



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



Notice No. PLR/Deputation/2024/03

Dt. 18/02/2024



**Notice for recruitment of Executive Director (Mining)/Dy. GM (Law)/ Dy. GM (Soil Conservation) & Executive (Soil Science) on deputation basis**

**Damodar Valley Corporation (DVC)** is 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, Latehar district, Jharkhand. DVC Head Quarter located at Kolkata and field formations spread across West Bengal & Jharkhand state.

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)

DVC invites ONLINE applications from the **officials of Central/State Governments, Public Sector Undertakings and other Govt. Bodies** for the following position.

## 1. Vacancy details

Sl. No.	Post Name & No	7 <sup>th</sup> Pay Matrix Level in CDA pattern (GOI)	Level	No. of Vacancies	Max age as on closing date of application
1	<b>Executive Director (Mining)- On Deputation, 2024/01</b>	Pay Matrix Level 15 (Rs 1,82,200-2,24,100/-) [Rs 67000- 79000 (HAG): Pre-revised]	M10	1(One)	<b>Minimum</b> -45 years <b>Maximum</b> -3 years residual service(Age of superannuation 60 years.
2	<b>Dy. General Manager (Law)- On Deputation, 2024/02</b>	Pay Matrix Level 13 (Rs 1,23,100- 2,15,900/-) [Rs. 37400-67000+8800 (GP): Pre-revised]	M6	1(One)	Not exceeding 56 years
3	<b>Dy. General Manager (Soil Conservation) - On Deputation, 2024/03</b>	Pay Matrix Level 13 (Rs 1,23,100- 2,15,900/-) [Rs. 37400-67000+8800 (GP): Pre-revised]	M6	1(One)	Not exceeding 56 years
4	<b>Executive (Soil Science), On Deputation, 2024/04</b>	Pay Matrix Level 10 (Rs 56,100- 1,77,500/-) [Rs. 15600-39100+5400 (GP): Pre-revised]	M1	1(One)	Not exceeding 56 years

## 2. Qualifying Requirement & Experience Criteria etc

Post Name	Educational Qualification and Eligibility Condition	Experience Criteria	JOB DESCRIPTION AND RESPONSIBILITIES
<b>Executive Director (Mining)</b>	<p><b>A) Educational Qualification: -</b></p> <p>i) Bachelor's degree in mining engineering from any Institute approved/recognized by the UGC/AICTE.</p> <p>ii) 1<sup>st</sup> Class Mine Manager's Certificate of Competency (Coal) under Coal Mining Regulations from Director General Mines Safety(DGMS).</p> <p><b>B) Eligibility Condition</b> officers under the Central Govt./State Governments, Public Sector Undertakings and other Govt. Bodies holding post on regular service in the pay scale under IDA pattern at E-8 (Rs 1,20,000- 2,80,000/-) level &amp; above or equivalent in the parent cadre or department</p>	<p><b>C) Experience Criteria</b></p> <p>1. At least 20(twenty) years post qualification experience of managing, developing and operating Coal Mines</p> <p>2. Minimum 12(Twelve) years' experience as a 1<sup>st</sup> class Mines Manager in a Mechanized Open Cast Coal Mines having at least mine production capacity of 3.0 MTPA.</p> <p><b>OR</b></p> <p>3. The applicant should have at least eight years' cumulative experience in Corporate planning/ Production/ Operation in open cast Mechanized Mines/Plants and/or connected projects during the last ten years in an organization of repute.</p> <p><b>D) Desirable</b></p> <p>1. Experience in coal mine planning and development.</p> <p>2. Experience in dealing with regulatory authorities on development, operational and statutory compliances.</p>	<p>1. Responsible for Corporate planning, production and operation of highly mechanized open cast mines/plants of the Company including inter-action with suppliers, diversification and a commitment to growth both in terms of turnover and profitability.</p> <p>2. Required to participate in all policy making decisions and controls all matters relating to Mines and Mining</p> <p>3. To monitor activities related to development of captive blocks/ mines of DVC and provide guidance to DVC management in the matter related thereto towards completion of developmental activities.</p> <p>4. To liaison with State/Central Government authorities and other organizations in the matter related to clearances/ approvals for the captive mines of DVC.</p> <p>5. To make site inspection of captive mines of DVC and</p>

