



## राजस्थान वित्त निगम

**RAJASTHAN FINANCIAL CORPORATION**  
HEAD OFFICE, UDYOG BHAWAN, TILAK MARG,  
C-SCHEME, JAIPUR-302005 (RAJASTHAN)

Ref. No. RFC/F.PA-1(43)/793

Date: 29/12/2025

### **DETAILED ADVERTISEMENT FOR RECRUITMENT FOR THE POST OF ASSISTANT MANAGERS**

Rajasthan Financial Corporation (RFC) is an undertaking Department of Government of Rajasthan established in 1955 under the SFCs Act, 1951. It helps the State/Central Government by implementing its various schemes/policies for the entrepreneurs. It provides financial assistance to promote micro, small and medium scale industries in Rajasthan.

Rajasthan Financial Corporation (RFC) offers career opportunities for young, Dynamic & Professionally qualified candidates for the post of Assistant Manager (Law-5, Technical-5) by inviting online applications as detailed (category wise / stream wise) below :-

Sl. No.	No. of posts	General		SC		ST		BC		EWS		Pay Matrix
1	10	G	F	G	F	G	F	G	F	G	F	L-12
Total	10	5	1	1	-	1	-	2	-	-	-	

Note : Out of total 10 posts, 05 vacancies are available for AM(Technical) and 05 for AM(Law). The common seniority list is maintained in RFC for all Assistant Managers including Legal, Technical, Finance etc. having common pay Level-12(Rs. 44,300-1,40,100/-) under VIIth Pay revision of the Corporation.

(Abbreviations Used: G-General, F-Female, SC-Scheduled Caste, ST-Scheduled Tribe, BC-Backward Class, EWS-Economic Weaker Section)

#### **I. Remuneration/Salary**

Candidate on appointment, will be initially engaged as “probation trainee” for a period of two years and during the period of probation training, they will be paid fix remuneration. On successful completion probation training period, they will be fixed at minimum (first cell) of Level in the pay matrix as mentioned in the following table. Allowance and other benefits shall be paid as per RFC Staff Regulation, 1958:-

Sl. No.	Name of Post	Corresponding level	Fixed remuneration during PT period
1	Asstt. Manager (Technical)	Level-12	Rs. 31,100/-
2	Asstt. Manager (Law)	Level-12	Rs. 31,100/-

The selected candidate after completion of probation shall be eligible for drawing at starting Basic Pay of Rs. 44,300/- per month as per 7<sup>th</sup> Pay scale L-12 and they will be eligible for DA, HRA, CCA etc. (Subject to change as per rules of the Corporation applicable time to time). At present, initial monthly gross emoluments are approximately Rs. 79,854/- at Jaipur.

Any eligible candidate, who aspires to join as an Assistant Manager is required to register for the Recruitment Process. Candidates who appear and are shortlisted in the examination, will subsequently be called for verification of original documents at RFC, HO, Jaipur (Rajasthan).

RFC will make arrangements for conducting online examination, declare result of online examination and inform the shortlisted candidates for documents verification. Prospective candidates will have to apply after carefully reading this notification regarding the process of examination, eligibility criteria, online registration process, payment of prescribed application fee / intimation charges, pattern of examination, issuances of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed process.

The tentative schedule of events is as follows:-

Event	Dates
Online Registration from	06/01/2026 Till 28/01/2026
Payment of Application Fees- Online	Rs. 1,200/- +GST for all General & all out of Rajasthan candidates/ applicants.  Rs. 600/- + GST for SC/ ST/EWS/ MBC and BC (non creamy layer) candidates of Rajasthan Domicile only.
Online examination centers (Tentative)	Jaipur, Jodhpur and Kota.

Candidates are advised to regularly keep in touch with the authorized RFC website <https://rfc.rajasthan.gov.in> for details and updates.

## **II Eligibility Criteria:**

Candidates, intending to apply for the post of Assistant Manager should ensure that they fulfill the minimum eligibility criteria specified.

