

requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Examination.

**Ration Card and Learner's Driving License is not valid ID proof for this purpose.**

**Note:** Candidates have to produce, in original, the photo identity proof and submit photocopy of the photo identity proof alongwith Examination call letter in the Examination Centre as well as at the time of documents verification while attending the examination/ documents verification respectively, without which they will be not allowed to take up the examination/ documents verification.

Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. **Female candidates who have changed first/last/ middle name post marriage must take special note of this.** If there is any mis-match between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/ marriage certificate/ affidavit.

### **Selection procedure and preparation of Merit**

1. Computer based "common written competitive exam" for the post of **Junior Accountant** shall be conducted through Online mode. The Question Paper shall be in two parts of total two (2) hours' duration, consisting of Objective Type questions (Multiple Choice Questions - MCQ) only, as detailed hereunder :-

#### **Part – A : 60% weightage**

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

**Note:-** The standard and syllabus of the exam for Part-A shall be of Graduation Degree level.

#### **Part – B : 40% weightage**

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive: -

- (i) **Reasoning & Mental Ability :-** Analytical Reasoning, Number series, Letter series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics :-** Mathematics (Class-X level).
- (iii) **General Knowledge & Everyday Science:-** Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Indian History, Civics, Geography, Science, Indian Polity, etc., with special reference to Rajasthan.
- (iv) **Hindi General :-** Hindi Grammar and language (Class-X level).
- (v) **English General :-** English Grammar and language (Class-X level).

2. The competitive exam for the post of **Junior Assistant/ Commercial Assistant-II** shall be conducted in two phases- Phase-I - “Computer Based Test (CBT)” and Phase-II - “Type Writing Test”.

- i) The Phase-I shall be conducted in two stages – Stage-1 - “Pre-examination”; and Stage-2 - “Main-Examination”. The Stage-1 i.e. Pre-examination will be only for screening and short listing of candidates. For selection, there shall be no weightage to marks secured in the Pre-examination. Final selection shall be based on marks secured in the Stage-2 i.e. Main-examination of Phase-I as well as marks secured in the Phase-II (Type Writing Test), preference for Nigam; and availability of vacancies.

Both examinations of Phase-I i.e. Pre-examination & Main-examination shall be Computer Based Tests (CBTs) and consisting of Objective Type questions (Multiple Choice Questions) only.

- ii) Marks secured by the candidates in Stage-2 of Phase-I i.e. Main-examination shall be given 40% weightage and the Phase-II i.e. Type Writing Test shall be given 60% weightage for preparing their final order of merit for selection.
- iii) From the merit list prepared on the basis of marks secured in the Pre-examination, about 10 times of the total number of vacancies shall be admitted in the Main-examination, but in the said range all those candidates who secure the same marks as may be fixed for any lower range, will be admitted to the Main-examination.

Provided that if sufficient number of candidates belonging to any reserved category are not available on the basis of general standard for appearing in the Main-examination, relaxed standard may be applied for admitting candidates belonging to such reserved categories so that sufficient number of candidates of each category are available to appear in the Main- examination. For this purpose, the zone of consideration of 10 times the total number of vacancies shall stand relaxed.

However, such candidates additionally allowed to appear in the Main-examination will be eligible for selection against vacancies reserved for their respective categories only. Reserved category shall mean all such categories for which reservation, either horizontal or vertical, is applicable.

- iv) **Scheme of examination**

**Phase-I (For Pre-examination as well as Main-examination)**

- (i) Reasoning & Mental Ability
- (ii) Mathematics
- (iii) General Knowledge & Everyday Science
- (iv) Hindi General
- (v) English General

A brief out-line of scope of each sub-part is given hereunder for general guidelines of candidates, but is not intended to be exhaustive:-

- (i) **Reasoning & Mental Ability:-** Analytical Reasoning, Number series, Letter Series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
- (ii) **Mathematics:-** Mathematics (Class-X level)
- (iii) **General Knowledge & Everyday Science:-** Current events including issues of State (Rajasthan), National & International importance, Persons & Places in recent news, Games & Sports, Science, Indian History, Civics, Geography, Indian Polity, etc., with special reference to Rajasthan.

- (iv) **Hindi General** :- Hindi Grammar and language (**Class-X level**).  
(v) **English General** :- English Grammar and language (**Class-X level**).

