



Rajasthan Electronics & Instruments Limited

Shaping Rural India through Electronics, Energy and IT solutions

Recruitment for the post of Jr. Accountant, Technical Assistant, Office Assistant, Technician, and Driver, in regular scale

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Schedule 'C', "Mini Ratna" Central Public Sector Enterprises under the administrative control of Ministry of Heavy Industries & Public Enterprises, Government of India. The Company is a profit making and dividend paying PSU since inception and has been certified with ISO 9001:2015 and ISO 14001: 2015. REIL provides technology solutions for analysis of milk across all verticals of Dairy Industry sector; addresses energy needs of the rural and related urban sector through Solar Photo Voltaic; and Information Technology & security surveillance applications for e-governance, dairy vertical, small business and Government sectors. Company has achieved rapid growth in last few years and doubled its Turnover to Rs. 245.00 Crore for the year 2017-18 with three digit net worth and has aimed to achieve higher growth in near future.

1.0 APPLICATIONS have been called for:

S. No.	Name of Post(s)	Qualification / Job Description	No. of Posts	Category	Pay Scale	Age (Yrs.) (Maximum)
1	Jr. Accountant	As per Annexure-I	01	UR	24,500-3%-90,000	35 Yrs.
2	Technical Assistant	As per Annexure-II	03	UR-01, ST-01, SC-01	23,000-3%-80,000	42 Yrs.
3	Office Assistant	As per Annexure-III	01	UR	18,500-3%-70,000	30 Yrs.
4	Technician	As per Annexure-IV	01	UR	18,500-3%-70,000	42 Yrs.
5	Driver	As per Annexure-V	01	UR	18,500-3%-70,000	32 Yrs.

For PWD (Person with Disability) candidates, reservation will be as per Government guidelines.

2.0 Upper Age Limit in years as on 08.03.2019:

S. No.	Name of Post(s)	General	OBC*	SC/ST	PWD		
					General	OBC*	SC/ST
1	Jr. Accountant	35 Yrs.	38 Yrs.	40 Yrs.	45 Yrs.	48 Yrs.	50 Yrs.
2	Technical Assistant	42 Yrs.	45 Yrs.	47 Yrs.	52 Yrs.	55 Yrs.	57 Yrs.
3	Office Assistant	30 Yrs.	33 Yrs.	35 Yrs.	40 Yrs.	43 Yrs.	45 Yrs.
4	Technician	42 Yrs.	45 Yrs.	47 Yrs.	52 Yrs.	55 Yrs.	57 Yrs.
5	Driver	32 Yrs.	35 Yrs.	37 Yrs.	N/A	N/A	N/A

* Non-creamy layer

3.0 QUALIFICATION AND EXPERIENCE

3.1 Jr. Accountant

The incumbent should be a CA (Inter)/ICWA (Inter) from a recognized University/Institution. The candidate should have a post qualification experience of 9 years or more in the field of Finance & Accounting in an industrial organization/ reputed organisation. The candidate should have hands-on working/exposure on GST, Taxation, Commercial matters etc.; the incumbent should be computer savvy.

Contd...2/-

3.2 Technical Assistant:

The incumbent should be 3 years Diploma in Electrical/ Electronics & Communication Engineering with minimum 60% marks. The candidate should have minimum 6 years or more post qualification experience of Repairing, Maintenance & Installation of Electronic Instruments such as Infra Red Analysers, Photometric Instruments and SPV Systems etc. in remote villages across the country. Candidates having Computer Course equivalent to Advanced Diploma in Computer Applications shall be given added advantage; the incumbent should be computer savvy.

3.3 Office Assistant:

The incumbent should be a Graduate in Commence discipline (B.Com.) from a recognized University/Institution with minimum 60% marks. He should be good in academics from class X and onwards. The candidate should have a post qualification experience of 4 to 5 years or more in the field of Finance & Accounting in an industrial organization/ reputed organisation. The candidate should have hands-on working/exposure on GST, Taxation, Commercial matters etc.; the incumbent should be computer savvy.

3.4 Technician:

The incumbent should be a ITI (NCVT) in Electronics Mechanical/ Radio & TV/ Electrical with minimum 60% marks and one year Apprenticeship under the Apprenticeship Act, 1961, as applicable. The candidate should have minimum 10 years or more post qualification experience of Repairing, Maintenance & Installation of Electronic Instruments such as Infra Red Analysers, Photometric Instruments and SPV Systems etc. in remote villages across the country. Candidates having Computer Course equivalent to Advanced Diploma in Computer Applications shall be given added advantage; the incumbent should be computer savvy.