		<p>3. Experience in activities related to Land acquisition, Rehabilitation &amp; Resettlement, Forest clearances, Environment clearance and other statutory clearances/approvals.</p> <p>4. Applicant with MBA qualification will have an added advantage.</p> <p>5. Significant contribution in development of mines (preferably open cast mine) starting from green field project to operations of mine will be considered as added advantage.</p>	provide guidance to DVC management in the matter of operation of captive mines etc.
<b>Dy. General Manager (Law)</b>	<p><b>A. Educational Qualification</b> Full-time bachelor's degree in law (LLB or equivalent-full-time degree from BCI/Government recognized university/Institution).</p> <p><b>B. Eligibility Conditions:</b> Officers under the Central Government or State Governments or Union territories or public sector undertakings or semi-government or autonomous or statutory organizations: - (i) holding analogous post on regular basis in the pay scale of Pay Band-4 (Rs.37400-67000) with Grade Pay of Rs.8800/- (in CDA pattern) {equivalent to Level 13 of Pay Matrix, as per 7th Central Pay Commission} or equivalent pay scale in IDA pattern in the parent cadre / department;</p> <p><b>OR</b> (ii)with Five (05) years of regular service in the posts in the pay scale of Pay Band-3 (Rs.15,600-39,100) with Grade Pay Rs.7600/- {equivalent to Level 12 of Pay Matrix, as per 7th Central Pay Commission} or equivalent pay scale in IDA pattern in the parent cadre / department;</p>	<p><b>C. Experience Criteria</b> 12 years' experience in the pay scale of Group-'A' Pay Scale of Pay Band-3 (Rs.15600-39100) with Grade Pay Rs.5400/- (pre-revised in CDA pattern) equivalent to Pay Level-10 (56100- 177500/-) of Pay Matrix as per 7th CPC or equivalent level post or higher, out of which 07 years' experience in the field of Law related to contractual matters / arbitration / legislative matters / land acquisition/ labour &amp; service matter.</p> <p><b>D. Desirable</b> (i) Should be well conversant with all legal matters and should have adequate knowledge of Law relating to contracts, Taxation, Labour &amp; Service, Customs, Excise, commercial, Land Acquisition, Civil, Corporate Law, Arbitration, Electricity matters, etc. (ii) The incumbent is also expected to have in-depth knowledge and experience in vetting of deeds, drafting of legal documents, dealing with court &amp; arbitration cases, vetting of legal documents &amp; rendering legal advice to other departments. (iii) The candidates should have Business Acumen, Personal Effectiveness, People skills, Ability to Execute, Ability to develop self &amp; others and commitment. Should have excellent leadership qualities and</p>	<p>1.Handling litigation in Supreme Court of India, High Courts, District Courts and other forums across India. 2.Arbitration matters. 3.Advising the management on legal issues relating to commercial laws including law of Contracts, Company law, Transfer of Property, Banking, law relating to Bank Guarantee, land Acquisition etc. 4.Rendering advice in Labour &amp; service laws etc. &amp; dealing with related cases. 5.Drafting and vetting of legal documents etc. 6.Took various initiatives like expeditious Arbitration, Expert Settlement Council, Digitalization of law section related records etc.</p>

