



Institute of Digital Education and Employment Development

Recruitment Cell

File No.: - F7.1(106)/Rec/PJ/2023

Notice No.: - DRC/CO/PJ/01/2023

Notification Date: - 13-07-2023

Direct Recruitment Examination

IMPORTANT DATES	
Date of opening of Online Application	19-07-2023
Date of Closing of Online Application	28-08-2023
Tentative date of exam	Nov 2023

Online applications are invited for the following post on direct recruitment basis in various offices in pan india level of Institute of digital education and employment development in India. Details are as under:-

Sr. No.	Name of the post	Number of Post	Technical and Academic Eligibility	Age Limit for Direct Recruits	Process of selection
1	Content Writer	462	1. 10+2 from a recognized board/university in any discipline. 2. Diploma in any computer course from a government recognized institution.	Between 18-35 years of age	CBT
2	Office Assistant	86	1. Graduate from a recognized board/university in any discipline. 2. Diploma in any computer course from a government recognized institution.	Between 18-35 years of age	CBT

If a candidate wants to apply for both the posts then he/she has to apply separately. Category wise seat will be allotted after the exam.

**Note:-**

1. The number of seat shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.
2. Posting can be given anywhere in India, this is a PAN india recruitment.
3. When the prescribed number of persons belonging either to the Scheduled Castes OR to the Schedule Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Schedule Tribes OR as the case may be, to the Schedule Caste, and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Schedule Caste OR the Schedule Tribe. Similarly the seats remaining unfilled by OBC candidates be filled by UNRESERVED category.
4. Person with Disability (PWD) who wants to avail the benefit of reservation must produce a disability certificate issued by a competent authority i.e. Medical Board duly constituted by the Central or State Government including one specialist in the particular field for assessing disability. PWD candidates will be

- considered for training if his/her disability is suitable for the trade notified and applied according to the Act ideed Rules as applicable in dsrvs. Accordingly it is advised to the candidates that it must be ensured about the suitability of their candidature with reference to their disability and identification of the trade to the said disability under the rules.
5. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
  6. Age and all other qualification will be counted as on 01-01-2024.

#### **General conditions**

1. Aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through online mode. The online registration of application will be made available on IDEED website and SSO Rajasthan website i.e. <https://recruitment.rajasthan.gov.in/> OR [dsrvsindia.ac.in](https://dsrvsindia.ac.in) . the link for submission of online applications in respect of above said post along with other relevant information will be notified on the website. No documents including online application form is required to be sent physically however, all the applicants are advised to keep a copy of online application form with them, along with proof of payment for their record.
2. Applicants applying against this advertisement should satisfy themselves regarding their eligibility for the post applied for. They are fulfilling the eligibility criteria by the due date; otherwise their application will be rejected.
3. The candidates must ensure that recent photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per the IDEED prescribed and in that case, your application will be rejected. The candidates are requested to be careful while uploading your photo and signature. Both must be visible clearly on online application form.
4. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time not be considered and no correspondence in this regard will be entertained.
5. The candidates are advised to visit for all future communications on Official website.
6. Candidates are advised to periodically visit our above website as all future correspondence and latest information shall be made available only on our website.
7. The candidate must ascertain the correctness of all information before filling in the "Online Application Form" and its final submission. The candidate shall be wholly / exclusively responsible for the information provided in his / her online application form.
8. The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials.
9. Furnishing false / incorrect information or suppression of material fact(s), if detected at any stage even after engagement, shall invite termination of the training without any notice.

#### **Age Limit:**

- Upper age limit shall be determined as on due date 01-01-2024.
- No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- Permission relaxation of upper age limit as per government orders as well as category S.No. for claiming age relaxation as on the last of receipt of application areas under:-

S.No.	Category	Age relaxation permissible beyond the upper age limit.
1	SC/ST	5 Years
2	OBC	3 Years
3	PwD	10 Years
4	PwD + OBC	13 Years
5	PwD + SC/ST	15 Years

Note:

- The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Category Candidates.
- Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview/selection and at any subsequent stage of the recruitment process as required by institute(s).
- Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWBD category candidates.
- In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.
- Reservation for SC/ST/OBC/PwD/EWS shall be as per Government guidelines.
- EWS (Economically Weaker Section) : Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i. 5 acres of Agricultural Land and above;
  - ii. Residential flat of 1000 sq. ft. and above;
  - iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

#### **How to Apply :**

The applicant should submit the application in the category under which he is eligible to apply.

Visit Official Recruitment Web Portal of SSO Rajasthan <https://recruitment.rajasthan.gov.in/> / <https://dsrvsindia.ac.in/> OR Candidates can fill the application and fee payment by visiting the nearest Common Service Center/E-Mitra.

#### **Fees:**

1. General/OBC/EWS Candidates:- Rs. 800/- (Eight Hundred Rupees)=Exam Fees–Rs. 500/- + Registration Fee–Rs.300/-
2. SC/ST/PwD Candidates:- Rs. 300/- (Three Hundred Rupees) = Exam Fees – 0/-(Zero). + Registration Fees–Rs.300/-
3. The candidate will be required to pay prescribed application fees, if any through online mode only via sso recruitment portal, the transaction/processing fee, if any, as applicable will be payable to the bank by the candidate.
4. Application fee once remitted shall not be refunded under any circumstances.
5. Applications without the prescribed fee would not be considered and summarily rejected.

#### **Mode of Selection:**

1. Screening & Scrutiny of the application.
2. Examination
3. Success in the examination confers no right of appointment unless institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect of appointment to the service/post.
4. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
5. The candidature of the applicant would be provisional, subject to subsequent verification of certificates/testimonials and submission of certificate of medical fitness (to be obtained only from a gazette government medical officer/medical officer of a government undertaking) at the time of joining.

