modification/alteration by the candidate through a mode other than the above procedure shall not be accepted by RIICO Thereafter, no online/off-line modification/alteration of any kind shall be accepted. The candidate himself shall be wholly responsible for such error and there shall be no legal right to the candidate to make any modification/alteration.

(13) CALL LETTER

The **call letters** shall be uploaded by RIICO on the **website http://www.riico.co.in** and **no call letter will be sent by post**. After deciding the date of examination, the information regarding uploading of call letters to the candidates shall be communicated through website. **The candidates are advised to check the website of RIICO on regular basis.**

(14) FACILITY OF SCRIBE:

Generally, the answers of the questions are to be written by all the candidates themselves with their own hands. The facility of scribe shall be admissible only to those disabled persons for which provisions are made under the Rajasthan Rights of Persons with Disabilities Rules, 2018 but this facility shall not be made available to the candidates, who have become temporarily unfit for written work due to sudden incident. Guidelines for persons with benchmark disabilities using a scribe are enclosed herewith as **Appendix-"A".**

(15) MOST IMPORTANT POINTS/NOTE:-

1) The candidate is required to indicate only that mobile number and e-mail ID, on which he wants to receive information related to examination, proficiency test, etc. through SMS / e-mail. In case of non-receipt of information due to network problem and/or change/closer of mobile number and e-mail ID, mentioned in the online application, the candidate himself shall be responsible.

2) The candidates are advised to fill-up their online application carefully. Prior to filling of online application, the candidates must assure themselves that all entries are filled up in correct manner. Further action will be taken by RIICO considering that the entries filled up in online application by the candidates are correct.

3) The candidate submit his online application in the prescribed time without waiting for the last date of submitting of the application, otherwise RIICO shall not be responsible for any

network problem, and the candidate himself shall be responsible.

4) In case of any wrong entry/mistake at the time of filling-up/getting filled up online application by the candidate himself/or by e-mitra/or through any other source, the candidate himself shall solely be responsible for it. Therefore, the candidate must first of all necessarily check the entries relating to his/her cast/class/category, age (date of birth), eligibility etc. in PREVIEW of online application and only thereafter **SUBMIT** online application after rectifying the errors, if any, and compulsorily re-check it, after getting its print. The whole liability of any such error shall be of the candidate. The candidate is also directed that if the candidate is going to apply through e-mitra or any other source, the candidate must get submission of online application in his/her presence at e-mitra or any other source. The candidate himself/herself shall be responsible for any mistake or negligence committed by e-mitra or any other source.

5) On applying in a wrong category, the application form of the candidate can be rejected at any level by the RIICO for which the candidate shall be fully responsible.

6) Checking of eligibility (age, qualification, category etc.) of the candidates shall be done by the RIICO on the basis of information given in online application. If the candidate is found ineligible on the basis of information given by him, then his online application shall not be accepted for which whole responsibility will be of the candidate himself.

7) The applicants whose duly filled online application forms have been received on at the website of RIICO, upto the last date, shall provisionally be given entry to the recruitment examination by RIICO mere issuance of call letter for the examination does not mean that his/her candidature has been finally considered right or the entries mentioned in the application form by the candidate have been considered correct. Checking of eligibility of the candidates shall be done separately by the RIICO

   In case of provisional selection, the candidate shall have to present **the detailed application form in two copies alongwith original documents, photocopies of all necessary self attested documents and copy of e-call letter issued for examination at** RIICO.

8) A woman who has applied under category of widow/divorcee, till the last date of receiving online application. If she remarriages

after the last date of receipt of online application form, even then the benefit of category of widow/divorcee will be extended to her. In the same manner, after the last date of receipt of online application form and prior to issuance of main result of examination of each phase, a candidate who has become Specially Abled or any female candidate who has become widow or divorcee, as the case may be, he/she is necessarily required to change his/her category by sending email to **recruitment@riico.co.in** supported by requisite documents for availing benefit of Specially Abled /widow/divorcee category, as the case may be, otherwise the benefit of Specially Abled/widow/divorcee category shall not be given. If the case/suit related to divorce of candidate is under consideration/pending in Court of law and the decree has not been passed, then the benefit of divorcee category/class shall not be extended. Also, the woman of widow/divorcee category is required to submit an affidavit of this effect that she has not made remarriage till the last date of online application or she is falling still under widow/divorcee category.

9) A candidate can apply for a post only when he/she fulfills complete norms/standards related to desired educational qualification under the prescribed minimum and maximum age limit mentioned in the advertisement for that particular post. Also, no other qualification except the above desired educational qualification given in this advertisement shall be accepted by the RIICO A candidate possessing educational qualification as mentioned in the advertisement shall be treated eligible otherwise will be treated ineligible.