		<p>decision-making capabilities, strong interpersonal and communication skills and must be able to lead a team of Law Professionals with result-oriented approach and commitment to quality and assigned targets.</p> <p><b>Experience in PSU, particularly in Power Sector, will be preferred.</b></p>	
<p><b>Dy. General Manager (Soil Conservation)</b></p>	<p><b>A. Educational Qualification</b> Full time Bachelor's Degree in Agricultural Engineering from a recognized university or institute.</p> <p><b>B. Eligibility Conditions:</b> Officers under the Central Government or State Governments or Union territories or public sector undertakings or semi-government or autonomous or statutory organizations or agricultural universities or recognized research institution or councils :</p> <p>(i) Holding analogous posts on a regular basis in the parent cadre or department;</p> <p><b>OR</b></p> <p>(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in pay band-3 of Rs. 15600-39100/- with Grade Pay of Rs. 7600/- (pre revised), Revised pay matrix level-12( Rs 78,800-2, 09,200/-) or equivalent in the parent cadre or department;</p>	<p><b>C. Experience Criteria-</b> Twelve (12) years experience in the field of soil and water conservation and integrated Watershed Management under Central or State Government departments or Union territory Administrations or agricultural universities or recognized research institutions or councils or public sector undertakings or semi Government or autonomous or statutory organizations.</p> <p><b>D. Desirable</b> Master's Degree in Agricultural Engineering with specialization in Soil and Water Conservation from a recognized university or institute.</p>	<ol style="list-style-type: none"> <li>1. Should have proven quality of leadership and bias for result oriented work and should possess initiative and drive for running a big project competently.</li> <li>2. The Officer will be responsible for planning and Coordination of various soil &amp; water conservation activities and watershed development project to be administered and executed by the Corporation subject to adherence of the rules, regulation, circulars, guidelines and orders of the government.</li> <li>3. He shall be responsible for project planning, preparation of new schemes, overall monitoring and supervision of the works related to soil conservation and watershed development.</li> <li>4. Requiring to give technical guidance and exercise administrative control over technical and non-technical employee of project</li> <li>5. He shall provide technical guidance/ advice to the executing agencies with regard to their works and assignments.</li> <li>6. Coordinating with Central Govt., State Govts., Implementing Agency Stake Holder Ministries / Departments and Division dealing with Integrated Watershed Management Programmes .</li> <li>7. Required to participate in all policy making decisions and controls all matters relating to Soil Conservation.</li> <li>8. Shall provide guidance to all the components of Watershed Management viz Forestry, Fishery, Agriculture etc.</li> </ol>

<b>Executive (Soil Science)</b>	<p><b>A. Educational Qualification</b> Two Years full time M. Sc. (Agriculture) in Soil Science /M.Sc. in Agriculture Chemistry from appropriate statutory authority approved Indian Agriculture University /Institution.</p> <p><b>B. Eligibility Conditions:</b> Officers under the Central Government or State Governments or Union territories or public sector undertakings or semi-government or autonomous or statutory organizations or agricultural universities or recognized research institution or councils :</p> <p>(i) Holding analogous posts on a regular basis in the parent cadre or department; .</p> <p><b>OR</b></p> <p>(ii) With Two years' service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34,800/- with Grade Pay of Rs. 4800/- (pre revised), Revised pay matrix level-8( Rs 47600-1,51,100/-) or equivalent in the parent cadre or department;</p>	<p><b>C. Experience Criteria</b></p> <p>Three (3) years experience in the field of soil sample analysis and advisory services on crop management or soil health management or rainfed or integrated farming in Central or State Government departments or Union territory Administrations or agricultural universities or recognized research institutions or councils or public sector undertakings or semi Government or autonomous or statutory organizations.</p>	<ol style="list-style-type: none"> <li>1. Collection of soil sample from the farmers field.</li> <li>2. Analysis of NPK &amp; other micronutrients data of the soil sample or equivalent in soil genesis, pedology, soil chemistry &amp; soil fertility.</li> <li>3. Analysis of soil sample to provide information such as biological, chemical &amp; physical properties of the soil about its quality with regards to crop management</li> <li>4. Modelling information using specialist computer application &amp; preparing reports, maps etc.</li> <li>5. Integrate soil science knowledge into aspects of land management &amp; eco system.</li> <li>6. Coordination with state level departments, agriculture universities &amp; other sister organisations.</li> <li>7. Advisory service &amp; recommendation to the farmers based on the soil sample analysis.</li> <li>8. Must possess knowledge of soil health management.</li> </ol>
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### 3. Place of Posting –

**Executive Director (Mining)-** Place of Posting will be at **DVC HQ, Kolkata** or at any of its current/future mines, as per discretion of Management.

