

Detailed Advertisement and General Instructions

Rajasthan Cooperative Recruitment Board, Jaipur

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur

Phone- 2709827 / 2710072 Fax: +91-141-2710072 Website: rajcrb.rajasthan.gov.in

Date – 10-12-2024

Examinations for recruitment to various posts in the Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur (RAJFED).

In supersession of the Board notification F- 8P () R.C.R.B./2023-24/4042 dated 06.10.2023 and press note F.1/R.C.R.B./2023-24/4049 dated 18.10.2023, The Rajasthan Cooperative Recruitment Board, Jaipur, hereinafter referred to as the Board, invites online applications from eligible citizens of India for recruitment to the following **49** posts pertaining to Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur (RAJFED):-

Rajasthan State Co-Operative Marketing Federation Ltd. Jaipur(RAJFED)

Name of Post	Total Post	EWS					General					S.C					S.T.					B.C.					M.B.C					Remark
		Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Male\Female (Mixed)	Women			Ex-Serviceman	Horizontal Res.					
			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee			Gen. Women	Widow	Divorcee		
Accounts Officer	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Animal Nutrition Officer	01	00	00	00	00	00	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
Programmer	01	00	00	00	00	00	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	
Assistant Manager (General)	04	00	00	00	00	00	03	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Assistant Manager (Quality Control)	11	01	00	00	00	00	05	01	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Junior Accountant	11	01	00	00	00	00	05	01	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Junior Assistant	12	01	00	00	00	00	05	02	00	00	00	01	00	00	00	00	01	00	00	00	00	02	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Operator (Cattle Feed)	03	00	00	00	00	00	01	00	00	00	00	01	00	00	00	00	01	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Fitter	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Informatic Assistant	02	00	00	00	00	00	02	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	PWD-1(BL/LV)
Total	49	3	0	0	0	0	27	5	0	0	0	4	0	0	0	0	4	0	0	0	0	6	0	0	0	0	0	0	0	0	0	

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

2. Post wise pay-scales and details of other emoluments are available in the detailed advertisement on the board's website

<https://rajcrb.rajasthan.gov.in>, Cooperative Department Website <https://rajsahakar.rajasthan.gov.in> and RAJFED Website <https://rajfed.in>.

3. Categories of posts are –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Cattle Feed) (ix) Fitter (x) Informatic Assistant

4. **Abbreviations** : EWS – Economically Weaker Section; SC – Scheduled Cast; ST – Scheduled Tribe; BC – Backward Class; MBC – More Backward Class; PWD – Person with Disability; LD – Locomotor Disability; BL/LV – Blind/Low Vision; HI – Hearing Impaired; MD- Multiple Disability; Ex-Ser- Ex- Servicemen.

5. 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 III to 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 hand writing 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. (In the case of 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 12.12.2024 to 11.01.2025 till 23:59 pm.

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 willing to apply for more than one post, namely, – (i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Cattle Feed) (ix) Fitter (x) Informatic Assistant, should submit separate applications for each post he/she is applying for and also deposit separate fees via online mode for each such post.**
- (VI)** Separate online examinations will be conducted for recruitment to each of the ten categories of posts, namely, –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Cattle Feed) (ix) Fitter (x) Informatic Assistant. The board will recommend selection of candidates to the respective institution as per the merit list prepared on the basis of such online examination for each category of posts.

2. Procedure for applying online

- i. Candidates are first required to go to the Board's website www.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. 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.

- 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 4).
- 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. 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 Complete Registration 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 On-Line Application at the appropriate places very carefully and click on the “Complete Registration” button at the end of the Online Application format. Before pressing the “Complete Registration” 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 Complete Registration, 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, then candidates are advised to login again with their provisional registration

number and password and pay the Application Fees/ Intimation Charges online only.

- (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/RAJFED.

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 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. 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 jam.

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 any later stage.

3. Examination Fee

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

Name of Post	Fees for General(Unreserved)/Creamy layer of BC/MBC & All category Candidates of other States than Rajasthan	Non Creamy layer BC and MBC, EWS ,Sahriya, SC, ST, Disabled Candidates of Rajasthan
Accounts Officer	1000/-	500/-
Animal Nutrition Officer	1000/-	500/-
Programmer	1000/-	500/-
Assistant Manager (General)	1000/-	500/-
Assistant Manager (Quality Control)	1000/-	500/-
Junior Accountant	1000/-	500/-
Junior Assistant	1000/-	500/-
Operator (Cattle Feed)	1000/-	500/-
Fitter	1000/-	500/-
Informatic Assistant	1000/-	500/-

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 from the above mentioned website.

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/RAJFED 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/RAJFED.

Candidates are hence 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:

Online Examination will be conducted tentatively during the month of February/March at various examination centers, information about which is available in the Annexure 1

(a). Examination Centers

- (i) The examination will be conducted online in venues across different centers in Rajasthan for the post of (i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Cattle Feed) (ix) Fitter (x) Informatic Assistant. The tentative list of Examination centers for the exams is available at Annexure I.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) The 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) The 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 the 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 this exam and also from future exams conducted by the BOARD.

6. **Period of online registration/applications and last date:** Candidates may apply online from **12.12.2024 to 11.01.2025**, which will be the last date for completing/submitted the application form and payment of examination fee.

7. Examination:-

Separate online examinations will be conducted by the Board through an agency for selection of candidates for each of the ten categories of posts. Successful candidates will be recommended for appointment on the basis of their merit.

