



दामोदर घाटी निगम/Damodar Valley Corporation  
मानव संसाधन विभाग/Human Resource Department  
डीवीसी टावर्स, वी.आई.पी रोड, कोलकाता-700054/ DVC Towers, VIP Road, Kolkata – 700054

(Ref: Advt. No. PLR/JE 2023/05 Dtd. 01/05/2023)

**NOTIFICATION FOR RECRUITMENT OF DIPLOMA ENGINEER AS  
JUNIOR ENGINEERS GR.II (JE GR.II) IN DVC THROUGH COMPUTER BASED TEST**

Damodar Valley Corporation (DVC), Under the Ministry of Power, Government of India and one of the premier power utilities in India engaged in Thermal/Hydel Power Generation, Transmission & Distribution and foraying into Renewables with its HQ located at Kolkata and field formations spread across West Bengal & Jharkhand invites ONLINE applications from bright, result-oriented and promising DIPLOMA ENGINEERS to join its journey of growth as JUNIOR ENGINEER GR.II (JE GR.II) in the disciplines of Mechanical/ Electrical/ C&I/ Civil and Communication through computer based test.

DVC having total Generation capacity (Thermal +Hydel) of 6687.2MW & Solar 3.923MWp, has massive expansion plan of Renewables (5500MW) and Super Critical and Ultra Critical Thermal Generation of (3720MW) . For details on Plants/Stations of DVC, please visit the DVC website [www.dvc.gov.in](http://www.dvc.gov.in)

Interested and eligible candidates may apply ONLINE only through the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) (Career → Recruitment → Recruitment Notices). No other means/mode of application shall be accepted. Please read this Advertisement/Notification carefully and ensure eligibility criteria before submitting the ONLINE application.

Table-A

S.No.	Name of Post & Post No.	Vacancies with Reservation						Scale of Pay (As per 7 <sup>th</sup> Pay Revision)	Upper Age Limit as on closing date of online application** (For UR)
		Total	UR	OBC (NCL)	SC	ST	EWS		
1.	JE Gr.II(Mech), 2023/JE1	10	4	2	1	1+1*	1	₹ 35,400/- to 1,12,400/- in Pay Matrix Level 6	28 Years
2.	JE Gr.II(Elec), 2023/JE2	10	4	2	1+1*	1	1		
3.	JE (C&I), 2023/JE3	10	4	2	2	1	1		
4.	JE (Civil), 2023/JE4	5	2	2*	1	0	0		
5.	JE(Comm), 2023/JE5	5	3	1	1	0	0		

\*Backlog Vacancy

**NB: The projected vacancies indicated above may increase/decrease depending upon the future requirements and at the discretion of the DVC Management.**

\*\*Age relaxation for **SC/ST/OBC (NCL)/PwBD/** candidates will be as per GOI guidelines.

<b>PwBD Reservation and Identification (#)</b>
<b>6 Nos. of vacancies are reserved for PwBDs. (4 carry forward vacancy and 2 current vacancy)</b> <b>Benchmark Disability details are as follows:</b> a. Low Vision(LV)=02 b. Deaf (D) and Hard of Hearing (HH)=02 c. Locomotor Disability (OA, OL) including Leprosy Cured (LC), Dwarfism (Dw) and Acid Attack Victims(AAV)=02