Please note that eligibility criteria specified herein are the basic criteria for applying for the post. Candidate must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualification etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering category which has been indicated in the online application, subject to guidelines of the Government of Rajasthan in this regard. Merely applying for online examination / appearing for and being short listed in the online examination and / subsequent processes does not employ that a candidate will necessarily be offered employment in RFC. No request for considering the candidature under any category other than in which applied will be entertained.

### III. **Nationality / Citizenship:**

A candidate must be a Citizen of India.

### IV. **Age (As on 01/12/2025):**

A	Minimum age limit	21 years
B	Maximum age limit	40 years
<b>The upper age limit mention above shall be relaxed by as under:-</b>		
<b>Sr. No.</b>	<b>Category of Candidate</b>	<b>Maximum age relaxation</b>
1	Male candidate belonging to Scheduled Caste (SC), Scheduled Tribe(ST), Backward Classes(BC) & More Backward Classes (MBC) of Rajasthan State.	5 years
2	Woman candidate belonging to Scheduled Caste (SC), Scheduled Tribe(ST), Backward Classes(BC) & More Backward Classes (MBC) of Rajasthan State.	10 years
3	Women candidates belonging to Gen./EWS Category	5 years
4	For RFC employees (internal candidates)	5 years

The relaxation in age and reservation in appointment on the post will be given to candidates those who are bonafide residents of Rajasthan State and no relaxation of any kind will be given to the candidates outside the State and they will apply / eligible as general candidate.

Note: Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of verification of original documents as per Rajasthan Government Rules.

### V. **In above rules the candidate shall be disqualified as under:-**

- (1) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment to any service or post.
- (2) No candidate shall be appointed to a service or post unless he has been found, after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post.
- (3) No candidate shall be eligible for appointment to a service or post if after such enquiry as may be considered necessary, the appointing authority is satisfied that he / she is not suitable in any respect for the service or post.
- (4) No candidate shall be eligible for appointment to a service or post who has been convicted of an offence against women.
- (5) No candidate shall be eligible for appointment to a service or post who has married before the minimum age fixed for marriage.
- (6) No married candidate shall be eligible for appointment if he/ she had, at the time of his/her marriage, accepted any dowry;

Explanation: For the purpose of this sub-regulation, "Dowry" has

the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

- (7) No candidate shall be eligible for appointment who has more than two children on or after 01.06.2002.

Provided that :-

(i) the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002, does not increase.

(ii) where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

(iii) while counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.

(iv) any candidate who performs remarriage which is not against any law and before such the remarriage he is not disqualified for appointment under this sub-regulation, he shall not be disqualified if any child is born out of single delivery from such remarriage.

(v) the provisions of this sub-regulation shall not be applicable to the appointment of a widow and divorcee women.

(vi) if a candidate has adopted a child 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 number of his/her children.

However, a child given on adoption shall be counted in total number of children.

## **VI Credit History :**

The candidates applying for the above position shall ensure that, they maintain a healthy credit history at the time of joining. The candidates who have defaulted in repayment under any lending arrangement with Banks / NBFCs/ Financial Institutions including credit card dues and have not regularized / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the RFC, shall not be eligible for appointment to the post. However, candidates who have regularized / repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated till then, shall, on or before the date of joining, shall have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn / cancelled. Thus, the candidates with record of default in repayment of loans / credit card dues and / or against whose

name adverse report of CIBIL or other external agencies are available are not eligible for appointment. Candidates are advised to check / confirm CIBIL score / status before applying.

**VII. Place of posting :**

The applicant should be willing to work at any of the Branch office or Head office of the Corporation as directed by the Management of RFC. The recruited officers may be posted to any Department/ section of RFC, irrespective of their stream.

**VIII. Educational Qualifications (As on 01/12/2025):**

Post	Name of the post	Educational Qualifications (from a University/institution/ Board recognized by Government/Approved by Govt. Regulatory Bodies)	Post qualification experience.
01	Assistant Manager (Technical)	Graduate (or equivalent) in engineering (Mechanical/ Electrical / Civil)	Minimum two years experience in Govt. undertaking/industrial undertaking/Financial Institution on a responsible position.
02.	Assistant Manager (Law)	L.L.B first class (60% marks) bachelor's degree in law (professional)  Note: For Reserve Category (SC/ST only) Candidates a minimum of 50% marks in law degree (Professional) would be necessary & Basic Computer proficiency.	Minimum two years experience in Govt. undertaking/industrial undertaking/Financial Institution on a responsible position. Or Three years practice in BAR.
		Or L.L.M from recognized Institute / University & Basic Computer proficiency.	No Experience required.