- a. Separate online examinations of following subjects shall be conducted for selection to each of the ten categories of posts. A merit list of successful candidates shall be prepared on the basis of the marks obtained in the online examination.

The examination paper will contain questions with multiple choices for the answers. Candidates are to mark/select the correct choice of answer from the available options in the Paper:-

**Syllabus, Minimum Educational Qualification and Experience
for each post shall be as shown below:-**

S.No.	Name Of Post	Minimum Educational Qualification	Syllabus	भारतक 100 Marks
1	Accounts Officer (लेखाधिकारी)	Bachelor's Degree in commerce from a university established by law in india with 1st Division & Intermediate CA/ICWA.	<p align="center"><u>Part-A</u></p> <ol style="list-style-type: none"> Accounting - General accounting principles and policies in accordance with relevant applicable accounting standards, Preparation of Financials, Cash Flow and Fund flow and analysis, Analysis of Financial Statements Costing - Standards Costing, actual costing, Opportunity costing Finance - Ratio Analysis, Working capital Management, Fund Management, Bank Reconciliation Budget - Capital and Revenue Budgeting and Budgetary control, Projections for next 5 years Taxation - Income Tax-Advance and Final Income Tax Calculation, deposit, Return and assessment, TDS and TCS-Applicability, Deposit, return, Reconciliation and assessment, GST-Applicability, Input Tax Credit, Invoicing, Deposit, return, reconciliation and assessment <p align="center"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>
2	Animal Nutrition Officer (पशुपोषण अधिकारी)	M.V.Sc.(Animal Nutrition) from a recognized university/institution established by law in India.	<p align="center"><u>Part-A</u></p> <ol style="list-style-type: none"> Commonly used terminologies in Animal Nutrition Digestive system of ruminant and non-ruminant animals 	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>

			<p>3. Role of Bacteria, Protozoa and Fungi in ruminal degradation</p> <p>4. Classification of feeds and fodder and their nutrient composition</p> <p>5. Importance of carbohydrate, protein, lipid, minerals and vitamins for various physiological functions</p> <p>6. Ration formulation for dairy animals at different stages</p> <p>7. Feed additives and their use in ruminant ration</p> <p>8. Anti-nutritional factors and mycotoxins in livestock feedstuffs</p> <p>9. Bypass feed technology and its significance in Indian context</p> <p>10. Quality control of feedstuff</p> <p>11. Common metabolic disorders and their nutritional management</p> <p>12. Processing methods of various feed ingredients and their advantages/disadvantages</p> <p>13. Analytical techniques of different feed and feed supplements</p> <p>14. Conservation of forage crops</p> <p>15. Enrichment and densification of crop residues</p> <p>16. Feed and fodder scenario in India with special emphasis to the State of Rajasthan</p> <p>17. Agronomical practices of important fodder crops</p> <p>18. Soil Fertility Management</p> <p>19. Integrated Pest Management (IPM) in fodder & seed production and pesticide handling safety measures</p> <p>20. Quality fodder seeds production for enhancing fodder productivity</p> <p>21. Cropping systems under irrigated, rain and dry area</p> <p style="text-align: center;"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं</p>	
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			<p>जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	
3	Junior Assistant (कनिष्ठ सहायक)	Graduate & Diploma in computer application of RS-CIT	<p style="text-align: center;"><u>Part-A</u></p> <p><u>English</u></p> <ol style="list-style-type: none"> 1. Comprehension 2. Editing / Proofreading. 3. Rearranging of jumbled sentences 4. Narration 5. Modals 6. Articles 7. Paragraph writing with blanks to be filled in with the following, 8. Phrases 9. Pronouns 10. Homonyms/Homophones etc. 11. Clauses 12. Punctuation 13. Synonyms and antonyms 14. Idioms and phrases. 15. Uses of Prepositions 16. Active & Passive Voice <p><u>Numerical and Reasoning Ability</u></p> <p><u>Basic Arithmetic</u></p> <ul style="list-style-type: none"> • Number System • Percentage • Average • Profit & Loss • Ratio & Proportion • Time & Work <p><u>Reasoning:</u></p> <ul style="list-style-type: none"> • Number series • Letter series • Coding decoding • Direction sense • Blood relations • Mathematical reasoning • Speed, Distance and Time • Statements and conclusions <p><u>Basic Concepts of Computers</u></p> <ul style="list-style-type: none"> • Fundamentals of computer sciences 	<p style="text-align: center;">Part A - 80</p> <p style="text-align: center;">Part B - 20</p>

			<ul style="list-style-type: none"> • Hardware & Software • Input and output devices • Operating system • M.S Word, M.S Excel, M.S Access and PowerPoint Presentation • E-mail & Internet <p style="text-align: center;"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	
4	Operator (Cattle Feed) (ऑपरेटर) (पशुआहार)	ITI Diploma in Fitter's Trade.	<p style="text-align: center;"><u>Part-A</u></p> <ol style="list-style-type: none"> 1. Theoretical Concept of Fitter 2. Engineering Drawing 3. Measurement 4. Lathe Machine 5. Pipe Joints 6. Drilling 7. Hydraulics 8. Workshop Calculation & Science 9. Commonly used terminologies in Animal Nutrition <p style="text-align: center;"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक</p>	<p style="text-align: center;">Part A - 80</p> <p style="text-align: center;">Part B - 20</p>