**# Horizontal Reservation**

**1. ELIGIBILITY CRITERIA**

**a. Details of Minimum Essential Qualification (QR)**

Sl. No.	Post Name & Post No.	Essential Qualification Requirement (QR)
1.	JE Gr.II(Mech), 2023/JE1	3 (three) years full time Diploma in Engineering/ Technology in Mechanical Engineering from any recognized College/ Institute approved by AICTE with not less than 65% marks (General/ OBC(NCL)/EWS) / 60% marks (SC/ST/PwBD) taking average of all the semesters, irrespective of the weightage given to any particular semester / year by the Institute / University
2.	JE Gr.II(Elec), 2023/JE2	3 (three) years full time Diploma in Engineering/ Technology in Electrical/ Electrical & Electronics Engineering from any recognized College/ Institute approved by AICTE with not less than 65% marks (General/ OBC(NCL)/EWS) / 60% marks (SC/ST/PwBD) taking average of all the semesters, irrespective of the weightage given to any particular semester / year by the Institute / University
3	JE (C&I), 2023/JE3	3 (three) years full time Diploma in Engineering/ Technology in Electronics & Telecommunications/ Instrumentation Engineering from any recognized College/ Institute approved by AICTE with not than 65% marks (General/ OBC(NCL)/EWS) / 60% marks (SC/ST/PwBD) taking average of all the semesters, irrespective of the weightage given to any particular semester / year by the Institute / University
4.	JE (Civil), 2023/JE4	3 (three) years full time Diploma in Engineering/ Technology in Civil Engineering from any recognized College/ Institute approved by AICTE with not than 65% marks (General/ OBC(NCL)/EWS) / 60% marks (SC/ST/PwBD) taking average of all the semesters, irrespective of the weightage given to any particular semester / year by the Institute / University
5.	JE(Comm), 2023/JE5	3 (three) years full time Diploma in Engineering/ Technology in Electronics & Telecommunications/ Telecommunication Engineering/ Electronics & Communication Engineering from any recognised College/ Institute approved by AICTE with not than 65% marks (General/ OBC(NCL)/EWS) / 60% marks (SC/ST/PwBD) taking average of all the semesters, irrespective of the weightage given to any particular semester / year by the Institute / University

**Higher technical qualification like B.Tech. / BE / M.Tech. / ME etc. with or without Diploma is not allowed. Qualification acquired through distance mode will not be considered.**

- b. **Upper Age Limit:-**28 Years as on closing date of online application for **Unreserved candidates**. Age relaxation for **SC/ST/OBC (NCL)/PwBD/Ex-SM** candidates will be as per GOI guidelines. **No upper age limit for DVC Departmental candidates.**

## 2. RELAXATIONS AND CONCESSIONS:

- (i) Reservation/Relaxation/Concession to candidates belonging to **OBC(Non-Creamy Layer)/SC/ST/EWS(Economically Weaker Sections)/ PwBD (Persons with Benchmark Disability /Ex-Servicemen/J&K Domicile/Victims of riots** shall be as per Govt. of India directives.
- (ii) Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit for PwBD.
- (iii) **Relaxation in Upper Age Limit:**
- a. For OBC(NCL) candidates : 3 years
  - b. For SC/ST candidates : 5 years
  - c. For PwBD candidates: 10 years over and above category relaxation (i.e.10 years for a PwBD candidate belonging to General category, 13 years for a PwBD candidate belonging to OBC(NCL) category, 15 years for a PwBD candidate belonging to SC/ST category, etc.)
  - d. J & K Domicile/  
Ex-Servicemen/  
Victims of Riots : As per Govt. of India directives
- (iv) **Reservation/ Relaxation/ Concession for SC/ST** will be subject to submission of relevant Caste Certificate in the prescribed format of Govt. of India issued by a Competent Authority at the time of documents verification, if called for.
- (v) **Reservation/ Relaxation for OBC(NCL)** will be subject to submission of a copy of the latest OBC(NCL) certificate along with NCL in the format prescribed by the Govt. of India for "Appointment to posts under Govt. of India" from a Competent Authority at the time of documents verification, if called for.
- (vi) The OBC candidates who belong to "**Creamy Layer**" are not entitled to concession admissible to the OBC category and such candidates have to indicate their category as General.
- (vii) **Relaxation/ Concession for J&K Domicile / Ex-Servicemen/ Victims of riots** will be subject to submission of relevant Age relaxation cum Domicile Certificate / Discharge Certificate etc. in the prescribed format issued by a Competent Authority at the time of documents verification, if called for.
- (viii) **Reservation and Relaxation for EWS** will be subject to submission of a copy of the latest Income and Asset certificate issued by a competent authority at the time of documents verification, if called for.
- (ix) The **OBC (NCL) /EWS** candidates are required to submit the requisite certificate in the prescribed format of the Government of India, from a competent authority issued in the current year only i.e. **not older than one year from the date of documents verification.**  
*(Please refer to **Annexure-1 to 4** on the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) under **Career→Recruitment→Recruitment Notices** for prescribed Govt. of India format of Caste, Income & Asset Certificate & Disability Certificate). Also, **OBC (NCL) candidates shall have to***