Note:1) Candidates must possess working knowledge of Hindi written in Devnagrik script.

All the educational qualifications mentioned should be from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies and the result should have been declared on or before 01/12/2025.

Proper document from Board / University for having declared the result on or before 01/12/2025 has to be submitted at the time of verification of original documents. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the mark- sheet / provisional certificate.

- 2) Candidate should indicate the percentage obtained in qualification calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicate the same in online application.

- 3) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s) / year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade as decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 49.99% will be treated as less than 50%.

- 4) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications, 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.

#### **IX. Roles and responsibilities :**

Sl. No.	Name of Post	Job description
01.	Asstt. Manager (Tech.)	<ul style="list-style-type: none"> <li>• Preparation of Technical feasibility Reports for project.</li> <li>• Preparation of technical valuation report /site inspection report for projects.</li> <li>• Preparation of Stage valuation report for Projects.</li> <li>• Carrying out due diligence of assigned credit proposals.</li> <li>• Should do field visit on a continuous basis.</li> <li>• Other Technical Works.</li> <li>• Any other work assigned by the management of the Corporation.</li> </ul>
02.	Asstt. Manager (Law)	<ul style="list-style-type: none"> <li>• Provide Legal Advice on a wide range of Legal matters, including Corporate issues, Business models, Lending activities etc.</li> <li>• Preparation of statement of facts and monitoring cases filed on matters of the Corporation before various Courts, Tribunals, Arbitrators, Regulators, Law Enforcement Agencies and Statutory Bodies.</li> <li>• Preparation of Titles scrutiny reports.</li> <li>• Drafting of contracts and legal documents.</li> <li>• Executing legal documents.</li> <li>• Field visits to projects assisted by the Corporation.</li> <li>• Carrying out due diligence of assigned credit proposals.</li> <li>• Other Legal Works.</li> <li>• Any other work assigned by the management of the Corporation.</li> </ul>

**X. Online Examination:**

The structure of the online examination will be as follows:

**Assistant Manager(Law / Technical )**

Sl. No	Name of Test (Note by sequence)	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test
1	Reasoning & computer Aptitude	30	30	English & Hindi	30 Minutes
2	Quantitative Aptitude	30	30	English & Hindi	30 Minutes
3	English	30	30	English	25 Minutes
4	General and Financial Awareness (with emphasis on MSMEs etc.)	35	35	English & Hindi	25 Minutes
5	Professional Knowledge	50	75	English & Hindi	40 Minutes
	Total	175	200		150 Minutes
6	Descriptive paper English Language (Letter & Essay Writing)	2	50	English	30 Minutes

**Penalty for Wrong Answers:**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidates; there will be no penalty for that question.

**Descriptive Test:**

The Descriptive Test of 30 minutes duration with 50 marks will be a Test of English Language (Letter Writing & Essay). The candidates are required to qualify in the Descriptive Test by securing passing marks, to be decided by the RFC.

Descriptive Test paper of only those candidates will be evaluated who have scored qualifying marks in the Objective Tests and are placed adequately high as per total marks in objective test.

RFC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an [Information Handout](#), which will be made available for the candidates to download along with the call letters from the authorized RFC website [rfc.rajasthan.gov.in](http://rfc.rajasthan.gov.in)

Please note that candidates will not be permitted to appear for the online examination without the following documents:

- a. Valid Call Letter for the respective date and session of examination.
  - b. Photo-identity proof(as specified) in original bearing the same name as it appears on the call letter / application form
- AND
- c. Photo copy of photo-identity proof (as mentioned in (b)above)

Candidates reporting late i.e. after the report time specified on the call letter for examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 3 hours, candidates may be required to be at the venue for about 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc. and including disruptions beyond control.