			प्रशासन	
5	Fitter (फिटर)	ITI Diploma in Fitter's Trade.	<p align="center">Part-A</p> <ol style="list-style-type: none"> Theoretical Concept of Fitter Engineering Drawing Measurement Lathe Machine Pipe Joints Drilling Hydraulics Workshop Calculation & Science <p align="center">Part-B</p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>
6	Assistant Manager (General) (सहायक प्रबंधक) (सामान्य)	Graduate with M.B.A from a recognized university/institution established by law in India.	<p align="center">Part-A</p> <ol style="list-style-type: none"> Manpower Planning, Recruitment and Selection Placement and Induction HRM concepts and functions Performance Management Training and Development Employees' Compensation Management Labour Legislations Organizational Behavior Industrial Regulation and Industrial Activities Labour Welfare Activities <p align="center">Part-B</p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु,</p>	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>

			<p>प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	
7	<p>Assistant Manager (Quality Control) (सहायक प्रबंधक) (कि.नि.)</p>	<p>B.Sc(Agri.) from a recognized university established by law in India.</p>	<p>Part-A</p> <ol style="list-style-type: none"> 1. Food Laws & Standards of India & International Food Laws 2. Planning Organization and setting up of Food Analysis Laboratory including NABL/ISO/IEC-17025 : 2017 and laboratory safety 3. The Fertilizer Control Order 1985 and The Seeds (Control) Order, 1983/Insecticide Act 1968 4. Physical, Chemical and Instrumental analysis 5. Minimum support price procurement operations. 6. Quality Control/Assurance 7. Quality and Food Safety Management System & Clean Milk Production Practices - Legal and regulatory requirements, QC Laboratory & testing, Physicochemical properties of milk and milk products, Dairy Microbiological & fermentation technology <p>Part-B</p> <p><u>राजस्थान का सामान्य ज्ञान</u> – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p> <p>अर्थव्यवस्था का परिदृश्य, कृषि, पशुधन, उद्योग व सेवा क्षेत्र के प्रमुख मुद्दे, संवृद्धि, विकास एवं आयोजना, आधारभूत-संरचना एवं संसाधन, प्रमुख विकास परियोजनायें एवं राजकीय कल्याणकारी</p>	<p>Part A - 80</p> <p>Part B - 20</p>

			योजनाएँ	
8	Junior Accountant (कनिष्ठ लेखाकार)	Bachelor degree in commerce from a recognized university/institution established by law in India.	<p align="center"><u>Part-A</u></p> <p>Supply Chain Management, Vendor Management, Inventory Management, Contract Management, Goods and Services Tax, Tendering, Bid Evaluation, Negotiations, Dispute Resolution, Accounting - General accounting principles and policies in accordance with relevant applicable accounting standards, Costing - Standards Costing, actual costing, Opportunity costing, Budget - Capital and Revenue Budgeting and Budgetary control, Projections for next 5 years, Taxation - Income Tax-Advance and Final Income Tax Calculation, deposit, Return and assessment, TDS and TCS- Applicability, Deposit, return, Reconciliation and assessment, GST- Applicability, Input Tax Credit, Invoicing, Deposit, return, reconciliation and assessment</p> <p align="center"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>
9	Programmer (प्रोग्रामर)	<p>1. B.E/B.Tech./M.Sc. in information technology or Computer Science or M.C.A from a university established by law in India or a qualification declared equivalent thereto by the State Government.</p> <p align="center">OR</p> <p>2. M.Tech. degree in the field of</p>	<p align="center"><u>Part-A</u></p> <p>1. Data Base Management Systems 2. Data Base Design 3. Application Development using SQL 4. Internal of RDBMS 5. Data Communication and Computer Networks 6. System analysis 7. System Design 8. System Development</p> <p align="center"><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं,</p>	<p align="center">Part A - 80</p> <p align="center">Part B - 20</p>

		<p>Information Technology or Computer Science or Electronics & Communications from a University established by law in India or a qualification declared equivalent thereto by the State Government.</p> <p>OR</p> <p>3. M.B.A.(IT) from a University established by law in India or a qualification declared equivalent thereto by the State Government.</p>	<p>सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	
10	Informatic Assistant (सूचना सहायक)	<p>1. Graduate or Higher degree in Computer Science/Computer Engineering/Computer Applications/Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India.</p> <p>OR</p> <p>2. Post polytechnic diploma in computer applications or 3 years' Diploma in computer science & Engineering/Computer applications/information Technology or equivalent from a polytechnic Institution recognized by the State Government.</p> <p>OR</p> <p>3. Graduate of a university established by law in India with Diploma in Computer</p>	<p><u>Part-A</u></p> <p>1. Data Base Management Systems 2. Data Base Design 3. Application Development using SQL 4. Internal of RDBMS 5. Data Communication and Computer Networks 6. System analysis 7. System Design 8. System Development</p> <p><u>Part-B</u></p> <p>राजस्थान का सामान्य ज्ञान – राजस्थान के इतिहास की महत्त्वपूर्ण ऐतिहासिक घटनाएं, सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आंदोलन, जनजागरण व राजनीतिक एकीकरण, स्थापत्य कला, राजस्थानी साहित्य, क्षेत्रीय बोलियां, मेले, त्यौहार, लोक-संगीत एवं लोक नृत्य, संत एवं लोक देवता, महत्त्वपूर्ण पर्यटन स्थल</p> <p>प्रमुख भौतिक विशेषताएं और मुख्य भू-भौतिक विभाग, राजस्थान के प्राकृतिक संसाधन, जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता, प्रमुख सिंचाई परियोजनाएं, खान एवं खनिज सम्पदाएं, जनसंख्या</p> <p>राजस्थान की प्रशासनिक व्यवस्था एवं लोक प्रशासन</p>	<p>Part A - 80</p> <p>Part B - 20</p>