give a self-undertaking indicating that they belong to the OBC (Non-Creamy Layer) category in the prescribed format of Govt. of India, at the time of Documents verification.

- (x) **Reservation/ Relaxation/ Concession for Persons with Disabilities** is subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India, at the time of documents verification.
- (xi) Candidates belonging to **SC/ST/PwBD/Ex-SM categories and Departmental candidates** are exempted from payment of application fees.
- (xii) In case Caste/Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of Document Verification, if called for.
- (xiii) There is no upper age limit for **Departmental candidates**.

### 3. SELECTION PROCESS

Eligible candidates will have to undergo a Computer Based Test. Based on the Merit and vacancy requirement, the list of successful candidates for documents verification will be made available at [www.dvc.gov.in](http://www.dvc.gov.in).

Written Test shall be of Objective Type (each question shall have four answer options) of two hours' duration consisting of two parts –

1. Part-I consists of General Aptitude Test (GAT) on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency and interpretation, numerical ability etc.
2. Part-II consists of Technical Knowledge Test (TKT) having specific questions from respective discipline.

Brief syllabus, number of questions, CBT question format and whether there will be any negative markings, etc will be notified later in the DVC website.

Qualifying Criteria in Written Test (As per posts reserved for the respective category):

Vacancy Reservation	Qualifying Criteria
Gen/OBC(NCL)/ EWS	50% of Total marks in Each part (Part-I & Part-II)
SC/ST/PwBD	40% of Total marks in Each part (Part-I & Part-II)

However, appointment of selected candidate is subject to his/ her being found medically fit , after documents verification, as per the Corporation Norms. Such appointments shall also be subject to the service and conduct rules of the Corporation.

- (i) **Verification of Credentials:** - While appearing for Documents Verification at the time of joining, the candidates are required to produce his/her proof of Identity in **Original** such as Aadhaar Card, Voter Card, Pan Card, Driving License, Passport etc. If the identity of the candidate is doubtful, the candidate may not be considered for further selection process.
- (ii) The shortlisted candidates will be called for Documents Verification through email only and the details such as **Date, Time and Venue of the same** shall be hosted on the DVC website only. **Please note that NO hard copy of the Call Letters to the shortlisted candidates for**

**Documents Verification will be sent by Post or issued separately.** Hence, candidates are advised to keep track of their application status by visiting the DVC website regularly during the recruitment process. Please note that no other mode of communication, apart from emails, pertaining to the selection process other than that mentioned above will be followed.

- (iii) Final selection will be after successful completion of Medical test and documents verification.

#### 4. INDICATIVE SYLLABUS FOR THE COMPUTER BASED TEST

- i. General Aptitude test: The test will include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions. Such questions will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. It will also include questions on basic English grammar and applications.
- ii. Technical Knowledge test - The standard of the questions in Engineering subjects of relevant streams will be approximately of the level of Diploma in Engineering (Mechanical/ Electrical/ C&I/Civil/Communication) from a recognized Institute, Board or University recognized by All India Board of Technical Education. All the questions will be set in SI units.

