

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No JPD/CAO/AO/Rules/F 31/D. 287

Jaipur, Dated: 11.02.2010

ORDER

**Sub:- Procedure of recruitment and qualification for appointment on various posts of Accounts wing.**

Pursuant to the decision taken by the Board of Directors in its 168<sup>th</sup> meeting held on 8.02.2010, it is hereby ordered that the procedure of recruitment and qualification for appointment to the posts of Junior Accountant, Accountant, Asstt. Accounts Officer and Accounts Officer shall be as per Annexure- I, II, III & IV, appended herewith. The paper of General English, wherever referred in the Annexure-I, II, III & IV, would be equivalent to the standard of Secondary level Examination. Accordingly necessary amendments in the Ministerial Staff Regulations, 1962 and Officers Service (Recruitment, Promotion & Seniority) Regulations, 1974 are being issued, separately. These qualifications come into force & become effective with immediate effect. All pending recruitment and promotions shall be done as per these new guidelines & qualifications.

Encl: as above.

By order,

  
(K. L. Gupta)

**Chief Accounts Officer(ATR)**

Copy submitted/forwarded to the following for information and necessary action:-

- (1) The Chief Engineer ( ), JPD \_\_\_\_\_
- (2) The Dy. Chief Engineer ( ), JPD, \_\_\_\_\_
- (3) The Chief Personnel Officer, JPD, Jaipur.
- (4) The Addl. Superintendent of Police (Vig.), JPD, Jaipur.
- (5) The Chief Accounts Officer ( ), JPD, Jaipur.
- (6) The Superintending Engineer (IT), JPD, Jaipur.
- (7) The Secretary (Admn.)/Company Secretary, JPD, Jaipur.
- (8) The Sr. Accounts Officer ( ), JPD, \_\_\_\_\_
- (9) The Sr. Personnel Officer /Personnel Officer ( ), JPD, Jaipur.
- (10) The Executive Engineer ( ), JPD, \_\_\_\_\_
- (11) The Dy. Secretary (GAD), JPD, Jaipur.
- (12) The Public Relation Officer, JPD, Jaipur.
- (13) The Accounts Officer/Asstt. Accounts Officer ( ), JPD, \_\_\_\_\_
- (14) The Asstt. Secretary/Estt. Officer ( ), JPD, Jaipur.
- (15) P.A. to the Chairman and Managing Director, JPD, Jaipur.
- (16) P.A. to the Director (Finance/Technical), JPD, Jaipur.

Superintending Engineer

No 3981

(M. P. Jain)

17.2.10.

  
(M. P. Jain)  
Accounts Officer (Rules)

**JUNIOR ACCOUNTANT****100% by Direct Recruitment from Open Market****Minimum Qualification:-**

Commerce Graduation Degree with 1<sup>st</sup> Division.

**Procedure :-**

Written Competitive Examination, comprising of two Papers shall be got conducted through an outside agency e.g. HCM RIPA, Jaipur or Kota Open University or any other Department/ Agency of or under the control of Central/ State Government. The standard and syllabus of the exam will be of Graduation Degree level.

The written exam shall be given 90% weightage i.e. the percentage of total marks obtained in written exam shall be multiplied by 90% and the quotient shall be the EXAM Marks. And remaining 10 marks (Max.) shall be awarded as BONUS Marks as follows:-

**(a) for higher qualification-**

- |   |               |
|---|---------------|
| (i) C.A. - 6  | (ii) ICWA - 5 |
| (iii) MBA(Fin.) with 60% or more / MCA with 60% or more - 4   |               |
| (iv) CA(Inter)/ ICWA(Inter) - 3   |               |
| (v) MBA(Fin.) with less than 60% / MCA with less than 60% /<br>M.Com. 1 <sup>st</sup> Div./ICWA/BCA - 2 |               |

(b) for each completed year of experience on any Ministerial cadre post in the Nigam in the regular pay scale (i.e. excluding Probation Training Period), 1 (one) Bonus Marks, but not more than 5 marks.

**NOTE :-**

1. There shall be two Papers as follows:-

- (a) **Paper-I** :- Maximum marks - 300 (3 hours' duration)  
Accounting, Auditing & Taxation.
- (b) **Paper-II** :- Maximum marks - 100 (3 hours' duration)  
General English & General Awareness

Unreserved category candidates will have to acquire minimum 50% marks in each Paper, separately. For reserved category candidates it will be 40%.