#### **Essential Qualification**

As per ministry of human resource development notification dated 10.06.2015 published in gazette of india all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through open and distance learning mode of education by the university established by an act of parliament or state legislature, institutions deemed to be university under section 3 of the UGC Act 1956 and institutions of national importance declared under an Act of parliament stand automatically recognized for the purpose of employment to posts and services under the central government provided they have been approved by the UGC.

### Exam Pattern and Syllabus:-

The scheme of examination & syllabus for recruitment to the various posts as motioned above will be notified on the website of ideed.

Paper	Questions	Marks	Total Mark	Duration
1. General Studies and Reasoning.	60			
2. Arithmetical & Numerical Ability.	20			
3. Test of English Language & Comprehension.	20	200	200 Marks	90 Minute

1. Negative Marking will be applicable and deduction of 1/3 marks will be made for each wrong MCQ answer.
2. The Board reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.
3. It is necessary to qualify in all parts with a qualified percentage for this exam.
4. Minimum qualifying percentage is 45 percent for all categories.

Each candidate will be required to obtain a minimum score in each test of online examination and also a minimum total score to be considered to be shortlisted for next process. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted. Prior to the completion of the all process, scores obtained in the online examination will not be shared with the candidates shortlisted for next process.

5. If required computer based online exam / offline exam will be held in various city in india. However ideed reserves the right to hold examination any other places also.

### Payment:

Fixed Remuneration for content writer – Rs. 16000/- ; Office Assistant – Rs. 20000/-

### **Action against candidates found guilty of misconduct**

Candidates are award warned that they should not furnish any particulars that are false or suppress any material information while filing in the application form. Candidates are also warned that they should in no case attempt to alter otherwise tamper with entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR sheet/online exam sheet they will not be evaluated.

Without prejudice to criminal action/debarment from ideed examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

1. In possession of mobile phone and accessories and other electronic gadgets within the premises of the examination centers, whether in use or in switched off mode and on person or otherwise.
2. Involved in malpractices.
3. Using unfair means in the examination hall.
4. Obtaining support for his/her candidature by any means.
5. Impersonate / procuring impersonation by any person.
6. Submitting fabricated documents or documents which have been tampered with.

7. Marking statements which are incorrect or false or suppressing material information.
8. Resorting to any other irregular or improper means in connection with his/her candidature for the examinations.
9. Misbehaving in any number in the examination hall with the supervisor, invigilator or ideed representatives.
10. Taking away the answer sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
11. Intimidating or causing bodily harm to the staff employed by the ideed for the conduct of examination.
12. Being ineligible for the examination by not fulfilling conditions mentioned in the notice.
13. Candidature can also be cancelled at any stage of the recruitment for any other ground which the ideed considers to be sufficient cause for cancellation of candidature.

**Miscellaneous:**

1. ideed Administration will not be responsible for any inadvertent error in the advertisement (dsrvs website would be primary and main source of contact with the candidates for various information during the selection.)
2. Candidates, in their own interest, are advised to go through the detailed instruction contained in this notice, which is also available on the website of the dsrvsindia.ac.in, carefully before applying.
3. The decision of the ideed Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
4. In case any applicants find difficulty in registering their applications online, they are free to contact on helpline number 01432-245011 from 10:00 hrs to 14:30 hrs on all working days.
5. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
6. The ideed reserves the right to cancel a centre and ask the candidates of that centre to appear from another centre. Ideed also reserves the right divert candidates of any center to some other centre with region or outside to take the examination.
7. The candidate will have to work in shifts and can be posted at any place in the institute.
8. The period of experience wherever prescribed shall be counted after obtain the prescribed educational qualification.
9. Candidates seeking reservation benefits for SC/ST/OBC/EWS/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this notice. OBC and EWS candidates should ensure that they are in possession of valid OBC/EWS certificate issued within the due date, issued by the competent authority.
10. Mobile phone, accessories and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether is use or in switch off mode, during the examination will be

considered as use of unfair means. Candidature of such candidates will be cancelled. The liable for further action including intimation of criminal proceedings and debarment from ideed examination, as may be decided by the ideed.

11. You will be kept till the requirement of the institute, after which you can be removed, after that you cannot claim for permanent or temporary job in the institute.
12. Candidates must carry at least one photo bearing identity proof in original such as Driving License, Voter card, Aadhaar card, Identity card issued by university/college, income tax pan card to the examination center: Failing which they shall not be allowed to appear for the examination.
13. Ideed reserves the rights to increase and decrease the number of vacancies.
14. The candidate should not have been convicted by any court of law.
15. The competent authority reserves the right of any amendment cancellation and charges to this advertisement as a whole or in part without assigning any reason or giving notice.
16. The decision of the competent authority regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No representation correspondence will be entertained in this regards.
17. Any legal proceeding in respect of any matter or dispute arising out of this advertisement can be instituted in tonk, and court/ tribunals/forums at tonk. only shall have sole and exclusive jurisdiction to try any such cause/disputes.
18. All disputes will be subject to jurisdiction of court of law at tonk.
19. Candidates are advised to regularly visit the website for updates & interim queries shall not be entertained.

Note: - While every care has been taken in preparing the advertisement. However any inadvertent error or mistake must be considered unintentional & should be brought to the notice of undersigned which may be corrected at later stage.

  
(Dr Shyam Sundar Dhakar) 13/7/23  
Deputy Director General