**Dy. General Manager (Law)-** Place of Posting will be at **DVC HQ, Kolkata**. However, in case of requirement as per discretion of DVC Management, he/she may have to visit Projects/Field or any Govt. office.

**Dy. General Manager (Soil Conservation)-** Soil Conservation Department, Hazaribagh, Jharkhand. However, in case of requirement as per discretion of DVC Management, he/she may have to visit Projects/Field or any Govt. office.

**Executive (Soil Science)-** Soil Conservation Department, Hazaribagh, Jharkhand. However, in case of requirement as per discretion of DVC Management, he/she may have to visit Projects/Field or any Govt. office.

## 4. Terms & Conditions for Deputation in DVC

### 1. Period of Engagement & Type:

- a) The period of deputation shall be for a period of 03 (three) years from the date of joining which is extendable for further two years on sole discretion of DVC or upto the date of superannuation or until further orders, whichever is earlier.
- b) The Posting type is on deputation.

### 2. Pay & Deputation Allowance:

- a) Pay in the scale as mentioned in the detail advertisement against the post.
- b) Deputation allowance will be paid in line with DOPT guidelines issued from time to time.
- c) Whenever tours are undertaken for the jobs related to assignment, TA/DA and other boarding/lodging charges as per entitlement applicable to the existing DVC employees of equal grades will be entitled. All official tours shall be approved by the respective reporting officer. Foreign travel at organization expenses shall not be allowed.
- d) Place of Posting: as mentioned in the advertisement /Notice .

### 3. Accommodation/House Rent Allowance:

- a. Deputationist shall have option to take suitable accommodation from DVC or may avail leased accommodation / HRA facility for self as well as family members admissible as per parent organisation .
- b. HRR/Electricity/ Water Charges will be applicable as per existing rate. The same will be recovered from the salary of the employee and remitted along with other monthly remittance to parent organisation .

### 4. Other Perks and facilities:

Facilities like reimbursement of expenditure for local travel for official purposes, TA/DA etc. for journey on duty during the period of deputation, uniform, reimbursement of communication/Mobile expenses, any other perks, facilities and welfare schemes attached to the post during deputation period shall be as per the rules of DVC.

### 5. Medical Facility:

Medical facilities are admissible as per the DVC norms (indoor/outdoor)

### 6. Other Entitlements like Joining Time, Transfer TA, etc.:

Joining time and joining time pay and transfer TA to be borne by DVC as per the rules of parent organisation after consultation, both on joining the post and on repatriation to parent organisation.

## **7. Leaves:**

- a) Deputationist will continue to be governed by the parent organisation leave rules in force from time to time during the tenure of deputation.
- b) The deputationist will be governed by the Leave Encashment rule of parent organisation. The Deputationist's application for leave encashment shall be forwarded by the borrowing organization to the identified nodal point in HR/Fin. in parent organisation indicating the amount payable towards leave encashment to DVC for payment to deputationist. Upon confirmation of payment, the amount shall be reimbursed by parent organisation to DVC.

## **8. Performance Appraisal / Promotions / PRP:**

- a) The performance Appraisal and promotions will be governed as per the rules of parent organisation .
- b) The Deputationist shall be required to get the Special Performance Feedback Report for the Assessment Year filled in by their concerned Reporting Officer in the DVC in the format prescribed by parent organisation. The above completed format shall be sent within the prescribed timelines to HR-Operations, parent organisation .
- c) PRP /Annual Incentive Scheme (AIS) as per DVC rules/Guidelines.