2. All candidates, except those already possessing a qualification in the "Computer" field recognized by the Central/ State Government equivalent to BCA or O-Level course or PGDCA or CIC/CFE from IGNOU, shall be required to acquire minimum 6 months' Computer course e.g. O-Level course or PGDCA or CIC/CFE from IGNOU or any other course recognized by the Government, during the 2 years of "Probation Training Period". If any candidate failed to do so, his probation period will be extended upto the maximum of One (1) year period and in case he/she fails to acquire the same even in such extended period, his services will be liable to be terminated.

3. MBA(Finance) & M.Com. qualifications must be of minimum 2 years' duration and acquired as a regular student, and it doesn't include any qualification through distance learning programme. However, it includes 2 years' PG Diploma in Business Mgt. declared equivalent to MBA(Finance).

*Handwritten signature/initials*

## ACCOUNTANT

**50% by Direct Recruitment from Open Market****Minimum Qualification :-**

Commerce graduate Degree with minimum 70% marks.

**Procedure :-**

Written Competitive Examination, comprising of two Papers shall be got conducted through an outside agency e.g. HCM RIPA, Jaipur or Kota Open University or any other Department/ Agency of or under the control of Central/ State Government. The standard and syllabus of the exam will be of Graduation Degree level.

The written exam shall be given 90% weightage i.e. the percentage of total marks obtained in written exam shall be multiplied by 90% and the quotient shall be the EXAM Marks. And remaining 10 marks (Max.) shall be awarded as BONUS Marks as follows:-

(a) for higher qualification --

- |   |               |
|---|---------------|
| (i) C.A. - 6  | (ii) ICWA - 5 |
| (iii) MBA(Fin.) with 60% or more / MCA with 60% or more - 4   |               |
| (iv) CA(Inter)/ ICWA(Inter) - 3   |               |
| (v) MBA(Fin.) with less than 60%/ MCA with less than 60%/<br>M.Com. 1 <sup>st</sup> Div./ DCWA/ BCA - 2 |               |

(b) for each completed year of experience as Jr. Accountant in the Nigam in the regular pay scale (i.e. excluding Probation Training Period), 1 (one) Bonus Marks but not more than 5 marks

**Note :-**

1. There shall be two Papers as follows:-

- (a) **Paper-I:-** Accounting, Auditing & Taxation (Maximum marks- 300; 3 hours' duration)
- (b) **Paper-II:-** General English & General Awareness (Maximum marks-100; 3 hours' duration)

Unreserved category candidates will have to acquire minimum 50% marks in each Paper, separately. For reserved category candidates it will be 40%.

2. All candidates, except those already possessing a qualification in the "Computer" field recognized by the Central/ State Government equivalent to BCA or O-Level course or PGDCA or CIC/CIT from IGNOU, shall be required to acquire minimum 6 months' Computer course e.g. O-Level course or PGDCA or CIC/CIT from IGNOU or any other course recognized by the Government, during the 2 years of "Probation Training Period". If any candidate failed to do so, his probation period will be extended upto the maximum of One (1) year period and in case he/she fails to acquire the same even in such extended period, his services will be liable to be terminated.
3. MBA(Finance) & M.Com. qualifications must be of minimum 2 years' duration and acquired as a regular student, and it doesn't include any qualification through distance learning programme. However, it includes 2 years' PG Diploma in Business Mgt. declared equivalent to MBA(Finance).

**10% by Fast Track Promotion Scheme**

- (a) On the basis of "Merit-cum-Seniority" from Jr. Acctt. of Nigam in regular pay scale & possessing C.A. qualification.
- (b) If vacancies could not be filled as per (a) above, then such vacancies may be filled on "Merit-cum-Seniority" basis from amongst Jr. Acctt. of Nigam having 3 years' experience in regular pay scale (i.e. excluding Probation Training Period) and possessing qualification of MBA(Fin) with 60% or more/ ICWA/ CA(Inter)/ ICWA(Inter)/ CS/ DCWA.

If despite that, any vacancy of this quota remains unfilled due to non-availability of suitable candidates in a particular year, such unfilled vacancy shall be merged with Promotion quota for appointment on "Seniority-cum-Merit" basis in that year.

