



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/GET 2022/02 Dtd. 02.12.2022)

**NOTIFICATION FOR RECRUITMENT OF ENGINEERING GRADUATES AS
GRADUATE ENGINEER TRAINEES (GETs) IN DVC THROUGH GATE 2022**

Damodar Valley Corporation (DVC), one of the premier power utilities came into existence on July 7, 1948, as the first multipurpose river valley project of independent India. DVC is a statutory body incorporated under the Damodar Valley Corporation Act (Act No. XIV of 1948). DVC is engaged in Thermal/Hydel Power Generation, Transmission & Distribution with its Headquarters located at Kolkata and various Plants/Stations of DVC situated across West Bengal and Jharkhand. For details on Plants/Stations of DVC, please visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/

To take the growth curve to greater heights, DVC is looking for bright, result-oriented and promising **POWER ENGINEERS** to join its journey of growth as **Graduate Engineer Trainees (GETs)** in the disciplines of **Mechanical / Electrical / Civil /C&I / IT and Communication through GATE-2022**. Interested and eligible candidates (who are having **valid Scorecard of GATE-2022**) may apply **ONLINE** only through the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ (**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 th Pay Revision)	Upper Age Limit as on closing date of online application** (For UR)
		Total	UR	OBC (NCL)	SC	ST	EWS		
1.	GET(Mech), 2022/06	27	12	07	04	02	02	₹ 56,100-1,77,500/- in Pay Matrix Level 10	29 Years
2.	GET (Elec), 2022/07	45	19	13	06	03	04		
3.	GET (Civil), 2022/08	09	04	02	01+(01)*	01	01		
4.	GET (C&I), 2022/09	09	04	02	01	01	01		
5.	GET(IT), 2022/10	05	03	01	01	--	--		
6.	GET(Comm), 2022/11	05	03	01	--	01	--		

*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)/PwD/ESM candidates will be as per GOI guidelines.

PwD Reservation and Identification (#)
06(Six) Nos. of vacancies are reserved for PwBDs. Benchmark Disability details are as follows:
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)=01
d. Special Learning Disability (SLD), Mental Illness (MI)=01

Horizontal Reservation

1. ELIGIBILITY CRITERIA

a. Valid Marks in the GATE 2022

The candidate should have appeared in the corresponding paper of **GATE 2022** as shown in the following table and qualified in the same. The qualifying marks shall be as declared by the **GATE 2022 Organising Institute**.

Please note that only GATE-2022 Marks (Out of 100) are valid for this recruitment process. GATE Marks of 2021 or prior to that are not valid.

Table-B

Post Name & Post No. of DVC	Engineering discipline as advertised by DVC	Corresponding GATE –2022 Paper	Corresponding GATE –2022 Paper Code
GET(Mech), Post No. 2022/06	Mechanical/ Production/ Industrial Engg./ Production & Industrial Engg./ Thermal/ Mechanical & Automation/ Power Engineering	Mechanical Engineering	ME
GET (Elec), Post No.2022/07	Electrical/ Electrical & Electronics/ Electrical, Instrumentation & Control /Power Systems & High Voltage/ Power Electronics/ Power Engineering	Electrical Engineering	EE
GET (Civil), Post No.2022/08	Civil Engineering	Civil Engineering	CE
GET (C&I), Post No.2022/09	Instrumentation & Control/ Instrumentation/Applied Electronics & Instrumentation/ Electronics & Instrumentation / Electronics & Telecommunication/ Electronics & Communication	Instrumentation Engineering	IN
GET(IT), Post No. 2022/10	Information Technology/ Computer Science	Computer Science and Information Technology	CS
GET(Comm), Post No. 2022/11	Electronics/ Electronics & Tele-Communication/ Tele-Communication Engg./ Electronics & Communication/ Electronics & Power/ Power Electronics/ Electrical & Electronics Engg.	Electronics & Communication Engineering	EC