#### 5. PAYMENT OF APPLICATION FEE:

- (i) Candidates belonging to **General/OBC(NCL)/EWS** categories are required to pay a **Non-refundable Application Fee of Rs 300/- (Rupees Three Hundred Only) through options mentioned below.**
- (ii) Candidates belonging to **SC/ST/PWBD/Ex-SM** categories & **DVC Departmental Candidates** are exempted from payment of application fees.
- (iii) Options for paying the Application fee:
  - a) a1) SBI Collect - The path for accessing and paying fees on the SBI Collect portal is as follows:

STEP 1 : Go to link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

STEP 2 : Select PSU(PUBLIC SECTOR UNDERTAKING),

STEP 3: Select State as West Bengal

STEP 4: Select name of PSU as DAMODAR VALLEY CORPORATION

STEP 5: Fill all details and proceed towards payment of Rs 300.
  - a2) **After payment of the application fee, candidates are required to download e-receipt which may be retained for future reference and submission at the time of document verification.**
  - a3) The reference number generated will have to be entered in the online application form for final submission of the online application.

a4) The candidate needs to go to “Candidate Login” and enter Payment Reference No. to submit the application.

a5) Incomplete applications/ applications without application fees shall summarily be rejected.

b) Payment Gateway- Application fee can also be paid through online payment gateway. However, the same will be activated on or before 10.5.23.

(iv) **The last date for payment of the application fee is 26.5.2023**

(v) DVC will not be responsible in case the candidate deposits the fee in a wrong account. There will not be any other mode of payment for the application fee other than above

(vi) **Candidates must ensure that payment of Rs 300 is made at one go and amount less than Rs. 300 will not be accepted as application fee.**

(vii) **Application Fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee. The bank charges as applicable have to be borne by the candidates.

## **6. COMPENSATION PACKAGE:**

The Selected candidates will be placed in the **Pay Scale of Rs 35,400-1,12,400/- in Pay Matrix Level 6 (as per 7<sup>th</sup> Pay Revision)** during the one-year probation period. On successful completion of the probation period, the candidates will be absorbed on the same aforementioned scale and pay matrix. On regularization, the compensation package includes Basic Pay, Central Dearness Allowance (CDA), Medical Reimbursement, Leave Travel Allowance, NPS, Conveyance Allowance, Leave Encashment and HRA etc. admissible as per Corporation Rules in force from time to time.

## **7. SERVICE AGREEMENT BOND:**

The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed probation period of 1(one) year and thereafter serve the organization for at least 3(three) years i.e. overall 4 (Four) years.

The amount of the bond for candidates belonging to **General/OBC(NCL)/EWS** categories is **Rs. 2,00,000 (Rupees Two Lakhs Only)** and **Rs. 1,00,000/- (Rupees One Lakh Only)** for candidates belonging to **SC/ST/PwBD** categories, plus applicable interest.

## **8. HEALTH:**

Before joining, candidates will have to undergo Pre-Employment Medical Examination by the DVC Medical Board and the decision of the Board will be final and binding. No relaxation in health standards is allowed.

## 9. GENERAL INFORMATION AND INSTRUCTIONS:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Before applying online /appearing for document verification, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement hosted on the DVC website [www.dvc.gov.in](http://www.dvc.gov.in). In case, it is detected at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material/fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcomings is/are detected even after the appointment, his/her services are liable to be terminated without notice.
- (iii) The candidature of candidates at all stages of the selection process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- (iv) Essential qualification should be from an **Indian University/Institute** recognized by AICTE/appropriate statutory authority.
- (v) **Selected candidates may be posted at any of the DVC establishments.**
- (vi) Candidates with Diploma not having approval by the AICTE/appropriate statutory authority are not eligible to apply for the posts. Candidates in this connection are advised to bring **proof of AICTE approval in the form of a print-out of AICTE notification from their website showing the name of the College/Institution** and the course or any other documentary proof issued by the College/University/Institution. **The onus lies on the candidate to prove his/her eligibility in all respects by submitting the required documents.**
- (vii) Whether CGPA/OGPA/DGPA or Letter Grade in a diploma is awarded, its equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute.
- (viii) Percentage of marks obtained by the candidate in the Diploma shall be calculated based on the practice followed by the University/Institution from where the candidate has obtained the Diploma. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks shall be based on the procedure certified by the University/Institution from where they have obtained the Diploma.  
  