		<p>Science/Computer applications/Information Technology or equivalent of a University established by law in India or of an institution recognized by the State Government.</p> <p>OR</p> <p>4. Graduate of a university established by law in India with “O” or higher level Certificate Course conducted by the National Institute of Electronics and Information Technology (NIEIT)/DOEAAC C under the control of Department of Electronics, Government of India.</p> <p>OR</p> <p>5. Graduate of a university established by law in India with Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DP CS) certificate organized under National/State Council of Vocational Training Scheme.</p> <p>AND</p> <p>Speed of 20 Words per Minute typing in Hindi and English both.</p>	
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For the post of Accounts Officer, Animal Nutrition Officer, Operator (Cattle Feed), Fitter, Assistant Manager (General), Assistant Manager (Quality Control), Junior Accountant, Programmer, and Informatic Assistant

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	Professional Knowledge	40	80	Bilingual i.e. Hindi and English	60 Minutes
Part B	General Knowledge of Rajasthan	10	20		
	Total	50	100		60 Minutes

For the post of Jr. Assistant

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Version	Duration
Part A	English	10	20	Bilingual i.e. Hindi and English Except Test of English	60 Minutes
	Basic Arithmetic	10	20		
	Reasoning	10	20		
	Basic Concepts of Computers	10	20		
Part B	General Knowledge of Rajasthan	10	20		
	Total	50	100		60 Minutes

b. The question paper shall be of objective type with 5 multiple choices/alternates as answers, out of which only one choice shall be correct. For every correct answer, two marks will be awarded, however for every wrong answer, 0.50 marks shall be deducted. Those candidates who have obtained at least 33% of total marks in the online examination shall be considered as passed. In case of SC/ST candidates, a minimum of 28% shall be considered as passed.

c. In case of more than one candidate securing same total marks in examination, the candidate older in age will be placed higher in merit. In case the total marks and date of birth is also the same, the candidate possessing higher educational qualification would be considered higher in merit. In case of a tie in date of birth as well as the higher educational qualification, the candidates securing higher percentage of marks in the qualifying examination would be considered higher in merit.

d. Only one question paper will be conducted online for each type of post.

8. **Selection Process and Appointments:-**

(1) Rajasthan Cooperative Recruitment Board will prepare a category wise list of such candidates whom it considers suitable for appointment to the respective posts and will arrange it in order of merit on the basis of consolidated marks of each candidate and will send the recommendation of appointment to the

appointing authority (RAJFED). The appointment order will be issued by the appointing authority (RAJFED) after completing the formalities of character verification, medical and bond, if necessary.

(2) In this process, the candidates belonging to Scheduled Caste/Scheduled Tribe/Backward Class/More Backward Class/EWS, who get a place in the vacancies of unreserved category in the selection list on their own merit, will be counted among the unreserved vacancies until they have Apart from the application fee, the relaxation in age and experience etc. should not have been availed. After availing the benefit of relaxation in any reserved category like age and experience, those candidates will be counted in their reserved category in all service projects including promotion.

(3) The appointing authority (RAJFED) will issue appointment orders to the candidates in order of merit from the merit list recommended by the Rajasthan Cooperative Recruitment Board.

Before issuing the appointment order, the candidates selected by the appointing authority will get medical examination done by the Chief Medical and Health Officer (CMHO or higher), Medical Officer/Board. If any fee is payable for the said medical examination, it will be borne by the candidate.

Before issuing the appointment order, police character verification of the selected candidates will be done. In case of urgent need of personnel, as an exception, appointment can be made by the appointing authority by taking an affidavit from the candidate before character verification, but such appointment will be subject to the police character verification report.

Candidates selected by the appointing authority will be required to submit a bond ranging from Rs 25000/- to Rs 50000/-. If such candidates resign from the post before the probation period, the bond amount will have to be paid to the employer.

Provided that mere inclusion of a candidate's name in the list does not entitle him to appointment, unless the appointing authority, after such inquiry as he deems necessary, is satisfied that such candidate is eligible for appointment to the concerned post. Suitable for all other types.

Note:-

- a. RAJFED is an independent co-operative body and the appointment letters to the finally selected candidates will be issued by RAJFED, for which the candidate has been selected.
- b. The Board is conducting common examination for recruitment to each of the various categories of posts advertised on behalf of RAJFED and after issuing common merit lists for each of the posts on the basis of such examination, recommendations for appointment of candidate in an institution shall be made on the basis of his/her ranking in the merit.
- c. If a woman candidate secures merit in the general category and there is no seat reserved for woman candidates in the institution, she will be allotted a post against the mixed vacancies (male+female) of the general category. 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 having that there is no reservation for male candidates.