3.5 Driver:

The incumbent should be X pass. The candidate should have minimum 08 years or more post qualification experience of driving light motor vehicle. He should possess valid driving license.

4.0 PAY AND PERKS:

- 4.1 All posts will be inducted in the pay scales as indicated above.
- 4.2 In addition to Basic pay other allowance like Dearness Allowance, House Rent Allowance, Perquisites, PF, Pension and Gratuity etc as per Company rules will be a part of remuneration package.

5.0 SELECTION METHODOLOGY for the aforesaid post(s):

- 5.1 The candidates meeting the eligibility criteria shall be shortlisted for the selection process.
- 5.2 The selection process shall comprise of written test and a skill/ proficiency/ physical test (SPPT) which shall be of qualifying nature.
- 5.3 The eligible candidates shall be required to appear for written tests (Objective type) consisting of:
Part I: General Aptitude: 40 marks – comprises of general mental ability and aptitude to logical reasoning, analytical, comprehension ability, basic numeracy, data interpretation skills and general knowledge test with 40 questions.
Part II: Technical Aptitude: 60 marks – consists of technical/professional knowledge test with 60 questions having specific questions from respective discipline.
- 5.4 The duration of the test shall be for 100 minutes. All questions shall be of equal marks (1 mark) and there shall be no negative marking.
- 5.5 The Shortlisted candidates should produce a valid candidature proof while appearing for the written test.
- 5.6 The venue for the written test shall be at Jaipur. The candidates have to appear in the written test at their own cost and no TA/DA etc. shall be paid by REIL.
- 5.7 The minimum qualifying marks in the written examination (Total of part-I General Aptitude and Part-II Technical Aptitude) shall be as under:

CATEGORY	PERCENTAGE
General / OBC	Total 35%
SC/ST/PWD	Total 30%

- 5.8 Candidates qualifying in the written test shall be called for SPPT which would be of qualifying nature only.
- 5.9 Final merit list shall be made on the basis of marks obtained in the written test only for those candidates who will qualify in the skill test.
- 5.10 In case of tie of marks in the written test, the candidate having more experience shall be placed above in the merit list.
- 5.10 However, the candidature of the applicant shall be provisional and is subject to verification of Certificates /Testimonials submitted by him/her.
6. Based on the marks in the written test, provisionally short-listed / selected candidates shall be called for document verification. The candidates have to produce the original documents and submit the self-attested copies of the following documents:
- Passport size photograph, which was paste at the time of filling the application.
 - SSLC /SSC / ISC/ Class VIII/ Class X marks card and any other valid document as proof of date of birth.
 - Post wise qualification/mark sheet/certificate/degree are as under:

S. No.	Post	Qualification	Mark Sheet	Certificate/Degree
1	Jr. Accountant	CA (Inter)/ICWA(Inter)/	Final year	As issued by the Competent Authority
2	Tech. Assistant	Three year Diploma (Electrical/ Electronics & Communication engineering) with minimum 60% marks	Diploma	As issued by the Competent Authority /Board
3	Office Assistant	Graduate in Commence discipline (B.Com.) with minimum 60% marks	Final year	As issued by the Competent Authority
4	Technician	ITI (NCVT) in Electronics Mechanical/ Radio & TV/ Electrical with minimum 60% marks and one year Apprenticeship under the Apprenticeship Act, 1961, as applicable.	ITI	As issued by the Competent Authority /Board
5	Driver	Class X	Class X	N/A

- No Objection Certificate from present employer (if employed in Govt/Quasi Govt. / PSU) if applicable.
- Candidates belonging to SC / ST / OBC /PWD/EWSs/Ex-serviceman, need to submit their caste / tribe / category/disability certificate as per the prescribe format.
- Candidates with relevant disability of not less than 40 per cent only will be eligible for reservation and relaxation as PWD. Disability certificate issued by the Medical Board in the prescribed format.
- Copy of valid driving license, for the post of Driver only. PWD candidates would not be considered for the post of Driver
- Experience certificate.

If candidate fails to produce any of the above certificates, candidate's candidature shall be null & void.

HOW TO APPLY

The candidates are required to submit their applications as per the prescribed format only, available on Website, with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc., in hard copy. The scanned copy of the application along with required documents may be sent to the e-mail id given in the advertisement. However, the hard copy of the application along with all supporting documents should reach to the following address within 21 days of this advertisement. The application(s) received after the due date will not be considered.

The application(s) so received shall be acknowledged and application number shall be allotted, and accordingly application no. of the shortlisted candidates and finally selected candidates shall be hosted on Company's website. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC,ST,OBC,PH,EWSs, Ex-Serviceman and Sports person would be given as per Government guidelines.

Addl. General Manager (P&IR)
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