- b. **Upper Age Limit:-**29 Years as on closing date of online application for **Unreserved candidates**. Age relaxation for **SC/ST/OBC (NCL)/PwD/Ex-SM** candidates will be as per GOI guidelines. No upper age limit for DVC Departmental candidates. **Departmental candidates shall also be required to qualify in the corresponding paper of GATE 2022.**

c. **Essential Qualification**

Table-C

Sl. No.	Post Name & Post No.	Essential Qualification Requirement (QR)
1.	GET(Mech), 2022/06	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Mechanical/Production/Industrial Engg./ Production & Industrial Engg./ Thermal/ Mechanical & Automation/ Power Engineering from AICTE approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution.
2.	GET(Elec), 2022/07	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Electrical/Electrical & Electronics/ Electrical, Instrumentation& Control /Power Systems & High Voltage/ Power Electronics/ Power Engineering from AICTE approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.
3.	GET(Civil), 2022/08	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Civil Engineering from AICTE approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.
4.	GET(C&I), 2022/09	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Instrumentation & Control / Instrumentation / Applied Electronics & Instrumentation / Electronics & Instrumentation / Electronics & Telecommunication/ Electronics & Communication from AICTE approved University/Institution with not less than 65% Marks [General/OBC(NCL)/EWS] & 60% Marks (SC/ST) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution.
5.	GET(IT), 2022/10	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Information Technology/Computer Science from AICTE approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.

6.	GET(Commn), 2022/11	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Electronics/ Electronics & Tele-Communication/ Tele-Communication Engg./ Electronics & Communication/ Electronics & Power/ Power Electronics/ Electrical & Electronics Engg. from AICTE approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.
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** In terms of the AICTE Public Notice dated 31.10.2017 & Circular Dated 23.11.2020, candidates who were enrolled with various Professional Bodies/Institutions such as AMIE, etc. with permanent recognition up to 31.05.2013, stand recognized in accordance with MHRD O.M Dated 06.12.2012.*

2. RELAXATIONS AND CONCESSIONS:

- (i) Reservation/Relaxation/Concession to candidates belonging to **OBC(Non-Creamy Layer)/SC/ST/EWS(Economically Weaker Sections)/ PwD (Persons with Disabilities) /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 PwD.
- (iii) **Relaxation in Upper Age Limit:**
- For OBC(NCL) candidates : 3 years
 - For SC/ST candidates : 5 years
 - For PwD candidates: 10 years over and above category relaxation (i.e.10 years for a PwD candidate belonging to General category, 13 years for a PwD candidate belonging to OBC(NCL) category, 15 years for a PwD candidate belonging to SC/ST category, etc.)
 - 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 Group Discussion (GD) & Interview, 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 Group Discussion (GD) & Interview, 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 Group Discussion (GD) & Interview, 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 Group Discussion (GD) & Interview, 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 GD & Interview.**
(Please refer to [Annexure-1 to 4](#) on the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ 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 GD & Interview.**
- (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 GD & Interview, if called for.
- (xi) Candidates belonging to **SC/ST/PwD/Ex-SM categories and Departmental candidates** are exempted from payment of application fees.
- (xii) There is no upper age limit for **Departmental candidates. Departmental candidates shall also be required to qualify in the corresponding paper of GATE 2022.** Departmental candidates mean only those candidates who are currently working in DVC as permanent employees.

3. SELECTION PROCESS

The Selection Process consists of marks obtained (out of 100) in the corresponding paper of **GATE 2022, Group Discussion (GD) and Personal Interview (PI).**

Eligible candidates must have appeared in the **corresponding paper of GATE 2022, i.e. Mechanical (ME)/ Electrical (EE)/ Civil (CE)/ Instrumentation (IN)/ Electronics & Communication Engineering (EC)/Computer Science and Information Technology (CS).**

Candidates qualified in the corresponding paper of GATE 2022 shall only be eligible to be considered for the next stages of selection. Qualifying marks in GATE 2022 shall be as decided by the GATE 2022 conducting Authority.

Please note that only GATE-2022 Marks out of 100 are valid for this recruitment process. GATE Marks of 2021 or prior to that are not valid.