Note :- Ration Card and Learner's Driving License are not valid ID proof.

## **XI. Syllabus:**

Professional Knowledge:-

A.	Assistant Manager (Technical)	<ol style="list-style-type: none"> <li>a. General Engineering Concepts</li> <li>b. Engineering Math</li> <li>c. Engineering Chemistry</li> <li>d. Engineering Physics</li> </ol>
B	Assistant Manager (Law)	<ol style="list-style-type: none"> <li>a. General Concepts of law</li> <li>b. Constitution law</li> <li>c. Law of limitation/ T P Act</li> <li>d. Legal ethics</li> <li>e. SFC's Act, SARFAESI Act 2002</li> <li>f. Insolvency and bankruptcy code 2016</li> <li>g. DRT</li> <li>h. Company Law</li> <li>i. Income Tax</li> <li>j. Land Revenue Act</li> <li>k. Tenancy Act</li> <li>l. CPC</li> <li>m. Pleading</li> <li>n. Contract Act</li> <li>o. Stamp and Registration Act</li> <li>p. PMLA and other important Acts.</li> </ol>

## **XII. Examination Centers:**

- i) The examination will be conducted online in venues given in the respective call letters.
- ii) No request for change of center for examination shall be entertained.



- iii) RFC, 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) RFC also reserves the right to allot the candidate to any center other than the one he / she has opted for.
- v) Candidate will appear for the online examination at an examination center at his / her own risk and expenses and RFC will not be responsible for any injury or losses etc. of any nature.
- vi) Choice of center once exercised by the candidate will be final.
- vii) If sufficient number of candidates does not opt for a particular center for online examination, RFC reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, RFC reserves the right to allot any other center to the candidate.

### **XIII. Scores:**

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method. Scores up to two decimal points shall be taken for the purpose of calculations.

#### **Cutoff Scores:**

Each candidate will be required to obtain a minimum score in each test / section. Depending on the number of vacancies available, cutoffs will be decided.

#### **Process for Arriving at Scores:**

The Scores of Online Examination are obtained by adopting the following procedure:

- a. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- b. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores.\*

\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- c. Test wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- i. On scores in individual tests.
- ii. On total Score

**XIV. Offer of appointment:**

Issuance of offer of appointment including terms & conditions, formalities for verification, joining, service bond undertaking etc. is solely the decision of the RFC and shall be final and binding. A reserve list / waiting list to the extent of equal numbers of the vacancies or more as per discretion of RFC under each category may be kept, subject to the availability of candidates. The reserve list will expire automatically on expiring of one and half year without any notice.

Please note that provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in the branches in existence in Rajasthan or outside Rajasthan if any, as per discretion of the RFC.

**XV. Reserve list:**

RFC shall maintain a reserve list of twenty candidates (10 Technical & 10 Law discipline) in order of merit for a period of one year only.

Therefore, where a selected candidate does not accept the offer of appointment or fails to join within the stipulated time lines or joins service but resigns during the probation period, then in such cases, the post unfilled or vacated due to aforesaid reasons will be offered to next candidate from the reserve list.

**XVI. Service Bond Undertaking:** The selected candidates will have to offer their services in the Corporation (RFC) for minimum period of two years and required to execute service Bond to serve the Corporation failing which candidates are liable to pay liquidated damages amounting to Rs. 2.00 lakhs.

**XVII. IDENTITY Verification:**

In the examination hall, the call letter alongwith original and a photo copy of the candidate's valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card / Passport / Permanent Driving License / Voter's Card / Bank Passbook with photograph / Photo Identity proof issued by a Gazette Officer on official letterhead along with photograph / Photo Identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College / University / Aadhaar card with a photograph 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 for this project.

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

### **XVIII. How to apply :**

Detailed guidelines / procedures for:

- A. Application registration process.
- B. Payment of Fees
- C. Photograph & Signature scanned Upload

Candidates can apply online only from **06.01.2026** (midnight) to **28.01.2026** (midnight) and no other mode of application will be accepted.

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should–

- Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- Have a valid personal e-mail ID and mobile No., which should be kept active till the completion of this Recruitment Process. RFC 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 number before applying online and must maintain that e-mail account and mobile number.