In case the University/Institution does not have any scheme for converting CGPA/Grades into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
- (ix) Candidates employed with Government Departments/Public Sector Undertakings/Autonomous Bodies are required to produce a "**No Objection Certificate**" from their present employer at the time of **Documents verification** positively.
- (x) DVC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/selection process, if the need so arises, without issuing any further notice or assigning any reason whatsoever.
- (xi) The decision of DVC in all matters relating to eligibility, acceptance or rejection of online applications, the penalty for false information, mode of selection, selection and allotment of

posts and places of postings to the selected candidates shall be final and binding on the candidate. No enquiry/ correspondence or telephonic discussion will be entertained in this regard. If any shortcoming is detected even after the appointment, the services of such candidates are liable to be terminated without notice.

- (xii) During physical verification, all signatures should be identical. Different styled Signature on various occasions during Recruitment activities may lead to the rejection of the candidature.
- (xiii) Mere being called for Computer based Test shall not vest any right in a candidate to be called for further selection process i.e. Documents Verification.
- (xiv) In order to avoid last minute rush, the candidates are advised to apply early enough. DVC will not be responsible for network problems or any other problem in submission of Online Application.
- (xv) **The eligibility of the candidate for final selection will be confirmed after Document Verification.**
- (xvi) Any subsequent amendment/notice/clarification etc., if any, shall be made available on the DVC website only. As such, candidates are advised to keep visiting the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) regularly for important updates till the completion of the recruitment process for the posts.
- (xvii) No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
- (xviii) Only Xerox copies of documents will be retained. However, records of other than selected candidates are not maintained after the completion of the recruitment process.
- (xix) While preparing the final merit list, if two or more candidates secure equal marks, the merit of such group of candidates will be as per their date of birth **(i.e. more senior in age will be placed first before junior in age).**
- xx) If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of documents verification or whenever called for.
- xxi) Schedule for Computer Based test will be uploaded in DVC website.
- xxii) In case a candidate submits more than one application for the same post, the application with the latest registration number shall only be considered.
- xxiii) For the Un-Reserved (UR) vacancy, SC/ST/EWS/OBC (NCL) candidates can apply subject to meeting with all general standards of eligibility.
- xxiv) There is no provision of re-checking / re-evaluation of response Sheets / Answers.
- xxv) Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.



- xxvi) Complaints attributable to the incompatibility of the Client Systems, ignorance of users, nonavailability of internet connectivity or any other aspects beyond the direct control of DVC employees or systems will not be entertained.
- xxvii) All information regarding this recruitment process would be available in the career section of DVC website only. Applicants are advised to check the website periodically for important updates. Once registered for DVC, all correspondences shall be made through their registered email ID / SMS or candidate login only.
- xxviii) Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

## 10. DOCUMENTS/TESTIMONIALS TO BE BROUGHT MANDATORILY AT THE TIME OF DOCUMENTS VERIFICATION (AFTER COMPUTER BASED TEST FOR SELECTED CANDIDATES)

Candidates must bring one set of self-attested photocopies along with ORIGINALS of the following documents/testimonials at the time of documents verification.

- i. Printout of **ONLINE Application Form**.
- ii. Proof of **Date of Birth** (Class Xth Board Certificate or Class Xth Passing Certificate)
- iii. Valid **Certificates & Mark sheets** of Class Xth, XIIth, Diploma in. Engineering (semester-wise/year - wise).
- iv. Valid Diploma in Engineering
- v. Valid **SC/ ST/ OBC (NCL)/ EWS/ PwBD certificate (in the prescribed format)**, if applicable, *The minimum **degree of Disability** for Persons with Benchmark Disability candidates would be **40%**.*
- vi. Valid **Age relaxation cum Domicile Certificate / Discharge Certificate**, etc., if applicable in the prescribed format issued by a competent authority.
- vii. Valid **Experience Certificate(s)**, if applicable.
- viii. **No-Objection Certificate (NOC)** from the current employer if working in a PSU/Central Govt./State Govt./Semi-Govt./etc.
- ix. **Application Fee Payment Acknowledgement e-Receipt**.
- x. **Four (4) recent passport size colored photographs**.
- xi. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/ Voter ID card).