**Phase-II : (Type Writing Test)**

- (i) For candidates other than Persons with Benchmark Disabilities (PwBD):-

- (A) Type- writing in Hindi on computer-

|                     | <u>Duration</u> | <u>Marks</u> |
|---------------------|-----------------|--------------|
| (a) Speed Test      | 10 Minutes      | 25           |
| (b) Efficiency test | 10 Minutes      | 25           |

- (B) Type-writing in English on computer-

|                     |            |    |
|---------------------|------------|----|
| (a) Speed Test      | 10 Minutes | 25 |
| (b) Efficiency test | 10 Minutes | 25 |

- (ii) Persons with Benchmark Disabilities (PwBD) will be given the average marks obtained by them in the Main-examination of Phase-I.

**Explanation :**

- (a) “Persons with Benchmark Disabilities (PwBD)” means a person who is eligible for similar reservation in Vidyut Nigam as per the provisions of law in force at the time of direct recruitment.
- (b) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Vidyut Nigam for appearing in the examination.

3. The Question Papers (except “Hindi General” and “English General” section) shall be ‘bilingual’ i.e. both in English & Hindi, but in case of any confusion/ ambiguity with regard to interpretation or printing error, the English version of questions shall prevail.

4. There shall be no ‘Interview’.

5. For Junior Accountant there will be ‘Negative’ marking for each wrong answer.

For Junior Assistant/Commercial Assistant-II there shall be no ‘Negative’ marking for Pre-examination. However, for Main-examination, there shall be ‘Negative’ marking for each wrong answer.

6. To become eligible for consideration for appointment, candidates shall be required to secure minimum passing marks in each Part (Part-A and Part-B) or Phase-I (both Pre & Main examinations) as well as in the Phase-II (Type Writing Test), as the case may be, as detailed below :-

|                                                                        |   |           |
|------------------------------------------------------------------------|---|-----------|
| (i) UR category candidates                                             | - | 30% marks |
| (ii) SC/ ST/ BC/ MBC/ EWS/ Ex-servicemen/ PwBD(PH) category candidates | - | 20% marks |

For Junior Assistant/Commercial Assistant-II, candidates equal to about three times of category-wise vacancies shall be admitted in the Phase-II i.e. for Type-writing Test, but in the said range all those candidates who secure the same marks shall be included.

7. The sum of marks obtained by candidates in the Part-A and Part-B or Phase-I (Main Examination only) and Phase-II, as the case may be, of the examination will be counted for determining final order of their merit.

8. For selection against “Unreserved” vacancies, candidates must be eligible for appointment as “Unreserved” candidate. It is clarified that only on the ground of availing relaxation in ‘Fee’, a candidate does not become ineligible for selection against “Unreserved” vacancy.
9. 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 test conducting body. 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.
10. If the examination is held in more than one session due to one or other reason, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions.
11. Nigam would analyze responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Nigam reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
12. The scores of online exam will be obtained by adopting the following procedure :-
  - (i) Number of questions answered correctly by a candidate in the objective test is considered for arriving at the ‘Corrected Score’ after applying penalty for wrong answers.
  - (ii) The ‘Corrected Scores’ so obtained by candidates are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the ‘Equated Scores’. Scores obtained by candidates on any test will be equated to the base form by considering the distribution of scores of all the forms.
  - (iii) Scores on total will be calculated with decimal point upto two digits.
13. Category-wise Merits lists of all the successful candidates for each post shall be prepared separately on the basis of marks secured by the candidates as detailed herein above.  
However, in case two or more candidates acquire the same marks, then their date of birth shall be the deciding factor to determine their inter-se merit, i.e. the elder candidate shall be placed higher in the merit-list.
14. Notwithstanding anything contained herein above, if other things are equal between a person with benchmark disability and a person without benchmark disability, then preference shall be given to the person with benchmark disability, even if it result in the excess of the reservation prescribed for them.

## **11. Verification of documents**

1. For verification of documents, successful candidates limited to about two (2) times of vacancies under each category for each post shall be called in order of merit from the above common merit lists prepared separately for each post.
2. It shall be mandatory for every such candidate to appear with the following original documents alongwith two sets of self-attested photostat copy of the same on the date intimated for the purpose before the Committee, for verification of his/her original documents:-