



Rajasthan State Mines & Minerals Limited

(A Government of Rajasthan Enterprise)

Corporate Office : 4, Meera Marg, Udaipur - 313 001

Registered Office : C-89-90, Lal Kothi Scheme, Jaipur, CIN-U14109RJ1949SGC000505

Phone : 0294-2428763/64/65/66/67, Fax : 0294-2428770/2428739

e-mail : info.rsmml@rajasthan.gov.in, Website: www.rsmm.com

Ref;- RSMML/CO/Pers/2(72)/2025-26- 122

Date: 22.05.2026

NOTICE

Vide our earlier Notice no. RSMML/CO/Pers/2(72)/2025-26-108 dated 16.05.2025, applications were invited from the interested workmen working in category IX/IX-S possessing requisite qualification and experience as per RSMML (Recruitment & Promotion of workmen from category IX/IX-S to E-1 category of executive posts) rules, 2012.

The final list of eligible applicants with discipline wise syllabus for written exam is hereby published for information to all. The date of written exam will be informed separately.

This bears approval of competent authority.

Encl: - As above

(Kirti Rathore) RAS
Executive Director (Admin)

Copy to:

1. PS to MD, for kind information.
2. F.A, CO.
3. All SBU Heads
4. Notice Board, SBU (RP/Gyp/LS/Lig./CO)
5. DGM(I.T.).CO for website.
6. Delhi office/ R.O., Jaipur
7. Concern file/Master file.



Signed by: Kirti
Rathore, Executive
Director
Date: 2026-05-22
12:55:41 +05:30

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Executive Director (Admin)

Eligibility List as per Notice No. RSMM/CO/Pers./2(72)/2025-26 - 108 dated 16.05.2025

Sr. No.	Name of employee	Discipline applied for	LOP	Category	Present Designation	Cat.	Date of Promotion in Category IX/IX-S	SBU&PC	Qualification
1	Sh. Mukesh Kumar Jain S/o Late Sh. Kanak Mal Jain	P&A	Assistant	UR	Sr. Assistant Gr-I	W-9	11.04.2017	Rockphosphate	B.A, M.A
2	Sh. Dhiraj Kamra S/o Late Sh. Ramesh Kamra	F&A	Accounts Assistant	UR	Asst. Accountant	W-9	05.04.2017	Rockphosphate	B.com
3	Sh. Bansilal Kalasua S/o Sh. Ramji	Lab.	Analyst	ST	Sr. Analyst	W-9	08.04.2017	Rockphosphate	B.Sc. with Chemistry
4	Sh. Zakir Hussain S/o Sh. Fazal Hussain	IT	COCP	UR	Sr. COCP	W-9S	12.07.1995	Corporate Office	B.Sc. Diploma in System Analysis and Data processing 'A' level Diploma from DOEACC

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SYLLABUS FOR PERSONNEL & ADMINISTRATION-

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(From workmen Category to E-1 cadre)

1. Industrial Dispute Act, 1947:

- i. Machineries of settlement of Industrial Dispute.
- ii. Notice of Change.
- iii. Strike, Lock-out, Lay-off, Retrenchment.
- iv. Unfair Labour Practices.
- v. Condition of Service etc. to remain unchanged under certain circumstances during pendency of proceedings.
- vi. Works Committee.

2. Mines Act, 1952:

- i. Appointment of L.W.O. Health & Sanitation, First Aid, Welfare amenities, Safety measures under the provisions of Mines Act.
- ii. Administrative machinery for implementation of the Mines Act.
- iii. Statutory Registers required to be maintained under Mines Act, Leave with wages.

3. Workmen's Compensation Act, 1923:

- i. Employees liability for compensation, amount of compensation, method of calculating compensation, distribution of compensation, procedure to notify fatal accidents, and compensation payable including eligible death cases.

4. Industrial Employment (Standing Order) Act, 1946:

- i. Objects and scope of standing orders in the industrial units. Applicability of Standing Orders in RSMM.

5. Shops & Establishment Act:

- i. Registration under the Act.
- ii. Maintenance of Statutory Registers and Returns.

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6. Payment of Wages Act:

- i. Definitions
- ii. Authorised and unauthorised deduction, Maintenance of Registers and Records under the Act.

7. Contract Labour (Regulation & Abolition) Act, 1970

8. Trade Union Act, 1926

9. General Knowledge:

- i. Origin and growth of RSMML with special reference to its various expansion programmes and activities.
- ii. Type of leave applicable to employees (executive and non-executives) of RSMML and the rules. Complete procedure of leave encashment as per rules of RSMML.
- iii. Disciplinary proceedings right from the issue of charge sheet to award of punishment as per Rules Provisions of suspension, and its regulation relating to payment of subsistence allowance and Disciplinary Proceedings.