- (i) **The candidates will be shortlisted for Group Discussion (GD) & Personal Interview (PI) on the basis of GATE-2022 marks obtained out of 100 in the order of merit in the ratio of 1:10 to the number of vacancies category-wise in each discipline for the further selection process.** In case two or more candidates in the same discipline and category secured equal marks in GATE 2022 and the ratio of **1:10** is increasing, all those candidates who secured equal marks will be called for Group Discussion and Interview irrespective of the above ratio.
- (ii) DVC reserves the right to increase or decrease the ratio, if required. Mere being qualified in the GATE-2022 examination shall not vest any right in a candidate to be called for Group Discussion & Personal Interview.
- (iii) **Weightage of Different Parameters:** The final merit list will be prepared based on the following weightage:

GATE 2022 Marks (out of 100)	85%
Group Discussion (GD) Marks (out of 50)	3%
Personal Interview (PI) Marks (out of 50)	12%
Total	100%

- (iv) **Candidates must qualify in the Personal Interview separately in order to be considered for empanelment.** The qualifying percentage(%) for different categories are as mentioned below:

Category	Qualifying % in Personal Interview
GEN/OBC(NCL)/EWS	50% of total marks i.e. 25 out of 50
SC/ST/PWD	40% of total marks i.e. 20 out of 50

The Group Discussion (GD) will not have any Qualifying Marks.

- (v) **Verification of Credentials:** - While appearing for Group Discussion (GD) & Personal Interview (PI), the candidates are required to produce his/her **GATE 2022 Admit Card** as well as **Original Scorecard of GATE-2022** containing a scanned photo & signature as a proof of identity. In case the scanned photo in the admit card or scorecard is hazy or not clear enough, the same may be corroborated with other proof of identity such as Aadhaar Card, Voter Card, Pan Card, Driving License, Passport etc. If the identity of the candidate is doubtful, the candidate will not be allowed for GD & PI.
- (vi) The shortlisted candidates will be called for Group Discussion (GD) & Personal Interview and the details such as **Date, Time and Venue of the GD & Interview** shall be hosted on the DVC website only. **Please note that NO hard copy of the Call Letters to the shortlisted candidates for GD & Interview 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 pertaining to the selection process other than that mentioned above will be followed.

4. 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 Online mode only (SBI Collect)**.The bank charges as applicable have to be borne by the candidates.
- (ii) Candidates belonging to **SC/ST/PWD/Ex-SM categories & DVC Departmental Candidates** are exempted from payment of application fees.
- (iii) **Candidates who are NOT exempted from payment of Application Fees should first submit ONLINE Application** and then take a printout of the application for reference. The **Unique Application Number** so generated along with **Application Submission Date and Post No. (against which applied)** needs to be filled in the Payment details page. On submission of application fees, your application process will be treated as complete.
- (iv) **The link for payment of application fees is available at the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ →Career →Recruitment →Recruitment Notices.**
- (v) **The last date for payment of the application fee is 31.12.2022.**
- (vi) **The path for accessing and paying fees on the SBI Collect portal is as follows:**

Go to link <https://www.onlinesbi.com/sbicollect/icollecthome.htm>, click on “**I have read and accepted the terms and conditions stated above**” and Proceed. Choose the State of Corporate as **West Bengal**, Type of Corporate as **PSU(PUBLIC SECTOR UNDERTAKING)**, PSU Name as **DAMODAR VALLEY CORPORATION** and Select Payment Category as **Receipt of DVC Recruitment Application Money**.

For further detailed instructions with screenshots regarding payment of application fees, please check **INSTRUCTIONS FOR PAYMENT OF APPLICATION FEE available at the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ →Career →Recruitment →Recruitment Notices**).
- (vii) **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 GD & Interview.**
- (viii) 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.
- (ix) **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.**
- (x) **Application Fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee.

5. COMPENSATION PACKAGE:

The Selected candidates will be placed in the **Pay Scale of Rs 56,100-1,77,500/- in Pay Matrix Level 10** (as per 7th Pay Revision) during the one year probation period. On successful completion of the probation period, the candidates will be absorbed as Assistant Engineers on the same scale. 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.

6. 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. 5,00,000 (Rupees Five Lakhs Only)** and **Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand Only)** for candidates belonging to **SC/ST/PwD** categories, plus applicable interest.

7. 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.