## 11. IMPORTANT INSTRUCTIONS ON HOW TO APPLY FOR DVC ONLINE APPLICATION/REGISTRATION

- **MODE OF APPLICATION:** From **05.05.2023 (10 PM onwards)**, candidates have to register themselves **ONLINE** at the **DVC website** [www.dvc.gov.in](http://www.dvc.gov.in) → **Career** → **Recruitment** → **Recruitment Notices**.
- **Closing date of ONLINE applications shall be 26.05.2023 (Till 23:59 hrs).**
- **Closing date of payment of application fees is 26.05.2023.**
- Before applying **ONLINE**, candidates are advised to read the Detailed Advertisement/Notification carefully and will ensure that they must fulfil the essential requirements of the Post and other conditions as mentioned in the Notification.

- **No other means/mode of application shall be accepted.**
- **A Candidate can apply for one post/discipline only.**
- Candidate can select any preferred test centre (3 preferences). However, allotment of Test Centres to the candidates is at the discretion of DVC.
- **Candidates shall have to first apply for ONLINE Application and then click on the link for Payment of Application Fees (wherever applicable).**
- If a candidate is not exempted from payment of application fees (**only SC/ST/PwBD/Departmental candidates are exempted**), he/she[**GEN/OBC(NCL)/EWS** category candidates] will be required to pay a non-refundable application fee of **Rs 300/- (Rupees Three Hundred Only)**.
- **Application fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee.
- **Application process will be treated as complete only on submission of application fees, wherever applicable.**
- Candidates are advised to upload legible copies of the following documents while submitting online application in the space earmarked in the online application: -
  - a) Scanned copy of recent passport size colour photograph in the format mentioned in the online application
  - b) Scanned copy of signature in the format mentioned in the online application
  - c) Date of Birth Proof: Matric / Birth Certificate (wherein DOB is mentioned) in .pdf format
  - d) Qualification Certificate (Diploma) along with Mark Sheets of all years / semesters along with Proof of norms adopted by the Technical Board / Institute to convert CGPA / OGPA / DGPA into percentage (if applicable) (all Qualification Certificate & Mark Sheets are required to be scanned in .pdf format)
  - e) Candidates working in Govt. / PSU are required to apply through the proper channel and need to upload "No-Objection Certificate" from the present employer in .pdf format.
  - f) Caste Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) in .pdf format
  - g) Persons with Benchmark Disability (PwBD) Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) in .pdf format
  - h) In case of requirement of scribe, Certificate in prescribed format issued by Competent Authority as per Govt. of India guidelines regarding physical limitation by the candidate to write.
  - i) Domicile cum Age relaxation certificates for Candidates from J&K State / Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable) (max. 1MB) in .pdf format
  - j) EWS Certificate, as prescribed by Government of India.

- k) Applicants are advised to take a print out of the submitted online application and note down the application number and password generated at the time of online registration. The candidates called for Document Verification are required to produce the above uploaded documents in original for verification. Candidates are not required to forward the hard copies of applications to DVC.