## **9. Conduct, Discipline & Appeal Rules:**

The deputationist shall continue to be governed by the Conduct, Discipline & Appeal Rules/Service Rules of parent organisation and the borrowing organization shall not initiate any proceedings without consent of parent organisation.

## **10. Tax Deduction at Source (TDS):**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules, shall be deducted at source from the monthly remuneration of executive on deputation. A TDS certificate to that effect shall be issued by the concerned DDO on demand.

## **11. Provident Fund, Gratuity, Pension, etc.:**

Membership and contribution w.r.t Provident Fund, Gratuity and Pension etc- shall be remitted to parent organisation by the borrowing organisation as per DPE/DOPT guidelines.

## **12. Leave Salary Contributions:**

The employee will continue to be governed by parent organisation's Rules during tenure of deputation and the borrowing organization will remit leave salary contributions to parent organisation. In case the employee avails leave, credit for the leave period shall be remitted to the borrowing organization.

## **13. Coverage under Group Insurance/Group Personal Accident Insurance scheme:**

Parent organisation official will continue to be covered under parent organisation Group Insurance and Group Personal Accident Insurance Scheme. Contributions under these schemes have to be paid by borrowing organization at the rate as intimated by parent organisation for each completed year or part thereof. Part period will be reckoned as full year.

#### **14. Parent organisation Pension Schemes:**

In view of compulsory membership of all parent organisation employees to above schemes, recoveries from salary as applicable shall continue to be effected by borrowing organization at rates prescribed from time to time & remitted to parent organisation on monthly basis.

#### **15. Death Relief Scheme:**

The deputationist employee will continue to be member of the scheme if he/she has opted for the same. The borrowing organization shall recover the applicable amount from the deputationist and remit the same to parent organisation every month. Amount of contribution is subject to change from time to time.

#### **16. Loans, Advances and other Recoveries:**

The same will be governed by parent organisation Rules. The borrowing organization will recover monthly instalments of HBA Insurance, conveyance advance/other advances, employees own contribution for Post retirement medical scheme (PRMS), etc. from the salary of the deputationist as and wherever applicable and remit to parent organisation. Third party payments towards HBA from other institution shall have to be ensured by the concerned deputationist directly.

#### **17. General:**

- a) DVC will be responsible for the applicable payments, leave salary, gratuity etc., in case of any disability occurring to the deputationist during the period of deputation.
- b) The deputationist shall abide by day to day working conditions like closed holidays; casual leave; working hours; etc., as per rules/practice of the borrowing organization.
- c) The deputationist shall be repatriated to parent organisation immediately after expiry of deputation tenure or three months prior to his/her superannuation, whichever is earlier. In case the deputationist tenders resignation/request for pre-mature retirement, he/she shall be repatriated to parent organisation immediately for processing of his/her request/terminal benefits, etc.
- d) In all matters relating to condition of service and benefits facilities and perquisite in DVC not covered by all above it shall be governed by the existing rules, regulation and order of DVC.

**The engagement does not confer any claim on the selected candidate for regular appointment in DVC.**



## 5. General Information and Instructions:

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from Universities/Institutions recognized and approved in India.
3. While applying for the post, the applicant must ensure that he/she fulfils the eligibility criteria and other norms as mentioned in the Advertisement and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
4. DVC 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 thereof.
5. Any subsequent amendment/notice/corrigendum etc., if any, shall be made available on the DVC website only. As such, applicants are advised to keep visiting DVC [www.dvc.gov.in](http://www.dvc.gov.in) regularly for important updates till the completion of the recruitment process for the posts on deputation.
6. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.
7. Relaxation in qualifications / experience can be considered by the competent authority in deserving cases.
8. Other Backward Classes/Scheduled Castes/Scheduled Tribes candidates would be given preference while all other conditions are fulfilled.
9. **Travelling Allowance** - Economy class AIR flight or first-class AC train fare shall be paid for attending the interview on production of documentary proof for **M-6 & above posts**. AC-II Tier fare shall be paid for attending the interview on production of documentary proof for **M1 post**.
10. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.
11. Canvassing or bringing influence in any form will disqualify the candidature.
12. The applicant are advised to submit the online Recruitment application well in advance without waiting for the closing date and also ensure that the Print -Out of the online application form along with requisite documents, is forwarded through their Parent Departments within the stipulated time.
13. The applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria and experience mentioned for the post. Applications received through any other mode/procedure would not be accepted and summarily rejected . Application incomplete in any respect, especially without

details of pay scales shall be summarily rejected without any notice. It may be noted that any subsequent clarification regarding job profile /experience etc at a later date will not be entertained under any circumstances.

14. **EMPLOYMENT STATUS:** The applicant must, on the date of application, as well as on the date of interview, be employed in a **regular capacity** – and **not in a contractual/ad-hoc capacity**.
15. **Selection Procedure-** Inviting online application & subsequent Personal Interview.
16. Candidates may appear in **Hindi/English** in the Interview.
17. **SUBMISSION OF APPLICATIONS:**  
Duly filled -in printout of the online application, forwarded by parent department of the applicant alongwith vigilance clearance certificate and Attested copies of ACR of last five years (from 2018-19 to 2022-23) should reach DVC at the following address on or before **08/03/2024**  
The Executive Director (HR),  
Damodar Valley Corporation,  
5<sup>th</sup> Floor, DVC Towers, VIP Road,  
Kolkata-700054  
**Email:recruitment@dvc.gov.in**

## **6. Certificates/Testimonials to be brought at the time of Interview:**

**Candidates must bring all ORIGINAL Documents and Certificates (along with one set of Self-attested photocopies) at the time of the INTERVIEW:**

- i. Print out of **ONLINE APPLICATION FORM**.
- ii. **Proof of Date of Birth** (Class Xth Board Certificate or Class Xth Passing Certificate).
- iii. Marksheets and Certificates of **Class Xth and XIIth**
- iv. Valid Certificates and Marksheets (semester-wise) of Degree or **Diploma**,etc.
- v. Proof of **Higher Qualification (if any)**.
- vi. **Experience Certificate(s)**.
- vii. Valid **SC/ ST/ OBC (NCL)/ EWS/ PwBD certificate** in the format as applicable for appointment to posts under **Government of India, if applicable**.  
**(In case of OBC (NCL)/ EWS certificate must not be older than one year from the date of Interview)** (See **“Format of SC ST OBC Income Asset Certificate Disability Certificate” Annexure 1 to 4 under Careers->Recruitment Notices on DVC website [www.dvc.gov.in](http://www.dvc.gov.in)**) for prescribed GOI format of Caste, Income & Asset Certificate & Disability Certificate).The minimum degree of Disability for Persons with Disability candidate would be 40%.
- viii. **Forwarding letter /NOC (No Objection certificate)** from the current employer as a regular employee in a PSU/Central Govt./State Govt./Semi-Govt/etc alongwith vigilance clearance certificate and Attested copies of ACR of last five years.
- ix. **Four recent passport size colored photographs**.
- x. **Any one Photo Identity Proof** (PAN card/ Passport/ Driving License/ Voter ID card/ Aadhar Card).
- xi. Valid proof of change of name (in case, applicable).

## **7. Instructions On “How To Apply” For Online Application:**

**MODE OF APPLICATION:** Interested and Eligible candidates shall have to apply only through ONLINE registration system of DVC. To apply log on to the DVC website [www.dvc.gov.in](http://www.dvc.gov.in)

→Careers→ Recruitment→ Recruitment Notices. The online registrations will remain activated from **11:00 hrs of 18/02/2024 to 23:59 hrs of 03/03/2024**. No other means/mode of application shall be accepted.

**Before applying ONLINE, applicants are advised to read the detailed Advertisement/Notice carefully and must ensure that they fulfill the essential qualification, experience and other conditions as mentioned in the Notice.**

#### **8. 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) Documents relating to **Academic qualification & Diploma/Degree**, etc. to be kept ready for entering marks.
- c) Scanned copy of documents to be uploaded [pdf file only \(Max-Size : 2MB\)](#)
  1. Proof of Educational Qualifications
  2. Proof of Professional Qualifications
  3. Experience Certificate(s)
  4. NOC from present organisation/forwarding letter etc
  5. Last salary slip
- d) Valid **E-Mail ID & Contact No.** of the candidate, which shall remain valid for at least 6(six) months from the date of this notice.
- e) 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. After filling in the details, the candidates can edit the data and update. **Step 2** is to upload the photograph and signature etc. **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 shall be accepted.  
[Enter Details](#) --->> [View/Edit Details](#) --->> [Upload Documents](#) --->> [Preview Details](#) --->> [Submit Application](#) --->> [Print Application](#)
- f) After successful submission of the online application including uploading of scanned photograph & signature etc, a **Unique Registration/Application Number** will be generated and thereafter the candidates need to take a printout of the application so made. Printout without system-generated number will not be accepted in any case.
- g) Candidates are advised to save/retain the Online Application Form for future reference.
- h) Candidates are also required to **bring the ORIGINALS** of all the documents mentioned at **SL. No. 06 of this Notice** pertaining to Proof of DOB, Academic & Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of Interview. The self-attested documents submitted in hard copy along with online application will be verified with originals at the time of Interview.** If any candidate is found ineligible while verifying the documents, he/she shall not be allowed to appear for the further selection process.
- i) After receipt of online applications, the application may be scrutinized and eligible applications may be shortlisted after following due process.

- j) No request with respect to the change in any data entered by the applicant will be entertained once the application is submitted successfully.
- k) Only ONLINE applications will be accepted. Application forms not filled in correctly or incomplete application forms will summarily be rejected
- l) 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.

## 9. Important Instructions:

Before appearing for the Interview, candidates are required to apply ONLINE only (which is mandatory) by clicking the “APPLY NOW” link available in the DVC website [www.dvc.gov.in](http://www.dvc.gov.in) (**Under** Career-> Recruitment-> Recruitment Notices).The online registrations will remain activated from **11:00 hrs of 18/02/2024 to 23:59 hrs of 03/03/2024**.

Candidates are also required to bring print out of the Online Application Form enclosing all supporting documents in ORIGINAL along with one set of self-attested photocopies of supporting documents at the time of Interview for verification.Candidates are required to bring all documents in ORIGINAL as well as PHOTOCOPIES as mentioned at Sl. No. 6 of this Advertisement.

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

## 10. IMPORTANT DATES:

Opening Date of ONLINE Application	<b>18/02/2024</b>
Closing Date of ONLINE Application	<b>03/03/2024 (Till 23:59 hrs)</b>
Duly filled -in printout of the online application, forwarded by parent department of the applicant alongwith vigilance clearance certificate and Attested copies of ACR of last five years (from 2018-19 to 2022-23) should reach DVC	<b>08/03/2024</b>
List of Shortlisted candidates, Date, Time & Venue for In-person Interview	<b>Shall be notified later on the DVC website only <a href="https://www.dvc.gov.in/">https://www.dvc.gov.in/</a> (Under Careers→ Recruitment→ Recruitment Notices) or/and through valid email mentioned in application</b>
<b>Helpline No:- 033-6607-25-04/32/39 (For Eligibility related queries)/033-6607-2849 (For technical issues) (During Official working hours only)</b>	
Email-ID: <a href="mailto:recruitment@dvc.gov.in">recruitment@dvc.gov.in</a>	

**Note: Any corrigendum and subsequent changes in Date of Interview, Venue, etc. will be notified on DVC website only. Therefore, all applicants are requested to visit the DVC website <https://www.dvc.gov.in/> (Under Careers→ Recruitment→ Recruitment Notices) regularly for important updates.**

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