8. GENERAL INFORMATION AND INSTRUCTIONS:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Before applying /appearing for the **Group Discussion (GD) & Personal Interview (PI)**, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement hosted on the DVC website https://www.dvc.gov.in/dvcwebsite_new1. In case, it is detected at any stage of the recruitment process that a candidate does not fulfill 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 Degree 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 degree/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 Bachelor's degree shall be calculated based on the practice followed by the University/Institution from where the candidate has obtained the degree. 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 Bachelor's degree.

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, if shortlisted for GD & Interview, are required to mandatorily bring their original GATE 2022 Score Card as received from the GATE Authority at the time of Group Discussion & Interview.**
- (x) 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 **GD & Interview** positively.
- (xi) 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.
- (xii) The decision of DVC in all matters relating to eligibility, acceptance or rejection of online applications, the penalty for false information, mode of selection & interviews, 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.
- (xiii) 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.
- (xiv) **GATE-2022 Qualified Candidates who have appeared in the Final year (2022) of their engineering exam but whose results are still awaited, may also apply. But they must be in a position to submit their final year Mark sheet & Provisional Degree Certificate/Degree Certificate at the time of Group Discussion and Interview. Without submission of Provisional Degree Certificate/Degree Certificate, the candidate will not be allowed to appear for Group Discussion & Interview.**
- (xv) **The candidates who were enrolled with various Professional Bodies/Institutions such as AMIE, etc. with permanent recognition up to 31.05.2013 are only eligible**

for consideration (Ref: AICTE Public Notice dated 31.10.2017 & AICTE Circular dated 23.11.2020).

- (xvi) Mere being qualified in the GATE-2022 examination shall not vest any right in a candidate to be called for further selection process i.e. Group Discussion & Personal Interview.
- (xvii) 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.
- (xviii) **The eligibility of the candidate will be confirmed after Document Verification at the time of Group Discussion and Interview.**
- (xix) 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 regularly for important updates till the completion of the recruitment process for the posts.
- (xx) No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
- (xxi) 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.
- (xxii) 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**).
- (xxiii) Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

9. DOCUMENTS/TESTIMONIALS TO BE BROUGHT MANDATORILY AT THE TIME OF GROUP DISCUSSION(GD)& PERSONAL INTERVIEW(PI)

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

- i. Printout of **ONLINE Application Form**.
- ii. **Original GATE 2022 SCORECARD**
- iii. Proof of **Date of Birth** (Class Xth Board Certificate or Class Xth Passing Certificate)
- iv. Valid **Certificates & Mark sheets** of Class Xth, XIIth, Diploma, BE/B.TECH/B.Sc. Engineering/AMIE, etc. (semester-wise/year-wise).
- v. Valid **Degree/Provisional Degree** of Diploma/BE/B.TECH/B.Sc.Engineering/AMIE, etc.
- vi. Valid **SC/ ST/ OBC (NCL)/ EWS/ PwD certificate**, if applicable in the format as applicable for appointment to posts under **the Government of India, if applicable. In the case of OBC (NCL)/ EWS certificate must not be older than 1(One) year from the date of GD &**

Interview(See Annexure-1 to 4 under Career → Recruitment → Recruitment Notices on DVC website) for prescribed GOI format of Caste, Income & Asset Certificate & Disability Certificate).The minimum degree of Disability for Persons with Disability candidates would be 40%.

- vii. Valid **Age relaxation cum Domicile Certificate / Discharge Certificate**, etc., if applicable in the prescribed format issued by a competent authority.
- viii. Valid **Experience Certificate(s)**, if applicable.
- ix. **No-Objection Certificate (NOC)** from the current employer if working in a PSU/Central Govt./State Govt./Semi-Govt./etc.
- x. **Application Fee Payment Acknowledgement e-Receipt**.
- xi. **Four (4) recent passport size colored photographs**.
- xii. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/ Voter ID card).