- Application fees/intimation charges (Non-refundable).

Rs.1,200/ + GST for all general candidates & all out of Rajasthan candidates.

Rs. 600/-+GST for Rajasthan domicile ST/SC/BC (non-creamy layer) / EWS candidates only.

### **A. Application Registration Procedure:**

- 1) Candidates to go to the RFC website

<https://rfc.rajasthan.gov.in> click on the option “APPLY ONLINE” which will open a new screen.

- 2) To register application, choose the tab “Click here for New Registration” and enter Name, Contact details and e-mail Id. 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 and the same will also be sent through email etc.
- 3) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required.
- 4) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the FINAL SUBMIT BUTTON.
- 5) The Name of the candidate or his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificate / Mark sheets / Identity proof. Any change / alternation found may disqualify the candidature.
- 6) Validate your details and save your application by clicking the Validate your details “and” “Save & Next” button.
- 7) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point “C” mentioned below.
- 8) Candidates can proceed to fill other details of the Application Form.
- 9) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- 10) Modify details, if required and click on “FINAL SUBMIT”.
- 11) Click on “Payment” Tab and proceed for payment.
- 12) Click on “Submit” button.

B. Payment Fee (Online Mode) :

- 1) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

- 2) The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.
- 3) 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 DOBULE CHARGE.
- 4) On successful completion of the transaction, an e-Receipt will be generated.
- 5) Non-generation of “e-Receipt” indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- 6) Candidates are required to take **a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.**
- 7) 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.
- 8) To ensure the security of your data, please close the browser window once your transaction is completed.
- 9) **There is facility to print application form containing fee details after payment of fees.**

**C Guidelines for scanning and Upload of Photograph (4.5cmx 3.5cm ) & Signature.**

Candidate should also ensure that photo is uploaded at the place of photo & signature at the place of signature. If photo in place of photo & signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

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 style colour picture.
- Make sure that the picture is in colour, taken against a light-

coloured, preferably white, back ground.

- 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 200x230 pixels (preferred)
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- 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.

#### **Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- Candidates should ensure that the signature uploaded is clearly visible.

#### **Left thumb impression:**

The applicant has to put his left thumb impression on a white paper with black or blue ink.

- **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

Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right

hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

**Hand-written declaration image: (10cm x 5cm)**

- The applicant has to write the declaration in English on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (preferred for required quality)
- File size: 50kb – 100kb

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”*

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- File size as specified above.
- Crop the image in the scanner to the edge of the photograph / signature, 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 : imge01.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 / MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using “Save As” option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the “Image” menu. Similar options are available in other photo editor also.
- 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 and signature.

**Procedure for Uploading the Photograph and Signature:**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature 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 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 print out of their system **generated online application forms.**

After completing the procedure of applying on-line including payment of fees, the candidate should take a print out of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Pass word for future reference. They should not send this printout to the RFC.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination registration of preferences for R.F.C. will be considered as final and no change/ modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. RFC 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.

An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the e-mail and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without 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 to avoid the possibility of disconnection / inability / failure to logon to the RFC website on account of heavy load on internet / website Jam.

RFC does not assume 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 RFC.



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 a later stage.

**GENERAL INSTRUCTIONS / OTHER CLAUSES:**

- (1) 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 examination.**
- (2) Before applying for the mentioned specialist posts, the candidate should ensure that he / she fulfills the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given for submitting online application.
- (3) A Candidate's admission to the examination / subsequent process 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 by RFC. RFC 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 any of these shortcomings is / are detected after appointment in RFC, his / her services are liable to be summarily terminated.**
- (4) Decision of RFC in all matters will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the RFC in this behalf.
- (5) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- (6) RFC would be analyzing the response (answers) of individual candidates with those of other candidates to detect pattern of similarity of right and wrong answers. If in the analytical procedure adopted by RFC in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, RFC reserves right to cancel the candidature of the concerned candidate and the result of such

candidates (disqualified) will be withheld.

- (7) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in RFC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

**(8) BIOMETRIC DATA–Capturing & Verification:**

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of online examination.