- d. The selection list prepared and recommended by the Board shall be made available to RAJFED on the basis of which, the RAJFED shall take up the process of appointment.
- e. The candidates recommended for appointment shall be given appointment on a fixed remuneration for the initial two years. The remuneration shall be as fixed by the Registrar, Cooperative Societies, Rajasthan from time to time. No extra allowances and perquisites shall be payable to the selected candidate other than the fixed remuneration.
- f. Every newly appointed personnel shall be on probation for two years. Full pay as per the prevailing pay grades shall be paid only after the satisfactory completion of the probation period. RAJFED may extend the probation period of a personnel up to a period of one year, if his/her work is not found satisfactory.
- g. Before joining, as probationers, the selected candidates have to fulfill all the necessary formalities fixed by RAJFED and shall execute a two years' service bond of prescribed value with RAJFED as per the guidelines of the RAJFED.
- h. Before joining the selected candidates shall complete the necessary formalities decided by RAJFED which include the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the RAJFED.

9. **Document Verification**

Following the rules of reservation, Rajasthan Cooperative Recruitment Board will prepare a selection list of successful candidates on merit basis on the basis of vacant posts and will make it available to Rajfed. After completion of document verification and other formalities of the candidates mentioned in the selection list determined and recommended by Rajasthan Cooperative Recruitment Board, appointment letters will be issued by Rajfed.

10. **Pay and Emoluments-** Post wise pay scales and admissible emoluments/perquisites are available at **annexure 2**

11. **Educational Qualifications:-**

Minimum Educational Qualifications required for the different posts as on last date of submitting online applications:-

S.No.	Name Of Post	Minimum Educational Qualification
1	Accounts Officer (लेखाधिकारी)	Bachelor`s Degree in commerce from a university established by law in india with 1st Division & Intermediate CA/ICWA.
2	Animal Nutrition Officer (पशुपोषण अधिकारी)	M.V.Sc.(Animal Nutrition) from a recognized university/institution established by law in India.
3	Junior Assistant (कनिष्ठ सहायक)	Graduate & Diploma in computer application of RS-CIT
4	Operator (Cattle Feed) (ऑपरेटर) (पशुआहार)	ITI Diploma in Fitter`s Trade.

5	Fitter (फिटर)	ITI Diploma in Fitter`s Trade.
6	Assistant Manager (General) (सहायक प्रबंधक) (सामान्य)	Graduate with M.B.A from a recognized university/institution established by law in India.
7	Assistant Manager (Quality Control) (सहायक प्रबंधक) (कि.नि.)	B.Sc(Agri.) from a recognized university established by law in India.
8	Junior Accountant (कनिष्ठ लेखाकार)	Bachelor degree in commerce from a recognized university/institution established by law in India.
9	Programmer (प्रोग्रामर)	B.E/B.Tech./M.Sc. in information technology or Computer Science or M.C.A from a university established by law in India or a qualification declared equivalent thereto by the State Government. OR M.Tech. degree in the field of Information Technology or Computer Science or Electronics & Communications from a University established by law in India or a qualification declared equivalent thereto by the State Government. OR M.B.A.(IT) from a University established by law in India or a qualification declared equivalent thereto by the State Government.
10	Informatic Assistant (सूचना सहायक)	Graduate or Higher degree in Computer Science/Computer Engineering/Computer Applications/Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India. OR Post polytechnic diploma in computer applications or 3 years' Diploma in computer science & Engineering/Computer applications/information Technology or equivalent from a polytechnic Institution recognized by the State Government. OR Graduate of a university established by law in India with Diploma in Computer Science/Computer applications/Information Technology or equivalent of a University established by law in India or of an institution recognized by the State Government. OR Graduate of a university established by law in India with "O" or higher level Certificate Course conducted by the National Institute of Electronics and Information Technology (NIEIT)/DOEAACC under the control of Department of Electronics, Government of India. OR Graduate of a university established by law in India with Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DP CS) certificate organized under National/State

		Council of Vocational Training Scheme. AND Speed of 20 Words per Minute typing in Hindi and English both.
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- Note:** (a) The date of passing the eligibility examination will be the date appearing on the mark sheet/Provisional certificate or the date on which the result was posted on the website of the university / institution, whichever is earlier.
- (b) Only those candidates will be eligible who have acquired the minimum educational qualification by the last date of submitting online applications.
- (c) Cutoff date of educational qualification - Calculation of educational qualification will be the last date fixed for receipt of online applications. If a candidate has given the examination for the educational qualification mentioned in the rules, but the result has not yet come, he can still apply, but at the time of document verification for recruitment, the selected candidate will have to submit the proof of passing the examination, otherwise will be denied appointment.

12. Age Limit:

For the posts of pay matrix level 12 and above level Candidate should have a minimum age of 21 years but less than 40 years as on **1-January-2026** and for the posts upto pay matrix level 11 Candidate should have a minimum age of 18 years but less than 40 years as on **1-January-2026. Post wise pay matrix levels are shown on Annexure 2.**

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

- 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 before the last date 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.
 - a) In case of male candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes/More Backward Classes/EWS of Rajasthan, a relaxation of 5 years will be given in the upper age limit;
 - b) In case of general category Women, a relaxation of 5 years will be given in the upper age limit; and
 - c) In case of woman candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes / More Backward Classes/EWS of Rajasthan, a relaxation of 10 years will be given in the upper age limit.
1. 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 appearing before the department, 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.
 2. There shall be no upper age limit for widow and divorcee candidates but not over the 60 years.

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 2 years.
4. According to the notification dated 14.10.2021 of the Department of Social Justice and Empowerment, sub-rule 6 of Rajasthan Rights of Persons with Disabilities Rules-2018. According to this, benchmark disabled candidates will be given a relaxation of 5 years in the upper age for direct recruitment posts and this relaxation will be in addition to the relaxation given in the upper age as per their category.

