

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
AND INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (18)/32/2011
January 17 2014

OFFICE ORDER

The Working Committee of the Board in their meeting held on 6.1.2014 vide item No. 10 has accorded approval to amend the Schedule appended with Recruitment & Selection Rules, 1974 for the post of Dy. Manager (Fin./Inv.) w.e.f. the financial year 2011-12 as per enclosed Annexure.


(Urmila Rajoria)
Advisor (H&M)

SCHEDULE OF DEPUTY MANAGER (FIN./INVT.)

Name of the Post & Pay Scale	Mode of Recruitment		Qualification & Experience	
	Direct	If filled by selection	If filled by direct	If filled by selection
Dy. Manager (Fin./Invt.) Running Pay (PB-3) Rs. 15600 - 39100 + G.P. 5400/-	-	100% (25% by Seniority-cum-Merit & 75% by Merit) (i) 50% from Category 'A' (ii) 50% from Category 'B'	-	<u>Category 'A'</u> CA/ICWAM/MBAM.Com with DCWAM.Com with Intermediate of ICWA and must have two years experience in the Corporation as Assistant Accounts Officer Grade-I (hitherto known as Sr. Accountant). <u>Category 'B'</u> Graduate and must have five years experience as Assistant Accounts Officer Grade-I (hitherto known as Sr. Accountant).

Amended by W.C. in their meeting held on 6.1.2014 vide item No. 10 and made applicable w.e.f. the financial year 2011-12.

सलाहकार (प. एण्ड एम.)
राजस्थान स्टेट इन्व्हेस्टिगेशन डेवलपमेन्ट
एण्ड इन्व्हेस्टमेन्ट कॉर्पोरेशन लिमिटेड
उद्योग भवन, तिलक मार्ग, जयपुर - 302 005

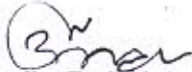
**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT
AND INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (9)58/2010-14
January 20, 2014

OFFICE ORDER

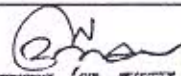
The Working Committee of the Board in their meeting held on 6.1.2014 vide item No. 13 has accorded approval for re-designation of all the vacant posts of Stenotypists, Jr. Stenographers & Sr. Stenographers as Stenographers in the Running Pay Band (PB-2) 9300-34800 + G.P. 3600/- and to fill the same through direct recruitment as per provisions of the State Government for direct recruitment.

The Committee also accorded approval for insertion of new schedules for the posts of Stenographer, Personal Assistant, Additional Private Secretary and Private Secretary, as enclosed at Annexure I to IV and deletion of the existing schedules prescribed for the post of Steno-Typist, Jr. Stenographer, Sr. Stenographer & Personal Assistant.


(Urmila Rajoria)
Advisor (A&M)

SCHEDULE OF QUALIFICATION FOR THE POST OF STENOGRAPHER

Cadre	Mode of Recruitment		Qualification & Experience	
	Direct	If filled by selection	Direct	Selection
Stenographer 9300-34800 + G.P. 3200	100% by competitive examination conducted by the Corporation in accordance with the scheme and syllabus prescribed in enclosed Annexure-IA	Nil	(A) Senior Secondary from a recognized Board or its equivalent Examination. and (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. or Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) Certificate organized under National/State Council of Vocational Training Scheme. or Diploma in Computer Science/Computer Applications from a University established by law in India or from an Institution recognized by the Government. or Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.	-


 सलाहकार (प्र. एण्ड एम.)
 राजस्थान स्टेट इन्वेस्टमेंट कॉर्पोरेशन लिमिटेड
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 लोय भवन, तिलक मार्ग, जयपुर - 302 005


SCHEME AND SYLLABUS OF THE COMPETITIVE EXAMINATION FOR THE POST OF STENOGRAPHER

Scheme of examination: The Competitive Examination shall include of following papers an each paper shall carry the number of marks as shown against it, namely:-

Papers	Duration	Marks
Phase – I	3 Hours	100
1- General Knowledge, Everyday Science and General Knowledge of Rajasthan		
2- General Hindi and English	3 Hours	100
Phase – II		
1 – English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in English on Computer.	60 Minutes	
2- Hindi Shorthand (the test shall consist of dictation of 80 words per minute)	10 Minutes	50
Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	

Explanation:

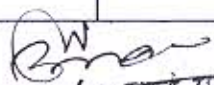

1. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Corporation from time to time and will be intimated to the candidates within the stipulated time in the manner as the Corporation deem fit.
2. The Competitive Examination will be held in two phases – Phase-I & Phase-II. All the papers of Phase-I will be of objective type.
3. Candidates securing minimum 40% marks in Phase-I, shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
4. The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be conducted for determining their final order of merit.
5. It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.


 सहायक (ए. ए. ए. ए.)
 राजस्थान स्टेट इन्व्हेस्टमेंट कॉर्पोरेशन लिमिटेड
 एण्ड इन्व्हेस्टमेंट कौन्सिलिंग लिमिटेड
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Annexure-II

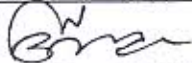
SCHEDULE OF QUALIFICATION FOR THE POST OF PERSONAL ASSISTANT

Cadre	Mode of Recruitment		Qualification & Experience	
	Direct	If filled by selection	Direct	Selection
Personal Assistant 9300-34800 + G.P. 4200	Nil	100% (75% by Seniority- cum-Merit & 25% by Merit)	Nil	Must have five years' experience in the Corporation as Stenographer.


 सलाहकार (प्र. एण्ड एम.)
 राजस्थान स्टेट इण्डस्ट्रियल डेवलपमेंट
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SCHEDULE OF QUALIFICATION FOR THE POST OF ADDL. PRIVATE SECRETARY

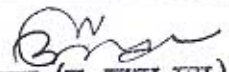
Cadre	Mode of Recruitment		Qualification & Experience	
	Direct	If filled by selection	Direct	Selection
Addl. Private Secretary 9300-34800 + G.P. 4800	-	100% (50% by Seniority-cum-Merit & 50% by Merit)	-	5 years' experience in the Corporation as Personal Assistant.


 सलाहकार (ए. स. स. ए. ए.)

राजस्थान स्टेट इन्फ्रस्ट्रक्चर डेवलपमेंट
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SCHEDULE OF QUALIFICATION FOR THE POST OF PRIVATE SECRETARY

Cadre	Mode of Recruitment		Qualification & Experience	
	Direct	If filled by selection	Direct	Selection
Private Secretary 15600-39100 + G.P. 6000	-	100% (25% by Seniority-cum-Merit & 75% by Merit)	-	3 years' experience in the Corporation as Additional Private Secretary.


 सहायक (ए. ए. ए. ए.)
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