10. Administration:

- i. Broad scope of functions and responsibilities in the General Administration Department, including office Administration, employee welfare etc.
- ii. Items required for establishing office, purchase, distribution of items, keeping record, stock verification.
- iii. Entitlement of uniforms, shoes, safety items, and the system of its distribution.
- iv. Classification of quarters in the township, and the method of allotment of quarters.
- v. Authority and procedure involved in registration of vehicles.
- vi. System of maintaining Log-books of vehicles, and its purpose.
- vii. Different communication systems and its utility.
- viii. Maintenance of records for assets & their physical verification.
- ix. Security-cum-vigilance in RSMM.

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11. Medical Rules & T.A. Rules: Preparation of T.A. Bills, different modes of travel and entitlement, exceptions, admissibility and reimbursement of taxi charges, mode of calculation of daily allowance, entitlement on transfers, rules regarding conveyance of personal effects, admissibility of T.A., D.A. on superannuation/ retirement, working knowledge of Medical Rules & their applicability.

12. Office Procedures:

- i. Classification of documents
- ii. Receipt, registration and distribution of classified documents.
- iii. Filing system.
- iv. Duties of a P.A.
- v. Movement of files, priority marking, linking of files, change of files, part files.
- vi. Filing of official, demi-official and unofficial communications.
- vii. Different forms of communications.

13. RSMML Rules: (General Knowledge)

- (a) EPF/PF Rules, Gratuity Rules, Social security Scheme, HBL, Conveyance Loan, Voluntary Retirement Scheme, Medical Attendance Rules.
- (b) Standing Orders/Service Rules
- (c) Mis-conduct under standing orders/ Service Rules
- (d) Procedure of Domestic Enquiry.

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P R Pragyapat
EM (PAA)

Genl to dha
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(R. G. dha)
DGM (PAA)

Genl
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(Dr. S. S. Danyal)
DGM (PAA)

SYLLABUS

FINANCE & ACCOUNTS DEPARTMENT

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2A

1. **Arithmetic (Practical):**
Unit system, Percentage, Profit & Loss, Time & Distance, Time & Work, Interest.
2. **Store Accounting:** Different proformas of Stores, Stores Accounting, Inventory, Pricing & Issue System- their types and method followed in the Company, Valuation of closing stock.
3. **Depreciation:** Its methods and applications.
4. P.F. Act, Family Pension Act, Group Insurance & Gr. Gratuity, P.F. loan system prevailing in the Company.
5. Imprest System of Cash Book – its advantages and disadvantages with practical applications.
6. All types of Company's Rules such as Employees Advance, Festival Advance, Building Loan Advance, Conveyance Advance, Social Security, Travelling Allowance, Medical rules, Leave etc.- with their practical applications.
7. Cash Book, Journal, General Ledger, Subsidiary Ledgers with practical applications, rectification of errors.
8. Preparation of Bank Reconciliation statements.
9. **Definitions:**
Bank Reconciliation Statement, Double Entry & Single Entry System, Inventory, Bin Card, Job Card, FIFO, LIFO, Weighted Average method of pricing, Golden System of Accounting, Contra Entry, Cut off date, Indent, Quotation, Purchase Order, Letter of Credit, Cash Discount, Trade Discount, Rebate, B.S.R., S.R.V, S.D.R., Letter of Enquiry, Equity share Capital, Joint Costs, Provisions, Reserves, Bills of Exchange, Bills of Lading, Bills of Material.
10. Tax Calculations for the salaried personnel (Practical Applications)
11. Commercial Correspondence
12. Preparation of Account Current with practical applications.
13. Bonus Act and application to the employees of the Company.
14. Knowledge regarding production incentive scheme applicable to in RSMM, Welfare measures for the employees and various loans and advances from the Company.

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- 15. Provisions and present scheme applicable in RSMML for P.F. Gratuity, Group Insurance, and Social Security Scheme.
- 16. Theory of Accounting, single and double entry system, ledger trial balance, manufacturing trading, Profit & Loss Account, Profit and Loss Appropriation Account, Distribution between capital and revenue expenditures, Depreciation Reserves and Provision Balance Sheet.
- 17. General Knowledge regarding Accounting, Costing, Auditing of the organisation.
- 18. Execution of tender, Examination of various purchase/ repair proposals.
- 19. Central Goods & Service tax (CGST) Act, 2017 and Integrated Goods and Service Tax (IGST) Act, 2017.
- 20. Medical Rules of Company.
- 21. Royalty, DMF, NMET applicable on various products.
- 22. RSMML Rules: *(General knowledge)*
 - (a) EPF/PF Rules, Gratuity Rules, Social Security Scheme, HBL, Conveyance Loan, Voluntary Retirement Scheme, Medical Attendance Rules.
 - (b) Standing Orders/Service Rules
 - (c) Mis-conduct under standing orders/ Service Rules
 - (d) Procedure of Domestic Enquiry.