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: The provisions regarding relaxation in the upper age limit as mentioned in paras 2 to 4 are non- accumulative, 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.

13. Provisions regarding reservations-

- a. The vacancies to be filled up in the RAJFED will have reservation for SC/ST/BC/MBC/Women (including widow and divorcee women)/Ex-servicemen/disabled/Economically Weaker Sections in accordance with the reservation provisions applicable for recruitment of personnel in the State Government.

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

Candidates of Domicile of Rajasthan State are entitled for reservation benefits as per rules. Candidates belonging to states other than Rajasthan should apply as general category candidates.

- b. (i) Posts reserved for SC/ST remaining vacant for want of eligible and suitable candidates of these categories may be filled up by general category candidates after keeping the posts vacant for three years but the backlog for these categories will continue.
(ii) Posts reserved for BC/MBC/EWS/disabled (total 4%, 1% for each) candidates will be filled up through regular process in accordance with the rules, if eligible and

suitable candidates belonging to these categories are not available.

- c. There shall be a categorywise horizontal reservation for woman candidates. Reservation for woman candidates shall be adjusted against the relevant category to which she belongs. If a woman candidate secures merit in the general category and there is no seat reserved for women in general category in the Institution, 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 category.

Clarification

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 shall be required to produce the latest non-creamy layer BC certificate in the name of her father on the basis of his residence and income. A certificate issued in the name of her husband and his income shall not be entertained.

- d. In recruitment, a third option (other) has been given for transgender candidates along with male and female candidates. Transgender candidates are required to apply through the third option (Others).
- e. According to the letter number P.21(1) Personnel/A-2/2023(29)-07625 dated 26.5.2023 of the Principal Secretary, Personnel Department (A-2), Government of Rajasthan, transgender candidates will be considered in OBC category. Reservation will be given in OBC category.
- f. Transgender (Others) candidates should have a identity card issued from competent authority as per the provisions of The Transgender Persons (PROTECTION OF RIGHTS) ACT, 2019 and Rules 2020 (**Annexure- 6**) and also have an affidavit as per circular of Social Justice and Empowerment Department, Rajasthan dated 19.07.2019 regarding the gender choice issued and signed before the last date of submitting the online application (**Annexure-7**).

14. Disqualifications for appointment–

- (a) The candidate having more than one living spouse shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from enforcement of this rule.
- (b) The candidate, who is married to a person who is already having a living lawful spouse, shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from 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 person having more than two children, who was not disqualified on June 1, 2002, shall not be considered disqualified for recruitment unless there is an increase in the number of offsprings he/she had on June 1, 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 requirements, 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) This sub-rule shall not be applicable to the appointment of a widow of a deceased employee of the RAJFED, if applied as the dependent under the rules.

15. Certificates -

1. Caste certificates should be in the prescribed format issued by a competent authority.
2. Married woman candidate belonging to SC / ST / TSP / Saharia group must also submit the certificate issued in the name of her father, otherwise she will not get the benefit under this category. The certificate issued in the husband's name is not recognized.
3. The caste certificate produced by a Scheduled Caste/Scheduled Tribe/ 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.
4. The candidate belonging to BC/MBC of the State of Rajasthan will be required to furnish a relevant certificate regarding 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 1 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.

5. Candidates seeking reservation for economically weaker category(EWS) must be domicile of Rajasthan and must have income and asset certificate in the prescribed format issued by the competent authority before the date of online application.
6. It is necessary for the candidates seeking reservation in disabled category to have a certificate issued by the competent authority with clear mention of benchmark disability before the date of application.

Note: After declaration of examination result, candidates will be required to produce all the original certificates for verification of documents regarding his/her eligibility.

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 Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card/E-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 and Learner's Driving License are not 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

Biometric data (thumb impression) and photograph will be captured before the start of examination at the examination venue. 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 occasion may lead to cancellation of candidature. With regards to the same, please note the following:

- (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.
- (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
- (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- (d) If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

- (Any failure to observe these points will result in non-admittance for the examination).

17. Other Important Instructions:

- (a) **Candidates will have to invariably 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 carefully read this advertisement and follow all the instructions given for submitting online application.
- (c) Candidates belonging to SC/ST/BC/MBC/EWS/OTH (Sahariya) and applying for General category will get age and fee relaxation which is available to them in their respective category. However, the cut off marks shall be of General category. They will however, be counted towards their respective category for all future service matters, including promotions.
- (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. RAJFED/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 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 RAJFED/Board, his/her services are liable to be summarily terminated.

- (e) Instructions regarding allowing candidates entry/exit into examination centre in hall, attendance in hall, rough work, delayed entry of candidates etc. to be finalized with IBPS.
- (f) Decision of RAJFED/Board in all matters regarding eligibility of the candidate, the 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 RAJFED/Board in this behalf.
- (g) 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.
- (h) 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.
- (i) Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.
- (j) Online applications once registered will not be allowed to be withdrawn.
- (k) 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.
- (l) Any canvassing or creating influence for undue advantage shall lead to disqualification from the recruitment process.
- (m) Any request for change of address, details mentioned in the online application form will not be entertained.
- (n) Any request for change of date, time and venue for online examination will not be entertained.
- (o) 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.
- (p) A 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 RAJFED/Board in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted.
- (q) A recent, recognizable photograph 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 can lead to disqualification.