10) The candidates are required to necessarily ensure compliance of detailed guidelines mentioned in E-call letter.

11) During the course of examination, the candidate must necessarily take into consideration the guidelines indicated in O.M.R. Sheet (question-answer sheet). The candidate himself/herself shall be responsible for any mistake/omission committed by him/her in O.M.R. Sheet and RIICO will not be responsible.

12) During the course of examination, the candidate must necessarily take into consideration the guidelines indicated in question-paper. The candidate himself/herself shall be responsible for any mistake/omission committed by him/her due to non-compliance of guidelines given in the question-paper and RIICO will not be responsible.

13) In case of any error in the question-paper or wrong/right of more than one answer or mistake/error in answer-key or any

kind of dispute in respect to question-answers, RIICO shall have the right to consider the result issued on the basis of final answer-key prepared by a panel of subject experts nominated by RIICO which will be acceptable to all the candidates. Any kind of dispute in this regard shall not be accepted.

14) For non-compliance of instructions given by Centre Superintendent/invigilator/an officer or employee appointed by the RIICO or any kind of improper behavior at examination centre or use of inappropriate measures in examination by the candidate, the RIICO/Centre Superintendent may take all such actions against the candidate which he thinks fit and action will be taken against the such candidate, as per law.

15) The option of Hindi or English as a medium of examination under the examination organized by the RIICO shall be according to nature of exam, provisions of relevant rules and at discretion of RIICO. The question paper in objective examinations may be of any kind i.e. either monolingual or bilingual. The decision with regard to language of question paper i.e. monolingual or bilingual is taken by RIICO depending upon the job requirement of the post and technical expectation of the subject.

(16) OTHER IMPORTANT INSTRUCTIONS:

1. During the pendency of recruitment process, information related to this recruitment would not be provided under "The Right to Information Act, 2005". On completion of the recruitment process, the desired information could be provided as per rules.

2. The candidate is required to submit all related original documents/certificates, on being required by the RIICO or relevant appointment authority, on the basis of which they are lodging any kind of claim.

3. No travelling allowance/meal allowance shall be payable to a candidate for appearing in written examination and proficiency examination.

4. Result of examination shall be communicated by uploading on the authorized website http://www.riico.co.in of RIICO. No information will be provided individually to any candidate.

5. A candidate should not bring with him/her mobile phone, Bluetooth, calculator, smart watch and any other electronic/communication devices and purse etc. in the premises of examination-hall/examination centre. A candidate can only bring the articles of necessary use in examination like, pen, pencil,

call-letter or the material directed by the RIICO or allowed by invigilator deployed by RIICO in premises.

6. The candidates shall only use surgical mask on the face within premises of examination-hall/examination centre.

7. There is no permission for bringing/keeping mobile phone, Bluetooth, calculator, smart watch and any other electronic/communication devices in the premises where examination is being organized. There will be no responsibility of centre superintendent/coordinator of examination and RIICO for the safety of any such material.

8. The candidates shall have to comply with instructions given by Centre Superintendent/invigilator/an officer or employee appointed by the RIICO. In case of violation of these instructions, appropriate legal and disciplinary action including ban in appearing in the examination to be conducted in future can be taken against the concerned candidate.

9. Merely issuance of call letter for appearing in the examination does not mean that his/her candidature has been finally considered valid or the entries mentioned in the application form by the candidate have been considered accurate. At the time of checking of original documents of the candidate and eligibility, as per rules, if ineligibility is found on the basis of non-fulfilling of necessary conditions such as age, educational qualification and scheduled cast/scheduled tribes/backward class/more backward class/economically weaker section/woman/widow/divorced etc. then his/her candidature for this examination can be rejected at any level for which the candidate himself/herself shall be responsible.

(17) SPECIAL NOTE:-

If the candidate has any objection related to error in the questions of question-paper, then an online representation/complaint/objection can be submitted on making payment of prescribed fee of Rs. 1000/- (only one thousand rupees) within 48 hours after the conducted examination. An appropriate action will be taken by the RIICO on representation/complaint/objection received in scheduled time and the objections representation/complaint submitted without evidence will not be considered. Any objection/complaint/representation received after scheduled time shall not be considered in any way by the RIICO. In case, the objection/complaint/ representation is found in order, then the prescribed fee of Rs. 1000/- paid for filing the objection, shall be refunded to the candidate.

(18) DISQUALIFICATION FOR APPOINTMENT:-

1. If a candidate has been debarred for future examinations by Recruitment/Examination Board of the Centre/State for use/consumption of improper measures or improper/indecent behavior then he/she will not be permitted to appear in the examinations organized by RIICO.

