Procedure of Submitting Online Application and depositing Application Fee (Non Refundable)

1. All eligible candidates are required to apply online on any of the following websites from 2nd July 2018 to 31 rdJuly 2018 and application through no other mode will be accepted:

www.energy.rajasthan.gov.in/jvvnl   www.energy.rajasthan.gov.in/avvnl

www.energy.rajasthan.gov.in/jdvvnl

2. Before applying online, every candidate should ensure that:-

(i)   Not more than one application should be submitted by any candidate. In case of multiple Applications, 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.

(ii)   He has valid personal email ID and mobile number. 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 number before applying on-line and must maintain the email account and mobile number throughout this recruitment process. JVVN will send intimation to download call letters for the Examination, etc. through the registered e-mail Id. JVVN will not be responsible for bouncing back of any e-mail/SMS sent to candidates.

3. Submitting online Application form

(i)   Candidate will have to go to one of the above websites and click on the option "Apply ONLINE" which will open a new screen.

(ii)   To register application, choose the tab "NEW REGISTRATION" and enter Name, Contact details and E-mail id and all other details. A Provisional Registration Number will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number. An Email & SMS indicating the Provisional Registration Number will also be sent.

(iii)   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/ identity proof. Any change/alteration found may disqualify the candidature.

(iv)   Click on the "preview tab" to preview and verify the application form before **"FINAL SUBMIT"**

(v)   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the "SUBMIT" button.

(vi)   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for "Scanning and Uploading of Photograph and Signature" detailed hereunder.Scanned self-photograph and signature, both adhere to the required specifications as given under Guideline for scanning and uploading the photograph & signature.

(vii)   Click on "Payment' Tab and proceed for payment of 'Fee'.

4. Application fee

(i)   The application fee payable is as under:-

S. NO	Category	Application fee (Rs.)
(a)	UR (Gen) if annual income of family is Rs 2.50 lakh or more	Rs. 850/-
(b)	UR (Gen) if annual income of family is less than Rs 2.50 lakh/SC/ST/BC/PWD(PH)	Rs.550/-

(ii)   Bank Transaction charges for online payment of application fees / intimation charges will have to be borne by the candidate.

(iii)   Payment of Fee through Online mode is available only from 2nd July 2018 to 31rdJuly,2018.

(iv)   Those UR(GEN) category candidates whose annual family income is less than Rs.2.50 Lakh and are depositing Rs. 550/- as application fee on this ground, will have to produce documents in support of their annual family income at the time of documents verification.

(v)   Benefit of reserved posts is not admissible to candidates of creamy layer of BC/MBC category. Such candidates are considered UR (GEN) Category and shall deposit fee of Rs. 850/-.

(vi)   SC/ST/BC/MBC category candidates belonging to any State other than Rajasthan, shall be treated as "Unreserved (General)" category candidate. They should apply under the UR (GEN) category by depositing fee of Rs.850/-.

(vii)   Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.

5. Payment of Fee

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

(ii)   The payment can be made by using Debit Cards, Credit Cards and Internet Banking.

(iii)   After submitting 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 CHARGE"**.

(iv)   On successful completion of the transaction, status will be displayed.

(v)   On failure of payment, candidates are advised to login again using their Registration number and Date of Birth and repeat the process of payment.

(vi) Candidates are required to take a printout of the "Online Application Form". Please note that if the same cannot be generated, online transaction may not have been successful.

(viii) To ensure the security of data, close the browser window once transaction is completed.

(ix) There is facility to print application form containing fee details after payment of fee.

6. Centre for Written Competitive Examinations

(i) Candidates are advised to give preference for exam centres as per their choice, but allotment of Centers will be done as per administrative convenience and availability of seats.

Candidates will be required to give choices for twocentres of Rajasthan. However, any centre, other than those opted by the candidates, can also be allotted.

List of proposed Examination centers is enclosed as Annexure – "A".

(ii) The exam will be conducted only through Online mode at venue given in the respective call letter.

(iii) Choice of Centre once exercised by the candidate will be final.

(iv) No request for change of centre/venue/date/session for Exam shall be entertained.

(v) RVUN reserves the right to cancel /alter any of the Examination Centers and /or add some other Centers, at its discretion, depending upon the responses, administrative feasibility, etc.

(iv) Candidate will appear for the exam at an Examination centre at his/her own risks and expenses. RVUN will not be responsible for any injury or losses, etc. of any nature.

(viii) If sufficient number of candidates does not opt for a particular centre for "Online" exam or if the number of candidates is more than the capacity available for online exam at a centre of due to any other reason, RVUN reserves the right to allot any centre other than the centre opted for.

7. Guidelines for Scanning and uploading of Photograph (4.5cm X 3.5cm) & Signature

(i) Photograph Image:

- Photograph must be a recent passport style colour picture with front view.

- Make sure that the picture isi n colour, taken against a light-coloured, preferable 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 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

- Dimension200 X 230 Pixels (preferred)

- Size of file should be between 20kb -50kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.

(ii) Signature Image

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 X 60 pixels (preferred)
- Size of file should be between 10kb-20kb
- Ensure that the Size of scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall not be accepted.

(iii) Scanning the Photograph & Signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature , then use the upload editor to crop the image to the final size (as specified above)
- The image file should be JPG or JPEG format. An example file name is :image01.jpg or imate 01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20Kb respectively by using MS Paint or MS office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 Kb (signature) by using crop and then resize option (Please see point (i) &(ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his / her photography and signature.

(iv) Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browser and select the location where the scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the "Open /Upload' button

(v) Online Application will not be registered unless photograph and signature uploaded as specified.

(vi) Incase the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph / Signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or Signature is not prominently visible, the candidate may edit his/her application and re-upload his /her photograph or signature, prior to submitting the form

(vii) 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

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

8. Downloading of Call Letter

(i) Candidates will have to visit any one of the above websites for downloading call letter for online test. Intimation for downloading call letter will be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number(ii) Date of Birth for downloading the call letter. Candidate needs to appear at the examination centre with (i) Call letter (ii) Photo Identity proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

(ii) Candidates reporting late i.e. after the reporting time specified in the call letter for Exam will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is two hour, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc

9. Identity Verification

In the examination hall as well as at the time of documents verification , the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport / Permanent Driving License.

10. Biometric Data :

It has been decided to capture the biometric data (thumb impression) and the photographs of candidates on the day of the examination and documents verification.

The Biometric data & photograph will be verified subsequently. Decision of the biometric data Verification Authority with regards to its status (Matched/Mis-matched) shall be final and binding upon candidates.

Candidates are requested to take care of the followings points in order to ensure smooth process.

- If fingers are coated (stamped ink/Mehandi/colour etc.) ensure to thoroughly wash them so that coating is completed removed before the exam/document verification/joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is capture.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notified the concerned authority in the test center.