- (r) 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 the 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.
- (s) Candidates will have to appear for the examination at their own expense.
- (t) RAJFED/BOARD shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with anyone.
- (u) Appointment of provisionally allotted candidate is subject to his/her being declared medically fit, as per any other requirements of the RAJFED and subject to service and conduct rules of the RAJFED. Decision of RAJFED to which candidates are provisionally allotted will be final and binding on candidates in this regard. The BOARD has no role to play in this regard.
- (v) The BOARD reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- (w) Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.
- (x) 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 the BOARD website <https://rajcrb.rajasthan.gov.in> for latest updates.

17. (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 scribe must be lower than the prescribed minimum educational qualification for the

post applied.

- Both, the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a 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.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(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 of examination.
- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

(IV) **Use of Scribe & Compensatory time (persons having less than 40% disability):** In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

A. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical

authority of a Government healthcare institution as per proforma at **Annexure-4**.

B. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Annexure-5**.

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

18. Following items are not allowed inside the examination centre:-

- (a) **Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.**
- (b) **Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.**
- (c) **Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.**
- (d) **All ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch, buttons etc. should be thoroughly checked.**
- (e) **Any watch/Wrist Watch, Camera, etc.**
- (f) **Any metallic item**
- (g) **Any eatable item opened or packed, water bottle etc.**
- (h) **Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.**

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. The BOARD or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at their cost or risk.

19. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means, or
- (ii) impersonating or procuring impersonation by any person, or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any

- purpose, or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature, or
 - (v) obtaining support for his/ her candidature by unfair means, or
 - (vi) carrying mobile phones, bluetooths or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination for which he/ she is a candidate;
 - (b) to be debarred either permanently or for a specified period from any examination conducted by the BOARD;
 - (c) for termination of service, if he/ she has already joined the RAJFED/Institutions.

Important: The 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 Government Service or a Government Industrial Enterprise or in any other similar organization or non-Government Organization should intimate their employer and seek permission to appear in the examination. In case it is found that the candidate has not informed his/her employer or that his/her employer has refused the permission to appear in the examination, his/her candidature shall be liable to be rejected at any stage.
- 22. In case of ambiguity in English and Hindi version, 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 Registrar, Cooperative Societies, Rajasthan, shall be final.

(Jitendra Prasad)
Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur

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 –(i) Accounts Officer (ii) Animal Nutrition Officer (iii) Programmer (iv) Assistant Manager (General) (v) Assistant Manager (Quality Control) (vi) Junior Accountant (vii) Junior Assistant (viii) Operator (Cattle feed) (ix) Fitter (x) Informatic Assistant :-

S.No.	Exam Centre
1.	Ajmer
2.	Bikaner
3.	Jaipur
4.	Jodhpur
5.	Kota
6.	Sikar
7.	Sri Ganganagar
8.	Udaipur

Note: in case the number of candidates cannot be accommodated within the above centres, candidates may be accommodated in adjoining districts in Rajasthan.

Pay Scales and Emoluments**Description of Pay Scale and Monthly Pay being drawn at RAJFED:-**

S.No.	Name Of Post	Pay Matrix Level	Running Pay Band	Payments in Probation period
1	Accounts Officer	Level-14	PB-3(15600-39100)	39300
2	Animal Nutrition Officer	Level-14	PB-3(15600-39100)	39300
3	Programmer	Level-12	PB-2(9300-34800)	31100
4	Assistant Manager (General)	Level-11	PB-2(9300-34800)	26500
5	Assistant Manager (Quality Control)	Level-11	PB-2(9300-34800)	26500
6	Junior Accountant	Level-10	PB-2(9300-34800)	23700
7	Junior Assistant	Level-05	PB-1(5200-20200)	14600
8	Operator (Cattle Feed)	Level-05	PB-1(5200-20200)	14600
9	Fitter	Level-05	PB-1(5200-20200)	14600
10	Informatic Assistant	Level-05	PB-1(5200-20200)	14600

Candidates after selection and appointment will be paid a fixed emolument during the probation period as fixed by the orders of the Registrar, Cooperative Societies, Rajasthan.

Note- Selected candidates shall be appointed on the above emoluments on probation for a period of two years. During probation, appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above.

- 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 him/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 20-50kb for left thumb impression.
- For hand written declaration size of file should be 50kb – 100kb
- Ensure that the size of the scanned image is not more than 100 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 * 3 cm (Width * 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 cm * 5 cm (Width * 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, 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:

- (1) In case 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.
- (2) After registering online, candidates are advised to take a printout of their system generated online application forms.

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs
(Name of the candidate), S/o /D/o, a resident
of(Vill/PO/PS/District/State), aged
..... yrs, a person with
(nature of disability/condition), and to state that he/she has limitation which
hampers his/her writing capability owing to his/her above condition. He/she
requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

Signature & Name	Signature & Name	Signature & Name	Signature & Name	Signature & Name
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
Signature & Name				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State).
My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

तृतीय लिंग के लिए पहचान-पत्र

क्रमांक **RJ** / जिलाकोड /

दिनांक:

नाम.....(पूर्व नाम.....)

जन्म तिथि.....

ट्रांसजेण्डर का प्रकार.....(पुरुष / स्त्री / तृतीय लिंग)

रक्त समूह

सम्पर्क नं.....

वर्तमान पता:.....

