

Procedure of submitting Online Applications and depositing Application Fee (Non-refundable)

1. All eligible candidates are required to apply online on any of the following websites
from **5th August, 2026 to 25th August, 2026** and application through no other mode will be accepted:

<https://energy.rajasthan.gov.in>
<https://energy.rajasthan.gov.in/rrvun>
<https://energy.rajasthan.gov.in/rrvpn>
<https://energy.rajasthan.gov.in/jvvn1>
<https://energy.rajasthan.gov.in/jdvvn1>
<https://energy.rajasthan.gov.in/avvn1>

2. **Before applying online, every candidate should ensure that :-**

- (i) More than one application should not be submitted by any candidate for any particular post. Though, a candidate can apply for two or more different posts but such applications should not be for the same post.

In case of multiple Applications for one and the same post in one or more Companies, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for other previous registration(s) will stand forfeited.

- (ii) **The candidate should give his/her preference with regard to companies as per his/her choice. No second opportunity shall be given for any change in preference, thereafter.**

- (iii) The scribe arranged by the candidate should not be a candidate for the examination and should be from an academic stream different from that of the post.

- (iv) He has scanned the following : -

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black) (text given below).
Ensure that all these scanned documents adhere to the required specifications as given in this Advertisement.

- (v) Signature in CAPITAL LETTERS will NOT be accepted.

- (vi) The left thumb impression should be properly scanned and not smudged.

(If a candidate is not having left thumb, he/she may use his/ her right thumb for applying)

- (vii) 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.”

- (viii) The above mentioned hand written declaration has to be in the candidate's own handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

(In the case of Persons with Benchmark Disability who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

- (ix) Keep all necessary details/documents ready to make online payment of the requisite application fee/intimation charges.
- (x) He has a valid personal email ID and mobile number.

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 on-line and must maintain that email account and mobile number throughout this recruitment process. RVUN/ Nigams will send intimation to download call letters for the Examination, etc. through the registered e-mail ID. Nigams will not be responsible for bouncing back of any e-mail/ SMS sent to candidates.

3. Submitting Online Application form

- (i) Candidates will have to go to one of the above websites and click on the option "APPLY ONLINE" which will open a new screen.
- (ii) To register application, choose the tab "CLICK HERE FOR NEW REGISTRATION" and enter Name, Contact details and Email-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. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.
- (iii) 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" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) **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.**
- (v) **The Name of the candidate or his /her Father/ Husband, etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.**
- (vi) Validate details and save application by clicking the "Validate your details" and "SAVE AND NEXT" button.

- (vii) Candidates can proceed to upload Photo, Signature, left thumb impression & hand written declaration as per the specifications given in the “Guidelines for Scanning and Uploading of Photograph, Signature, Thumb Impression and Hand Written Declaration” detailed hereunder.
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the ‘Preview Tab’ to preview and verify the entire application form before “FINAL SUBMIT”.
- (x) Modify details, if required, and click on “FINAL SUBMIT” only after verifying and ensuring that the photograph, signature, left thumb impression & hand written declaration uploaded and all other details filled are correct.
- (xi) Click on 'Payment' Tab and proceed for payment of ‘Fee’.
- (xii) Click on 'SUBMIT' button.

4. **Application fee**

- (i) The application fee payable is as under:—

S. No.	Category	Application fee (Rs.)
(a)	UR (Gen)	Rs.1,000 (Including GST)
(b)	SC/ST/BC/MBC/EWS/ PWBD(PH)/ Saharias	Rs.500 (Including GST)

- (ii) Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
- (iii) Payment of Fee through Online mode is available only from **5th August, 2026 to 25th August, 2026.**
- (iv) Benefit of reserved posts is not admissible to candidates of creamy layer of BC & MBC categories. Such candidates are considered in UR (GEN) Category and shall deposit fee of Rs. 1000/-.
- (v) SC/ST/BC/MBC/EWS category candidates belonging to any State other than Rajasthan shall be treated as “Unreserved (General)” category candidate. They should apply under the UR (General) category by depositing fee of Rs. 1000/-.
- (vi) Application fee once paid shall neither be refunded in any circumstances, nor it can be reserved for any other recruitment or selection.

5. **Payment of Fee**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

- (iii) After submitting 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 double charge.***
- (iv) On successful completion of the transaction, an “E-Receipt” will be generated.
- (v) 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.
- (vi) 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.**
- (vii) For Credit Card users:- All charges are listed in Indian Rupee. If using a non-Indian credit card, the bank will convert to local currency based on prevailing exchange rates.
- (viii) To ensure the security of data, close the browser window once transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fee.

Guidelines for Scanning and Uploading of Photograph (4.5cm × 3.5cm), Signature, thumb impression and handwritten declaration :-

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, Left thumb impression and hand written declaration as per the specifications given below:

- (i) **Photograph Image (4.5 cm X 3.5 cm):**
 - Photograph must be a recent passport style colour picture with front view .
 - Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
 - 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 200 x 230 pixels (preferred)
 - Size of file should be between 20kb–50 kb
 - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours, etc., during the process of scanning.
 - 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.
 - *Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place*

of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(ii) Live Photograph Capture

- In addition to uploading of photograph as above, candidates will also be required to capture and upload their Live Photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Live Photo Capture

Dos:

- Ensure that the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask/ blurred image be avoided.
- Photo not be taken in dark/ improper background.

(iii) Signature Image:

- The applicant has to sign on white paper with **Black Ink** pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature.
- Ensure that the size of the scanned image is not more than 20kb.
- Signature in CAPITAL LETTERS shall NOT be accepted.

(iv) Left thumb impression :

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The left thumb impression should be of the applicant and not by any other person.
 - 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.
- If a candidate is not having left thumb, he/she may use his/her right thumb.

(v) **Hand written declaration :**

- 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.”

- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English only, clearly on a white paper with **black ink** pen.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality)
i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

(vi) **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch) •
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the photograph/ signature/ left thumb impression/ hand written declaration, 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: image01.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 documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

(vii) **Procedure for uploading the documents:**

- While filling the Online Application Form the candidate will be provided with separate links for uploading his/her photograph, signature, left thumb impression and hand written declaration
- Click on the respective link —Uploading photograph/ signature/ left thumb impression/ hand written declaration
- Browse and Select the location where the Scanned photograph/ signature/ left thumb impression/ hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, Signature, Left thumb impression and Hand written declaration as specified.

Note:

- 1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged, the candidate's application may be rejected.
- 2) After uploading the photograph/ signature/ left thumb impression/ hand written declaration in the online application form, candidates should check that images are clear and have been uploaded correctly. In case the photograph/ signature/ left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph/ signature/ left thumb impression/ hand written declaration, prior to submitting the form.
- 3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- 4) **After registering online, candidates are advised to take a printout of their "E-Receipt" and system generated "Online Application Forms". These documents will be required at the time of Documents Verification.**