The biometric data and photograph will be verified subsequently. Decision of the biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process :

- If fingers are coated (stamped ink / mehndi / coloured...etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test center. In such cases impression of other fingers etc. may be captured.

**(9) IRIS Scan :**

Photograph and IRIS will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.

**IRIS capture will be done before the commencement of the examination and verification will be done at the end of examination. Decision of the IRIS 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 IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:**

- (a) **‘LEFT EYE (IRIS)’ will be captured for all the candidates.**
- (b) **Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.**

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

- (10) Multiple attendance / appearances in examination will be summarily rejected/ candidature cancelled.
- (11) Online applications once registered will not be allowed to be withdrawn and / or the application fee / intimation charges once paid will not be refunded or be held in reserve for any other examination.
- (12) Any resulting dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Jaipur(Rajasthan) only.
- (13) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- (14) Any request for change of address, details mentioned in the online application form will not be entertained.
- (15) In case any dispute arises on account of interpretation of clauses, RFC's decision will be final.
- (16) A candidate should ensure that the signature appended by him / her in all the places viz. in his / her call letter, attendance sheet etc. and in all correspondence with RFC in future should be identical and there should be no variation of any kind.
- (17) A recent, recognizable photograph (4.5cmx3.5 cm) 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 could lead to disqualification.
- (18) 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 RFC. 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.
- (19) RFC 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 / to anyone.
- (20) Appointment of provisionally allotted candidates is subject to his / her being declared medically fit, as per any other requirements of RFC and subject to service and conduct rules of RFC. Decision of RFC to which candidates are provisionally allotted will be final and binding on candidates.
- (21) RFC reserves the right to change (cancel / modify / add) any of

the criteria, method of selection and provisional allotment etc.

- (22) Intimations will be sent by email and / or SMS only.
- (23) RFC 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 RFC. Candidates are advised to keep a close watch on the authorized RFC website <https://rfc.rajasthan.gov.in> for latest updates.

**Use of Mobile phones, Pagers, Calculator or any such devices:**

- a) Mobile phones, Pagers, Calculator or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones / pagers / calculator to the venue of the examination, as arrangement for safe keeping cannot be assured.
- c) Candidates are not permitted to use or have in possession calculators in examination premises.

**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. carry mobile phones 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:
  - To be disqualified from the examination for which he / she is a candidate.
  - to be debarred either permanently or for a specified period from any examination conducted by RFC.

- for termination of service, if he / she has already joined the post in RFC.

### **DOWNLOAD OF CALL LETTER**

Candidates will have to visit the RFC website for downloading call letters for online test. Intimation for downloading call letter will also be sent through e-mail / SMS. Once the candidate clicks the relevant link, he / she can access the window for call letter download. The candidate is required to use :

- (i) Registration Number / Roll Number,
- (ii) Password / Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with, Call Letter and Photo Identity Proof as stipulated & also specified in the call letter and the photocopy of the same photo identity proof as brought in original.

No hard copy of the call letter / Information Handout etc. will be sent by post / courier.

Intimations will be sent by email and / or SMS on the email ID and mobile number registered in the online application form for online examination. RFC will not take responsibility for late receipt / non- receipt of any communication emailed / sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of RFC. Candidates are hence advised to regularly keep in touch with the authorized RFC website <https://rfc.rajasthan.gov.in> 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. Any request for change of center, venue, date and time for examination shall not be entertained.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 3 hours, candidates may be required to be at the venue for about 5 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

### **ANNOUNCEMENTS**

All further announcements / details pertaining to this process will only be published / provided on authorized RFC's website <https://rfc.rajasthan.gov.in> from time to time.

**Disclaimer : - 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 of the recruitment process in the 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 RFC regarding process for recruitment of  
Assistant Managers in RFC shall be final and binding.**

**HELPLINE NO. : 0141-2385522**

**Helpline email : [info@rfc.rajasthan.gov.in](mailto:info@rfc.rajasthan.gov.in)**

**(During 10:00 AM to 5:00 PM on all working days)**

**Place: Jaipur .**

**For Rajasthan Financial Corporation**

**Executive Director**