स्थायी पता:.....

पासपोर्ट साईज
फोटो

हस्ताक्षर

निर्देश-

जारीकर्ता प्राधिकारी

पदनाम

1. यह पहचान-पत्र सभी शासकीय प्रयोजनों के लिए जैसे-राशन कार्ड, आधार कार्ड एवं जन्म प्रमाण-पत्र इत्यादि के लिए (तृतीय लिंग हेतु मान्य होगा)
2. इस पहचान-पत्र की सुरक्षा का जिम्मा स्वयं पहचान पत्र धारित का होगा।
3. पहचान-पत्र के खो जाने पर तुरंत नजदीकी पुलिस थाने में सूचना देवें एवं इसकी प्रति जारीकर्ता के कार्यालय में प्रस्तुत कर पुनः आवेदन किया जा सकेगा।

शपथ पत्र
(नोटरी पब्लिक/ओथ कमीशनर से अधिप्रमाणित)

मैं,पुत्र/पुत्री श्री..... और श्रीमती.....
आयु.....व्यवसाय....., राष्ट्रीयता.....निवासी.....विश्वास
सत्य निष्ठा से निम्न घोषणा करता हूं कि—

1. मेरा जन्म, दिनांक.....कोस्थान.....पर हुआ था।
2. मैं जन्म से एक भारतीय नागरिक हूं और उपरोक्त वर्णित मेरा स्थायी पता है।
3. जन्म के समय मेरा जैविक लिंग.....(पुरुष/स्त्री) था और वही मेरे जन्म प्रमाण-पत्र, पहचान-पत्र, पेनकार्ड, राशनकार्ड, विद्यालय प्रमाणपत्रों, विश्वविद्यालय प्रमाणपत्र, बैंक खाता, जीवनबीमा पॉलिसी और अन्य दस्तावेजों में दर्ज किया गया है।

दस्तावेजों की छाया प्रति संलग्न है और अक्षर "अ" के द्वारा चिन्हित कर दिया गया है।

4. जन्म के समय मुझे.....(पुरुष/स्त्री) के रूप में पहचाना गया, हालांकि मेरा जन्म ट्रांसजेंडर के रूप में हुआ था, मेरी पहचान पुरुष/स्त्री लिंग भूमिका के अनुरूप की गयी/नहीं की गयी और मैं एक महिला/पुरुष, ट्रांसजेंडर के रूप में स्वयं को पहचाना जाना पसंद करता हूं/करती हूं। लेकिन कानून इसकी अनुमति नहीं देता था, इसलिए मैंने अपनी लिंग पहचान एक पुरुष/स्त्री के रूप में जारी रखी, हालांकि मैं उसके अनुरूप नहीं था/थी।
5. वर्तमान में मैं एक.....(स्त्री/पुरुष) हूं और मेरा लिंग ट्रांसजेंडर (स्त्री/पुरुष).....
...के रूप में स्वयं की पहचान चाहता हूं/चाहती हूं।
6. माननीय सर्वोच्च न्यायालय ने दिनांक 15 अप्रैल 2014 को (रिट याचिका (सिविल) संख्या 400-2012) में निर्णय दिया है कि ट्रांसजेंडर व्यक्ति को स्वयं को लिंग की पहचान का अधिकार है मा0 सर्वोच्च न्यायालय केन्द्र व राज्य सरकारों को पुरुष, स्त्री तृतीय लिंग के रूप में कानूनी मान्यता देने एवं सिफारिशों को लागू करने के लिये निर्देशित किया है।

यहां संबंधित पेज संलग्न है और अक्षर "ब" से चिह्नित कर दिया गया है।

7. यह है कि अब से मैं अपनी पुरुष/स्त्री भूमिका के अनुरूप स्वयं के वर्तमान नाम.....
.....के स्थान परनाम से पहचान पत्र चाहता हूं/चाहती हूं।
8. मैं घोषणा करता हूं कि (वर्तमान नाम).....पुत्र श्री.....तथा (नया नाम).....पुत्री श्री.....एक ही व्यक्ति है।
9. यह कि भविष्य में मेरे नाम को ले कर कोई भ्रम को समाप्त करने के लिए मैं चाहता हूं/चाहती हूं कि मुझे "....."नाम जाना जावे और यह कि मैं भविष्य में अपने हस्ताक्षर "....."नाम से करूंगा/करूंगी।
10. यह है कि शपथ-पत्र पर शपथ लेने का उद्देश्य है कि मैं इस समय से धोषणा करता हूं/करती हूं कि किसी भी अवसरों के लिए, मैंने स्वयं के लिए जो लिंग घोषित कर दिया है, उसका उपयोग निजी के साथ-साथ सभी रिकार्डों, कर्म और लेखन में और सभी कार्यवाही, व्यवहार और लेन-देन में करूंगा/करूंगी।
11. यह शपथ-पत्र में दिये गये तथ्य मैंने स्वयं की इच्छा से, ज्ञान में, ईमानदारी और होशो हवास में दिये है।

हस्ताक्षर

सत्यापन

मैं.....अधोहस्ताक्षरकर्ता सत्यापित करता हूं कि उपरोक्त बिन्दु सं.

1 से 11 के तथ्य मेरे ज्ञान में सही एवं सत्य है कोई तथ्य असत्य नहीं है तथा इसमें कोई तथ्य छिपाया नहीं गया है।

हस्ताक्षर

**Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur**