



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



(Advt. No. PLR/ET-2023/12

Dtd. 01/10/2023)



**NOTICE FOR RECRUITMENT OF ENGINEERING GRADUATES AS  
EXECUTIVE TRAINEES (ETs) IN DVC THROUGH GATE 2023**

**Damodar Valley Corporation (DVC)**, a statutory organization, 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, Water Management and foraying into Renewables and Mining area with own mines at Tubed, with its Head Quarter located at Kolkata and field formations spread across West Bengal & Jharkhand invites **ONLINE applications** from bright, result-oriented and promising **GRADUATE ENGINEERS** to join its journey of growth as **EXECUTIVE TRAINEES- ETs in the disciplines of Mechanical / Electrical / Civil /C&I / IT/ and Mining through GATE-2023.**

DVC having a total Generation capacity (Thermal + Hydel) of 6687.2MW & Solar 3.923MWp, has a massive expansion plan of Renewables (5500MW) and Super Critical and Ultra Critical Thermal Generation of (3720MW). DVC also supplies water to industries, Municipal Corporations etc. 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 Section → Recruitment Notices*). **No other means/mode of application shall be accepted.** Please read this Advertisement/Notice carefully and ensure eligibility criteria before submitting the **ONLINE** application. The details of the positions are as below

## 1. Category-wise vacancy details

**Table-A**

| Post No. | Post                       | VACANCIES and RESERVATION |    |           |    |    |     |
|----------|----------------------------|---------------------------|----|-----------|----|----|-----|
|          |                            | Total                     | UR | OBC (NCL) | SC | ST | EWS |
| 2023/12  | EXECUTIVE TRAINEE (Mining) | 10                        | 05 | 02        | 01 | 01 | 01  |

Note: No reservation for PwBD candidates in Mining discipline

**Table-B**

(UNFILLED VACANCIES AGAINST ADVERTISEMENT No. PLR/GET 2022/01  
Dtd.05.04.2022 & Advt. No. PLR/GET 2022/02 Dtd. 02.12.2022)

| Post No. | Post                      | VACANCIES and RESERVATION |    |           |    |    |     |
|----------|---------------------------|---------------------------|----|-----------|----|----|-----|
|          |                           | Total                     | UR | OBC (NCL) | SC | ST | EWS |
| 2023/07  | EXECUTIVE TRAINEE(Mech)   | 29                        | 12 | 08        | 04 | 03 | 02  |
| 2023/08  | EXECUTIVE TRAINEE (Elec)  | 37                        | 14 | 12        | 04 | 02 | 05  |
| 2023/09  | EXECUTIVE TRAINEE (Civil) | 11                        | 05 | 03        | 02 | -  | 01  |
| 2023/10  | EXECUTIVE TRAINEE (C&I)   | 02                        | -  | -         | 02 | -  | -   |
| 2023/11  | EXECUTIVE TRAINEE(IT)     | 02                        | 01 | -         | 01 | -  | -   |

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 subject to respective vacancy

### **PwD Reservation and Identification (#)**

**03 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)= **01**

# Horizontal Reservation

## **2. Scale of Pay as per 7th Pay Revision**

Rs 56,100-1,77,500/- in Pay Matrix Level-10 of 7<sup>th</sup> CPC (M2 grade)

## **3. ELIGIBILITY CRITERIA**

a. **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-2023.

### **b. Valid Marks in the GATE-2023**

The candidate should have appeared in the corresponding paper of **GATE-2023** as shown in the following table and qualified in the same. The qualifying marks shall be as declared by the **GATE-2023 Organising Institute**.

**Please note that only GATE-2023 Marks (Out of 100) are valid for this recruitment process. GATE Marks of 2022 or prior to that are not valid.**

**Table-C**

| <b>Post Name &amp; Post No.</b>                     | <b>Engineering discipline as advertised by DVC</b>   | <b>Corresponding GATE –2023 Paper</b>  | <b>Corresponding GATE – 2023 Paper Code</b> |
|---|--|--|---|
| <b>EXECUTIVE TRAINEE(Mech), Post No. 2023/07</b>    | Mechanical/ Production/ Industrial Engg./ Production & Industrial Engg./ Thermal/ Mechanical & Automation/ Power Engineering   | <b>Mechanical Engineering</b>  | <b>ME</b>                                   |
| <b>EXECUTIVE TRAINEE (Elec), Post No.2023/08</b>    | Electrical/ Electrical & Electronics/ Electrical, Instrumentation & Control /Power Systems & High Voltage/ Power Electronics/ Power Engineering                                | <b>Electrical Engineering</b>  | <b>EE</b>                                   |
| <b>EXECUTIVE TRAINEE (Civil), Post No.2023/09</b>   | Civil Engineering  | <b>Civil Engineering</b>   | <b>CE</b>                                   |
| <b>EXECUTIVE TRAINEE (C&amp;I), Post No.2023/10</b> | Instrumentation & Control/ Instrumentation/Applied Electronics & Instrumentation/ Electronics & Instrumentation / Electronics & Telecommunication/ Electronics & Communication | <b>I-Instrumentation Engineering</b><br><br><b>II- Electronics &amp; Communication Engineering</b> | <b>IN</b><br><br><b>EC</b>                  |
| <b>EXECUTIVE TRAINEE(IT), Post No. 2023/11</b>      | Information Technology/Computer Science  | <b>Computer Science and Information Technology</b>   | <b>CS</b>                                   |
| <b>EXECUTIVE TRAINEE(Mining), Post No. 2023/12</b>  | Mining Engineering   | <b>Mining Engineering</b>  | <b>MN</b>                                   |

### c. Essential Qualification

**Table-D**

| Sl. No. | Post Name & Post No.                       | Essential Qualification Requirement (QR)  |
|---------|--|---|
| 1.      | <b>EXECUTIVE TRAINEE(Mech), 2023/07</b>    | Full-time Bachelor's Degree in Engineering or Technology in Mechanical/Production/Industrial Engg./ Production & Industrial Engg./ Thermal/ Mechanical & Automation/ Power Engineering from AICTE/appropriate statutory authority approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution.   |
| 2.      | <b>EXECUTIVE TRAINEE(Elec), 2023/08</b>    | Full-time Bachelor's Degree in Engineering or Technology in Electrical/Electrical & Electronics/ Electrical, Instrumentation & Control /Power Systems & High Voltage/ Power Electronics/ Power Engineering from AICTE/appropriate statutory approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.                                      |
| 3.      | <b>EXECUTIVE TRAINEE(Civil), 2023/09</b>   | Full-time Bachelor's Degree in Engineering or Technology in Civil Engineering from AICTE/appropriate statutory approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.   |
| 4.      | <b>EXECUTIVE TRAINEE(C&amp;I), 2023/10</b> | Full-time Bachelor's Degree in Engineering or Technology in Instrumentation & Control / Instrumentation / Applied Electronics & Instrumentation / Electronics & Instrumentation / Electronics & Telecommunication/ Electronics & Communication from AICTE/appropriate statutory approved University/Institution with not less than 65% Marks [General/OBC(NCL)/EWS] & 60% Marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution. |

|    |  |   |
|----|--|---|
| 5. | <b>EXECUTIVE TRAINEE(IT), 2023/11</b>      | Full-time Bachelor's Degree in Engineering or Technology in Information Technology/Computer Science from AICTE/appropriate statutory approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution. |
| 6. | <b>EXECUTIVE TRAINEE (Mining), 2023/12</b> | Full-time bachelor's degree in engineering or technology in Mining Engineering from an AICTE /appropriate statutory approved University/Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.                  |

#### 4. 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:**
  - a. For OBC(NCL) candidates : 3 years
  - b. For SC/ST candidates : 5 years
  - c. For PwD candidates:
    - General (UR)—10 Years
    - OBC(Non-Creamy Layer)- 13 Years
    - SC/ST—15 Years
  - d. Candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines-- 05 Years
  - e. Ex-Servicemen/ Victims of Riots: As per Govt. of India guidelines.
- (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 Document Verification (DV), 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 Document Verification (DV), 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 Document Verification (DV), 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 Document Verification (DV), 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 Document Verification (DV)**.  
*(Please refer to **Annexure-1 to 4** on the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) under **Career Section → 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 Document Verification (DV), 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-2023**. Departmental candidates mean only those candidates who are currently working in DVC as permanent employees.

## 5. SELECTION PROCESS

The Selection Process consists of marks obtained (out of 100) in the corresponding paper of **GATE-2023 only**.

Eligible candidates must have appeared in the **corresponding paper of GATE-2023**, i.e. **Mechanical (ME)/ Electrical (EE)/ Civil (CE)/ Instrumentation (IN)/ Electronics & Communication Engineering (EC)/Computer Science and Information Technology (CS)/Mining (MN)**.

**Candidates qualified in the corresponding paper of GATE-2023 shall only be eligible to be considered for the next stages of selection.** Qualifying marks in GATE-2023 shall be as decided by the GATE-2023 conducting Authority.

**Please note that only GATE-2023 Marks out of 100 are valid for this recruitment process. GATE Marks of 2022 or prior to that are not valid.**

- (i) **The candidates will be shortlisted for Document Verification (DV) on the basis of GATE-2023 marks obtained out of 100 in the order of merit in the ratio of 1:5 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-2023 and the ratio of **1:5** is increasing, all those candidates who secured equal marks will be called for Document Verification (DV) irrespective of the above ratio.
- (ii) DVC reserves the right to increase or decrease the ratio, if required. Mere being qualified in the GATE-2023 examination shall not vest any right in a candidate to be called for Group Discussion & Personal Interview.
- (iii) **Verification of Credentials:** - While appearing for Document Verification (DV), the candidates are required to produce his/her **GATE-2023 Admit Card** as well as **Original Scorecard of GATE-2023** 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 DOCUMENT VERIFICATION (DV).
- (iv) The shortlisted candidates will be called for Document Verification (DV) and the details such as **Date, Time and Venue of the Document Verification** shall be hosted on the DVC website only. **Please note that NO hard copy of the Call Letters to the shortlisted candidates for Document 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 pertaining to the selection process other than that mentioned above will be followed.



## 6. 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 also available with the online application form.**
- (v) Options for paying the Application fee:
  - 1) 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.
- (vi) **The last date for payment of the application fee is 30/10/2023.**
- (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 Document Verification (DV).**
- (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.

## 7. 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 7<sup>th</sup> Pay Revision) during the one year probation period. On successful completion of the probation period, the candidates will be absorbed as **Assistant Managers** 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.

## 8. 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.

## 9. 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.

## 10. GENERAL INFORMATION AND INSTRUCTIONS:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Before applying /appearing for the **Document Verification (DV)**, 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 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 Notice 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 Document Verification (DV), are required to mandatorily bring their original GATE-2023 Score Card as received from the GATE Authority at the time of Document Verification (DV).**
- (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 **Document Verification** 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, 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-2023 Qualified Candidates who have appeared in the Final year (2023) 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 Document Verification (DV). Without submission of Provisional Degree Certificate/Degree Certificate, the candidate will not be allowed to appear for Document Verification (DV).**
- (xv) Mere being qualified in the GATE-2023 examination shall not vest any right in a candidate to be called for further selection process i.e. Document Verification (DV).
- (xvi) 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.
- (xvii) **The eligibility of the candidate will be confirmed after Document Verification.**
- (xviii) 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.
- (xix) No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
- (xx) 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.
- (xxi) 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).**
- (xxii) Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

## **11. DOCUMENTS/TESTIMONIALS TO BE BROUGHT MANDATORILY AT THE TIME OF DOCUMENT VERIFICATION (DV)**

Candidates must bring one set of self-attested photocopies along with ORIGINALS of the following documents/testimonials at the time of Document Verification (DV).

- i. Printout of **ONLINE Application Form**.
- ii. **Original GATE-2023 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, etc. (semester-wise/year-wise).
- v. Valid **Degree/Provisional Degree** of Diploma/BE/B.TECH/B.Sc.Engineering, 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 Document Verification (DV) (See Annexure-1 to 4 under Careerà RecruitmentàRecruitment 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).

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

- i. **MODE OF APPLICATION:** From **01/10/2023 (11:00 A.M onwards)**, candidates have to register themselves **ONLINE** at the **DVC website [www.dvc.gov.in](http://www.dvc.gov.in) Carrer Section →Recruitment Notices.**
- ii. **Closing date of ONLINE applications shall be 30/10/2023 (Till 23:59 hrs).**
- iii. **Closing date of payment of application fees is 30/10/2023.**
- iv. Before applying ONLINE, candidates are advised to read the Detailed Advertisement/Notice carefully and will ensure that they must fulfill the essential requirements of the Post and other conditions as mentioned in the Notice.
- v. **No other means/mode of application shall be accepted.**
- vi. **A Candidate can apply for one post/discipline only.**

- vii. **Candidates shall have to first apply for ONLINE Application and then click on the link for Payment of Application Fees (wherever applicable).**
- viii. 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)**.
- ix. **Application fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee.
- x. **Application process will be treated as complete only on submission of application fees, wherever applicable.**

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

- a) **One recent scanned photograph of size 3.5cm X 3.5 cm and signature upload png, jpg, jpeg file only of size max file size 2mb 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. pdf file only (Max-Size : 2MB) along with photograph and signature.
- c) **Certificates/Mark sheets relating to Academic & Professional qualifications, etc. to be kept ready for entering marks.**
- d) **GATE-2023 Registration No.** as appearing on the **GATE-2023 Admit Card** and **GATE-2023 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 Notice 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 [www.dvc.gov.in](http://www.dvc.gov.in) and follow the instructions given in this detailed Notice/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. 11 of this Notice/Advertisement** pertaining to Proof of DOB, Academic & Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of Document Verification (DV). The self-attested documents submitted in hard copy along with the online application will be verified with originals at the time of Document Verification (DV).** 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-2023 Admit Card** and **GATE-2023 Score Card** for **Document Verification (DV).**
- 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 Document Verification (DV).**

#### 14. IMPORTANT INFORMATION:

Before appearing for the **Document 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)à Careerà Recruitmentà **Recruitment Notices**. The online registrations will remain activated from **01/10/2023 (11:00 A.M onwards) till 23:59 hrs of 30/10/2023**.

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. 11 of this Advertisement/Notice) at the time of **Document Verification (DV)** for document verification.

**Before applying**, candidates should keep mark sheets of X<sup>th</sup>, XII<sup>th</sup>, Diploma, Graduation, Equivalent Degree/Certificates, GATE-2023 Scorecard, etc. as applicable for entering marks & a scanned copy of coloured photograph & signature ready to be uploaded while applying ONLINE.

#### 15. IMPORTANT DATES:

|  |   |
|--|---|
| Commencement of ONLINE Submission of Application to DVC  | <b>01/10/2023</b><br>(From 11:00 A.M onwards)   |
| Closing Date for ONLINE Submission of Application to DVC   | <b>30/10/ 2023</b><br>(Till 23:59 hrs)  |
| List of Provisionally Shortlisted Candidates, Date, Time & Venue for <b>Document Verification (DV)</b>   | Shall be notified later on the DVC website only <a href="http://www.dvc.gov.in">www.dvc.gov.in</a><br>(Under Career Section-→Recruitment Notices) |
| <b>Helpline No:- 033-6607 2532/ 2504</b> (For Eligibility related queries)/033-6607-2849 (For technical issues)(During Official working hours only)<br><b>Email-ID: <a href="mailto:recruitment@dvc.gov.in">recruitment@dvc.gov.in</a></b> |   |

**Note:** Any corrigendum and subsequent changes in the date of Document Verification (DV), 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) (Career Section-→Recruitment Notices ) regularly for important updates.

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