

Rajasthan State Industrial Development and Investment Corporation Ltd.

Udyog Bhawan, Tilak Marg, Jaipur, Rajasthan 302005 India

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM

Visit <http://www.riico.co.in> for updated and relevant information.

Before filling the on-line application form, read the **advertisement, instructions and FAQ** for filling on-line application form etc. very carefully.

First ensure your eligibility (educational qualification, category, age, etc.) and other requirements for recruitment as given in the advertisement etc.

You should be very careful in filling-up the on-line application form. If any lapse is detected during the scrutiny, your candidature will be rejected at any time of recruitment process or even at a later stage.

In case you have any difficulty while filling on-line application form, send email to Helpline at **recruitment@riico.co.in**. The processing of application form is based on the information filled by the candidate.

Any error committed intentionally or otherwise may result in cancellation of your candidature.

Important: Note down password carefully. Keep it safe with you for further processing. Don't disclose this information to anyone else.

Keep the following documents ready before you start filling the on-line application form:

Mandatory for all candidates

1. Scanned copy of your recent passport size colored photo (jpg or jpeg, Size of file should be between 20kb-50kb) The specifications of photograph are as below:
 - The face of applicant should at least cover 50% space of photo.
 - Taken in front of a plain white or off-white background
 - Taken in full-face view directly facing the camera
 - With a neutral facial expression and both eyes open
 - Taken in clothing that you normally wear on a daily basis:
 - ◆ Uniforms should not be worn in your photo, except religious clothing that is worn daily.
 - ◆ Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - ◆ Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
 - ◆ If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
 - ◆ Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).
 - ◆ Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.
2. Scanned copy of your signature in the prescribed format (jpg or jpeg, Size of file should be between 10kb-30kb). Be very careful while scanning your signature. The applicant will put his/her signature on white paper (A4 size) in a rectangular box of 7cm width and 2cm height with black or dark blue ink pen. The signature should only be made by the applicant himself. Signature by any other person shall not be acceptable. After signing in the rectangular box, scanning the image and cropping it to upto the size of rectangular box and upload the same (do not upload your signature in A4 size format / full paper).
3. Please make all necessary arrangement ready for online fee payment (Card / mobile etc.)

Steps for filling on-line application form

STEP 1

1. Select your salutation (initial).
2. Enter your Name (exact and complete name as it appears in your SSC/SSLC/ 10th class mark sheet), without salutation Mr./Mrs./ Miss./ Dr.
3. Enter Father's name.
4. Enter Mother's name.
5. Select your gender.
6. Enter Date of Birth (in dd-mm-yyyy format) as per matric certificate.
7. Select any one category as applicable to you:
GENERAL (UR)/ OBC-NCL/ SC/ ST/ MBC-NCL/ EWS.
8. Select your family Annual Income less than 2.5 lacs? Yes/No
9. Whether you are (Specially Abled) PwD: Yes/No.
If Yes, Select appropriate sub category.
Please select PwD category from the available option. (Please refer advertisement for detail)
Please select whether Is Scribe Needed? YES/ NO
10. Select your Nationality.
11. Select state of domicile.
12. Select District of domicile.
13. Select religion.
14. Select Identity proof and provide its detail.
15. Select your marital status: Single / Married / Widow / Divorcee
If you are Married:
 1. Do you have more than one Spouse living? YES/ NO
 2. Are you married to person having already a wife/husband living? YES/NO
 3. Enter Date of Marriage (DD-MM-YYY)
 4. Write your Husband / wife name
 5. Marriage registration number
(You will be required to produce your marriage registration certificate at the time of recruitment/document verification, if selected).
Also select the following details:
 6. No. of children born and alive as on 01.04.2007
 7. No. of children born and alive after 01.04.2007

8. Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

9. Remarks, if any, related to no. of children (e.g. twins etc.)

10. Have you accepted dowry in your marriage ? YES /NO

If you are Widow (Only for Female Candidate)

1. Do you have more than one Spouse living? YES/ NO

2. Are you married to person having already a wife/husband living? YES/NO

3. Enter Date of Marriage (DD-MM-YYYY)

4. Write your Husband / wife name

5. Marriage registration number

(You will be required to produce your marriage registration certificate at the time of recruitment/document verification, if selected).

Also select the following details:

6. No. of children born and alive as on 01.04.2007

7. No. of children born and alive after 01.04.2007

8. Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

9. Remarks, if any, related to no. of children (e.g. twins etc.)

10. Have you accepted dowry in your marriage ? YES /NO

If you are Divorcee (Only for Female Candidate)

1. Do you have more than one Spouse living? YES/ NO

2. Are you married to person having already a wife/husband living? YES/NO

3. Enter Date of Marriage (DD-MM-YYYY)

4. Write your Husband / wife name

5. Marriage registration number

(You will be required to produce your marriage registration certificate at the time of recruitment/document verification, if selected).

Also select the following details:

6. No. of children born and alive as on 01.04.2007

7. No. of children born and alive after 01.04.2007

8. Total alive children (as on date)

Note: If you do not have any child, select the number of children at all the three places as 0 (zero).

9. Remarks, if any, related to no. of children (e.g. twins etc.)

10. Have you accepted dowry in your marriage ? YES /NO

16. Has any Board/Public Service Commission debarred you for use of unfair means etc. in it's competitive/recruitment examination? YES / NO

17. Present communication address.

Write the full present address along with City/Tehsil, where the communication to you could be made.

Select your State, District from the list given. Enter your Pin code in given space. Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.

18. Permanent address:

Write the full permanent address along with city. Select your State, District from the list given. Enter your Pin code in given space.

Write your cell number (without zero '0') compulsorily i.e. only 10 digit number.

STEP 2

19. Provide your secondary or equivalent examination details i.e.

Enter Name of board, year of passing roll no., percentage and division.

Note: **Do you have CGPA Score? Please fill % of result after converting CGPA.**

20. Choose Suitable Educational Eligibility Criteria (Please refer advertisement for more detail)

Fill Detail of Qualifying examination degree details

Enter name of Degree, Name of the Board/University, select Year of passing, select Result, Enter Roll no., Enter Percentage and select Division.

Note: If a class/division not awarded, minimum 60% marks in aggregate shall be considered equivalent to first class/division.

Do you have CGPA Score? Please fill % of result after converting CGPA.

STEP 3

21. Upload your recent passport size colored photograph /signature in jpg/ jpeg format by selecting type of file one by one in the specified area. Your photograph and signature etc. will appear on screen and a message will appear on screen about successful uploading of documents. If your photo/signature image etc. is appearing small or is not visible then it means your photo/signature etc. image file is not as per the prescribed format. Re-upload the same.

Note: Please upload your Passport size photograph. Maximum Image Size 50KB; File Format JPG/JPEG only and Please upload your Signature done by a ball point Pen. Maximum Image Size 30KB; File Format JPG/JPEG only.

STEP 4

22. Application form preview
This is preview of your filled application form please check it carefully if there is any changes is required click on previous button and make necessary correction otherwise click on submit and proceed to pay button.

Note: After submission of preview no editing is allowed”.

STEP 5

23. Check details appearing on screen. If correct, click “**Proceed to Pay Online**” for online fee payment it will redirect you to payment gateway.
24. After successful online fee payment, Your application form will be submitted automatically. You will find a link to download or print your application form.

Note: This document is only for help to fill various fields in online application form. For educational eligibility, age, category, fee etc. please refer detailed advertisement.