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27/8/2020
PR Rajiv
GM (Prij)

Gandhi
27/8/20
(R. Gandhi)
DGM (F&A)

27/8/2020
(S. S. Datta)
DGM (P&A)

SYLLABUS FOR LABORATORY DISCIPLINE

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(From workmen Category to E-1 cadre)

1. Basic knowledge of Analytical Chemistry mainly in reference to the theoretical basis of quantitative inorganic analysis.
2. Volumetric analysis- Aqueous acid-base titration, oxidation-reduction titrations including iodimetry and iodometry titrations, complexometry (Largely EDTA) titrations, Numerical questions based on the volumetric analysis.
3. Gravimetric analysis including the related numerical problems.
4. Classical and instrumental methodology, based problems including numerical questions in the analysis of following, and reporting of analysis results as per requirement:
 - (a) Rock Phosphate
 - (b) Lime Stone
 - (c) Dolomite
 - (d) Magnesite
 - (e) Gypsum
 - (f) Lime
 - (g) Alum
 - (h) Phosphoric Acid
 - (i) Sulphuric Acid
 - (j) Sodium Oleate
 - (k) Water (Chemical & Bacteriological examination)
 - (l) Cast iron & steel for carbon, silicon, sulphur, manganese, phosphorus, arsenic, chromium, tungsten, vanadium, molybdenum
 - (m) Bleaching Powers and
 - (n) Chlorine demand for Water
 - (o) Lignite
5. Principle, washing and use of following laboratory equipments:
 - (a) Spectrophotometer
 - (b) Flame Photometer
 - (c) pH meter
 - (d) Conductivity Meter
 - (e) Atomic absorption spectrophotometer
 - (f) Water-De-mineralize Plant.

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6. RSMML Rules: (General Knowledge)

- (a) EPF/PF Rules, Gratuity Rules, Social security Scheme, HBL, Conveyance Loan, Voluntary Retirement Scheme, Medical Attendance Rules.
- (b) Standing Orders/Service Rules
- (c) Mis-conduct under standing orders/ Service Rules
- (d) Procedure of Domestic Enquiry.

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27/8/2020
(P.R. Prajapati)
GM (Pry)

G. S. Datta
27/8/20
(R. G. Datta)
DGM (FRA)

Shree
27/8/2020
(Dr. S. S. Datta)
DGM (FRA)

SYLLABUS FOR SYSTEM ENGINEERING DISCIPLINE E-1 CADRE

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(From workmen Category to E-1 cadre)

1. Reasoning Test & Numerical Analysis & General Knowledge
Problem solving, Data Interpretation, Data Sufficiency, Logical Reasoning, Mental Ability and Analytical Reasoning. General Knowledge and Current Affairs relating to India and Rajasthan. Major Development in the field of Information Technology.
2. Overview of the Computer System : input-output devices, pointing devices, and scanner.
Word Processing(MS-Word), Spread Sheet Software(MS-Excel), Presentation Software(MS Power Point), DBMS Software , FoxPro, MS-Access ,ORACLE.
3. Number System: Representation of Data (Digital Versus Analog, Number System – Decimal, Binary).
4. Computer Networking & Security: Introduction to Internet and email , LAN, MAN, WAN, Search Engines.
Network Topologies: Bus, Star, Ring, Mesh, Tree, Hybrid Topology.
Introduction and basics of TCP/IP Networks , DNS, DHCP, DMZ and Firewalls.
5. Data Base Management Systems: Basic database concepts, Entity Relationship modeling(ER-Modeling).
Database design: Database, Tables, procedures, triggers.
Structured Query Language (SQL) DDL, DML, DCL statements.
6. Programming Concepts Introduction:
Algorithms for Problem Solving, Introduction to Principles and Programming Techniques: Variables and assignments, Input and Output, Data Types and Expressions, Flow of control, Local variables.
Introduction of Object Oriented Programming (OOPs) concepts. : Classes
Classes, Objects, Encapsulation, Information hiding, Method, and Instances, Polymorphism, Inheritance, Exceptions and Exception Handling.
7. Web Technology: Introduction to HTML, Tag and Attributes, Text Styles and Text Arrangements, Color and Background of Web Pages, List and their Types, Attributes of Image Tag. Hypertext, Hyperlink and Hypermedia, Links, Anchors and URLs Creating table, Frame, Form and Style Sheet. Basics of FTP, HTTP, HTTPS.

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