2. No male/female having more than one alive wife/husband will be considered eligible for appointment. A candidate may be allowed relaxation in applicability of this rule if the RIICO is satisfied that there are special grounds with him/her for doing as such.

3. No female candidate shall be considered eligible for appointment if she is married to a person who already has alive wife. A female candidate may be allowed relaxation in applicability of this rule if RIICO is satisfied that there are special grounds with her for doing as such.

4. No married male/female candidate shall be considered eligible for appointment if he/she had accepted dowry at the time of his/her marriage.

   Clarification : For the purpose of this rule, dowry shall mean as stipulated in the Prohibition of Dowry Act, 1961 (28th Central Act of 1961).

5. According to Government of Rajasthan's circular No. F.6(19)Home-13/2006 dated 22.05.2006, registration of marriage has been made compulsory for appointment in the services of State from the date of issuance of this circular.

6. The candidate who has been debarred in an examination by Rajasthan Public Service Commission/any department of State Government and the period of being debarred has not been completed till the last date of receiving of application form, will not be able to apply for this examination.

7. The candidate who smoke and/or consume gutkha will not be eligible for appointment.

(19) VERIFICATION OF CERTIFICATES:-

The benefit of a special class (Scheduled Caste/Scheduled Tribes/Backward Class/More Backward Class/Economically Weaker Sections/Widow/Divorcee/Specially Abled) shall be admissible if, on successful completion of examination/proficiency examination, their eligibility has been checked from original documents and the

documents have been found correct. Therefore, submission of following documents should be ensured for checking of eligibility:

1. Caste certificate issued by the competent authority.

2. The entries of residence and creamy layer/ non-creamy layer in the certificate of Backward Class/More Backward Class should be filled in complete and correct manner. As per rules, the Cast certificate of Backward Class/More Backward Class is required to be issued recently i.e. should not be more than 6 months prior to the last date of filling application form.

3. Latest certificate of Backward Class/More Backward Class which has been issued by the competent authority on prescribed Performa on the basis of income of father/mother, as per rules. Married women of Backward Class/More Backward Class are required to submit caste certificate issued by the competent authority, as per rules, on the basis of her father's name, residence and income with the detailed application form otherwise the benefit of that category shall not be admissible to them. The caste certificate issued on the basis of husband's name, residence and income shall not be considered.

4. The benefit of reservation is not admissible to the candidates of creamy layer of Backward Class/More Backward Class of Rajasthan State. Therefore, such candidates have to apply through online mode as a candidate of General category.

5. The certificate of Scheduled Caste/Scheduled Tribe should be issued prior to the last date of receiving of online application otherwise, a certificate issued later, will not be considered.

6. To avail the benefit of reserved category, married female candidate of Scheduled Caste/Scheduled Tribe category should produce caste certificate issued by the competent authority, as per rules, on the basis of their father's name, residence and income at the time of document verification otherwise the benefit of that category shall not be admissible to them. The caste certificate issued on the basis of husband's name, residence and income shall not be considered.

7. The candidates of Economically Weaker Section (EWS) shall have to submit Income and Assets Certificate issued by the competent authority, as per rules, which should not be more than prior to 6 months from the last date of submitting application form.

8. The candidate should possess educational/professional qualification necessarily upto the last date of application (whichever is mentioned in the advertisement) and remaining all like category/class/caste, age (Certificate of secondary education

for computation of age), disability (certificate of 40% or more than that, having clear mention of category of disability issued by the competent medical officer of a State of across the country) etc. certificates are required to be of a date upto the last date of online application/date of modification. The candidates applying in widow category must have death certificate of her husband and such document/evidence linked with the name of husband wherein the name of husband is indicated (as ration card, birth certificate of child, Voter identity card, Aadhar card, Bonafide resident certificate in the name of husband) and the candidates applying in divorcee category must have decree related to divorce passed by Court of law upto the date of issuance of main result of the examination.

9. In case of marital status of the candidate, mention of name of husband/wife in the application form and marriage registration certificate or if the marriage is not registered then attachment of affidavit is necessary. Submission of relevant marriage certificate, in due course of time, will be required.

10. No candidate having more than two children on or after 01.04.2007 shall be eligible for appointment to the service, 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 on 01.04.2007 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. Provided further that any candidate who performed remarriage which is not against any law and before such marriage, he is not disqualified, for appointment under the above provisions, he shall not be disqualified if any child is born out of single delivery from such remarriage. Submission of relevant affidavit in due course of time will be desirable.**

11. The women of widow/divorcee category will have to submit affidavit related to not performing remarriage or being covered under widow/divorcee category upto the last date of online application.