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

- **MODE OF APPLICATION:** From **03.12.2022 (11:00 A.M onwards)**, candidates have to register themselves **ONLINE** at the **DVC website** https://www.dvc.gov.in/dvcwebsite_new1/ → Career → Recruitment → Recruitment Notices.
- **Closing date of ONLINE applications shall be 31.12.2022 (Till 23:59 hrs).**
- **Closing date of payment of application fees is 31.12.2022.**
- Before applying ONLINE, candidates are advised to read the Detailed Advertisement/Notification carefully and will ensure that they must fulfill 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.**
- **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/PwD/ESM/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.**

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

- a) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 250 KB) and signature of size between 10 KB & 100 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.
- b) Candidates will also have to upload their Class Xth /XIIth Certificate or marksheet, essential qualification certificate, GATE scorecard, etc. along with photograph and signature.
- c) **Certificates/Mark sheets relating to Academic & Professional qualifications, etc. to be kept ready for entering marks.**
- d) **GATE 2022 Registration No.** as appearing on the **GATE 2022 Admit Card** and **GATE 2022 Score Card** should be kept ready before entering details correctly in the ONLINE application. **Please note that once the application is submitted, no request regarding change in GATE Registration No. or Name shall be entertained.**
- e) 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.
- f) After having arranged all information/documents, candidates should visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ and follow the instructions given in this detailed Notification/Advertisement. **Step 1** is to fill in all the particulars in the Online Application Form. After filling in the details, the candidates can edit the data and update. **Step 2** is to upload the photograph, signature and other relevant documents/certificates. **Step 3** is to Preview the application form and then final **Step 4** is to **SUBMIT** the application. Application once submitted cannot be edited. Only Submitted applications will be accepted.
- g) No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- h) 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.
- i) **Incomplete applications/ applications without application fees (if applicable) will summarily be rejected.**
- j) Candidates are required to keep the printout of the **Online Application Form** and keep it with him/her safely for future reference.
- k) Candidates are also required **to bring the ORIGINALS** of all the documents as mentioned at **SL. No. 9 of this Notification/Advertisement** pertaining to Proof of DOB, Academic &

Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of GD & Interview. The self-attested documents submitted in hard copy along with the online application will be verified with originals at the time of GD & Interview.** If any candidate is found ineligible while verifying the documents, he/she shall not be allowed to appear for the further selection process.

- l) Candidates will be required to retain their **GATE 2022 Admit Card** and **GATE 2022 Score Card** for verification at the time of **GD & Interview**.
- m) **No hard copy of the Online Application Form or Certificates/Testimonials, etc. is required to be sent to DVC HQ before appearing for the GD & Interview.**

11. IMPORTANT INFORMATION:

Before appearing for the **Group Discussion (GD) & Personal Interview (PI)**, candidates are required to apply **ONLINE** only (which is mandatory) by clicking the “**APPLY ONLINE**” link available at the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ → **Career** → **Recruitment** → **Recruitment Notices**. *The online registrations will remain activated from 03.12.2022 (11:00 A.M onwards) till 23:59 hrs of 31.12.2022.*

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. 9 of this Advertisement/Notification) at the time of **Group Discussion & Interview** for document verification.

Before applying, candidates should keep mark sheets of Xth, XIIth, Diploma, Graduation, Equivalent Degree/Certificates, GATE 2022 Scorecard, etc. as applicable for entering marks & a scanned copy of coloured photograph & signature ready to be uploaded while applying ONLINE.

IMPORTANT DATES:

Commencement of ONLINE Submission of Application to DVC	03.12.2022 (From 11:00 A.M onwards)
Closing Date for ONLINE Submission of Application to DVC	31.12.2022 (Till 23:59 hrs)
List of Provisionally Shortlisted Candidates, Date, Time & Venue for Group Discussion (GD) & Personal Interview (PI)	Shall be notified later on the DVC website only https://www.dvc.gov.in/dvcwebsite_new1/ (Under Careers → Recruitment → Recruitment Notices)
Helpline No:- 033-6607-2539 (For Eligibility related queries)/033-6607-2849 (For technical issues)(During Official working hours only) Email-ID: recruitment@dvc.gov.in	

Note: Any corrigendum and subsequent changes in the date of Group Discussion (GD) & Interview, Venue, etc. will be notified on the DVC website only. Therefore, all applicants are requested to visit the DVC website www.dvc.gov.in (Careers → Recruitment → Recruitment Notices) regularly for important updates.

Executive Director (HR)
For & on behalf of DVC