## 12. Following Information/documents to be kept ready before applying ONLINE:

- i) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 100 KB) and signature of size between 2 KB & 50 KB to be uploaded while applying.** The photograph should be with a clear front view of the candidate without a cap or sunglasses. Identical photos shall be used throughout the selection process.
- ii) Candidates will also have to upload their Class Xth /XIIth Certificate or marksheet, essential qualification certificate, etc. along with photograph and signature.
- iii) **Certificates/Mark sheets relating to Academic & Professional qualifications**, etc. to be kept ready for entering marks.
- iv) The **E-mail ID & Contact No.** entered in the online application form must remain valid for at least one year from the date of the Notification for all future correspondences. Please enter email correctly since all important communications shall be through emails only.
- v) After having arranged all information/documents, candidates should visit the DVC website: [www.dvc.gov.in](http://www.dvc.gov.in) and follow the instructions given in this detailed Notification/Advertisement. **Step 1** is to fill in all the particulars in the Online Application Form. **Step 2** is to upload the photograph, signature and other relevant documents/certificates. **Step 3** is to Preview the application form and the data can be edited if required and updated, **Step 4** is to pay the application fee (if applicable) and then final **Step 5** is to **SUBMIT** the application with the payment receipt number. Application once submitted cannot be edited. Only Submitted applications will be accepted.
- vi) No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- vii) After successful submission of the online application including uploading of scanned photograph and signature, a **Unique Application Number** will be generated and thereafter candidates need to take a printout of the application so made. Printout without a system-generated number will not be accepted in any case.
- viii) **Incomplete applications/ applications without application fees (if applicable) will summarily be rejected.**
- ix) Candidates are required to keep the printout of the **Online Application Form** and keep it with him/her safely for future reference.
- x) Candidates are also required to **bring the ORIGINALS** of all the documents as mentioned at **SL. No. 10 of this Notification/Advertisement** pertaining to Proof of DOB, Academic & Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of Documents verification. The self-attested documents submitted in hard copy along with the**

**online application will be verified with originals at the time of documents verification.** If any candidate is found ineligible while verifying the documents, he/she shall not be considered for selection process.

- xi) **No hard copy of the Online Application Form or Certificates/Testimonials, etc. is required to be sent to DVC HQ before appearing for the Document Verification.**
- xii) Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason.

### 13. IMPORTANT INFORMATION:

Before appearing for the **Documents Verification** candidates are required to apply **ONLINE** only (which is mandatory) by clicking the **“APPLY ONLINE”** link available at the **DVC website [www.dvc.gov.in](http://www.dvc.gov.in) → Career → Recruitment → Recruitment Notices**. *The online registrations will remain activated from **05.05.2023(8 PM onwards) till 23:59 hrs of 26.5.2023** .*

Candidates are also required to bring the printout of the **Online Application Form** enclosing all supporting documents in **ORIGINAL** along with one set of **self-attested photocopies of supporting documents (mentioned at Sl. No. 10 of this Advertisement/Notification)** at the time of document verification.

**Before applying, candidates should keep mark sheets of X<sup>th</sup>, XII<sup>th</sup>, Diploma, etc. as applicable for entering marks & a scanned copy of coloured photograph & signature ready to be uploaded while applying ONLINE.**

### 14. IMPORTANT DATES:

Commencement of ONLINE Submission of Application to DVC	<b>05.05.2023</b> (From 10 <b>PM</b> onwards)
Closing Date for ONLINE Submission of Application to DVC	<b>26.05.2023</b> (Till 23:59 hrs)
List of Provisionally Shortlisted Candidates, Date for Documents verification	Shall be notified later the DVC website only <a href="http://www.dvc.gov.in">www.dvc.gov.in</a> (Under Careers → Recruitment → Recruitment Notices)
<b>Helpline No:- For Technical Queries: +91-9971786891/ +91-1140106759</b> (During Official working hours only) <b>For Eligibility Queries: 033-6607 2521/ 2532/ 2504/ 2536</b> Email-ID: <a href="mailto:helpdesk@dvcruitment.in">helpdesk@dvcruitment.in</a> / <a href="mailto:recruitment@dvc.gov.in">recruitment@dvc.gov.in</a>	

**Note: 1) Any corrigendum and subsequent changes in the date of Computer Based Test, Documents verification, Venue, etc. will be notified on the DVC website only. Therefore, all applicants are requested to visit the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) (Careers → Recruitment → Recruitment Notices) regularly for important updates.**

**2) Test date to be notified later in DVC website.**

**Executive Director (HR)  
For & on behalf of DVC**