12. The candidate will have to submit character certificate from the Principal/Education officer of the University, school or college where last educated and also have to submit two certificates issued not more than 6 months prior to the last date of application form, from two responsible persons not directly related to him.

13. After selection, the candidate shall have to submit, in a police verification certificate related to conduct to the appointing authority within reasonable time, wherein there may not be any mention of such criminal section which may lead to impediment/problem in appointment to the service in RIICO Also, he/she shall be disqualified for appointment in case of conviction or any criminal case pending against him/her.

14. After selection, the candidate shall have to submit to the appointment authority, in due course of time, a medical certificate related to medical check-up issued by the competent authority specifying that the candidate is fully fit and suitable for serving in RIICO as an employee.

15. The candidate who is already employed in government service like, Central/State enterprises and he/she has been selected in recruitment for above posts, shall have to submit, in due course of time, 'No Objection Certificate' from existing his/her employer.

SPECIAL INSTRUCTIONS WITH REGARD TO NOT FILLING IN WRONG/ERRONEOUS INFORMATION IN APPLICATION FORM/INCOMPLETE APPLICATION FORM:-

Prior to filling an online application form, the candidate should go through the latest instructions related to examination, examination fee, application procedure, information related to certificates and other points and information related to examination issued on website of RIICO for the candidates and thereafter fill in the application form. Observing wrong/erroneous information in the application form after the completion of prescribed period for modification in online application form, the application form of the candidate shall be summarily rejected for which whole responsibility shall be of the candidate himself/herself and no individually/offline request/online request/correspondence etc. will be accepted for rectification of wrong/erroneous information or incomplete application form. As the provisional admission in recruitment examination shall be provided by considering the correct information filled in detailed application form submitted by provisionally selected candidates after issuance of result of recruitment examination related to checking of eligibility of the candidate by the RIICO, if a wrong/erroneous information or incomplete information has been filled in online application form by the candidate, then RIICO shall have right to reject the selection of the candidate and entire responsibility will be of the candidate for which he has no legal right against RIICO.

SPECIAL NOTE:-

Here, it is to be mentioned that all conditions for the advertised post in the above advertisement by RIICO have been clarified as above. However, for the reasons therein of wrong/error/lapse/omission/incomplete information in online application form submitted by candidate or by e-mitra/other source and as per above procedure, desired modification has not been made in online application form by the candidate or does not possess complete eligibility according to advertisement etc. the online/detailed application form of the candidate has been dismissed/rejected by RIICO at any level of the recruitment process, then no request in this regard will be considered and no legal right shall accrue to candidate against RIICO. No travelling allowance or daily allowance shall be payable to the candidate for appearing in any phase of selection process.

OTHER POINTS AND INFORMATION:-

Information, with regard to examination, issued from time to time may be seen on RIICO's website http://www.riico.co.in In addition to this, contact at "helpline e-mail recruitment@riico.co.in" for any kind of information/clarification.

ADVISOR (A & M)
RIICO

Disclaimer:- In case of any discrepancy in English and Hindi version or any omission in version, the interpretation of Hindi version will be considered as correct version and decision of RIICO shall be final in this regard.

APPENDIX "A"

GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

(i) Persons with benchmarks disabilities in the category of blindness, locomotor disability (Both Arms affected - BA & Both Legs - Arms - BLA) and Cerebral Palsy whose writing speed is adversely affected permanently, shall be allowed scribe, if so desired by him/her.

(ii) The facility of scribe can be allowed to persons with benchmark disability and has limitation in writing including that of speed, if so desired, by him/her.

(iii) Scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical & Health Officer (CMHO)/Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Govt. Health Care Institution in accordance to "The Rights of Persons With Disabilities Act, 2016" of Govt. of India.

(iv) The Candidate will have to arrange his/her own scribe at his/her own cost.

(v) The qualification of the scribe should be one step below the qualification of the candidate taking examination and from an academic stream different from that prescribed for the post.

(vi) The scribe arranged by the candidate should not be a candidate for the same 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.

(vii) A person acting as a scribe for one candidate cannot be scribe for any other candidate.

(viii) The candidate and scribe, both will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. In case, it later on transpires that the candidate has failed to fulfill any laiddown eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled irrespective of the result of the online examination.

(ix) Those candidates who are allowed to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Candidates with benchmark disability, but not

availing facility of scribe will also be allowed compensatory time on production of certificate in support of his/her physical limitation to write.

(x) Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.

(xi) Only those candidates who register for themselves in the application form 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.

(xii) **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 form compensatory time of 20 minutes for every hour or as otherwise advised.
- 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 GoR/GoI guidelines/clarification, if any, from time to time.

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