**ASSISTANT ACCOUNTS OFFICER**

**90% by Promotion**

Amongst Accountants on "Seniority-cum-Merit" and "Merit" basis in the ratio of 50:50.

**10% by Fast Track Promotion Scheme**

(a) On the basis of "Merit-cum-Seniority" from Acctt. of Nigam in regular pay scale & possessing C.A. qualification.

(b) If vacancies could not be filled as per (a) above, then such vacancies may be filled on "Merit-cum-Seniority" basis from amongst Acctt. of Nigam having 3 years' experience in regular pay scale (i.e. excluding Probationer Training Period) and possessing qualification of MBA(Fin) with 60% or more/ ICWA.

If despite that, any vacancy of this quota remains unfilled due to non-availability of suitable candidates in a particular year, such unfilled vacancy shall be merged with Promotion quota for appointment on "Seniority-cum-Merit" basis in that year.

**Note :-**

MBA(Finance) & M.Com. qualifications must be of minimum 2 years' duration and acquired as a regular student, and it doesn't include any qualification through distance learning programme. However, it includes 2 years' PG Diploma in Business Mgt. declared equivalent to MBA(Finance).

**ACCOUNTS OFFICER**

**40% by Promotion**

50% by “Seniority-cum-Merit” and 50% by “Merit” amongst AAOs..

**50% by Direct Recruitment from Open Market**

- (i) In the first attempt, appointment will be made amongst Chartered Accountants, through campus interviews organized by the Institute of Chartered Accountants of India.
- (ii) In case campus selection is not successful or if on campus interview is scheduled in the near future, then recruitment be made through open advertisement as per procedure given below :-

**Minimum Qualification :-**

CA/ ICWA or MBA(Fin.) with 1<sup>st</sup> Divi. or 1<sup>st</sup> Divi. M.Com. alongwith B.Com. with mini.70% marks.

**Procedure :-**

Written Competitive Examination, comprising of two Papers will be got conducted through an outside agency e.g. HCM RIPA, Jaipur or Kota Open University or any other Department/ Agency of or under the control of Central/ State Government. Standard and syllabus will be of Graduation Degree level. Papers shall be as follows:-

- (a) **Paper-I - Accounting, Auditing & Taxation (Max. marks – 200)**  
Questions on topics relating to Accounting, Auditing and Taxation will be of maximum 100, 60 & 40 marks respectively.
- (b) **Paper-II - English & General Awareness (Max. marks – 100)**  
This will be for adjudging knowledge on the following subjects :-
  - (i) English - max. 50 marks  
{Max. Marks for Essay/ Comprehension- 20 marks; Preci- 10 & Grammar- 20}
  - (ii) General Awareness - max. 30 marks
  - (iii) Mental aptitude/ Reasoning - max. 20 marks

Minimum passing marks in each Paper for unreserved and reserved category candidates will be 50% and 40% respectively.

Candidates working in the Nigam as Jr. Accountant/ Accountant shall be awarded 1 (one) Bonus Marks and AAO shall be awarded 2 (two) Bonus marks for each completed year of experience as Jr. Accountant/ Accountant/ AAO in the Nigam in the regular pay scale (i.e. excluding Probation Training Period), but not more than 5 marks

A merit list shall be prepared on the basis of aggregate marks obtained in the Written Competitive Exam (both papers) as well as Bonus Marks, if any. Candidates limited to three times of vacancies under each Category shall be called for verification of their testimonials before a Committee constituted by the CMD.

**10% by Fast Track Promotion Scheme**

- (a) On the basis of “Merit-cum-Seniority” amongst AAOs of Nigam, having 3 years’ regular experience in regular pay scale and possessing qualification of CA.
- (b) If vacancies could not be filled as per (a) above, then AAOs of Nigam having 5 years’ regular experience in regular pay scale and possessing qualification of MBA(Fin) with 60% or more/ ICWA.

If despite that, any vacancy of this quota remains unfilled due to non-availability of suitable candidates in a particular year, such unfilled vacancy shall be merged with Promotion quota for appointment on “Seniority-cum-Merit” basis in that year.

**Note :-**

MBA(Finance) & M.Com. qualifications must be of minimum 2 years’ duration and acquired as a regular student, and it doesn’t include any qualification through distance learning programme. However, it includes 2 years’ PG Diploma in Business Mgt. declared equivalent to MBA(Finance).