



**DAMODAR VALLEY CORPORATION**  
(ESTABLISHED BY THE ACT XIV OF 1948)

I. Damodar Valley Corporation is one of the premier power utilities in India engaged in Thermal / Hydel Power Generation, Transmission & Distribution, peripheral activities for a sustained and eco-friendly growth of the Valley Area with its Head Quarters in Kolkata and an annual turnover of ₹5284 crores (F.Y.2008-09) having an installed capacity of 2857.20 MW and it is likely to augment its capacity by addition of about 10427.20 MW in the XIth- XIIth Plan. Applications are invited from young and promising Indian citizens having good academic record to join the organization for the following posts for its various Power Plants, Sub-stations, offices, hospitals & dispensaries spread across the state of West Bengal and Jharkhand.

**PART-A (GENERAL RECRUITMENT)**

VACANCY POSITION*(CATEGORYWISE) AND OTHER DETAILS							
1	2	3	4	5	6	7	8
Sl No	Name of Post & Post No.	Total Vacancy	Reserved for	Reserved for PH candidate out of total Vacancy	Scale of Pay	Age limit as on 01-01-2011 for UR candidates	Mode of Application
1.	Graduate Engineer Trainees(Electrical) Post No.2011/1	67	UR-37, OBC-15 SC-11,ST-04	02(HH)	Rs.15,600- 39.100/-in PB- 3(GP- Rs.5,650/-	29 years	ONLINE
2.	Graduate Engineer Trainees(Mechanical) Post No.2011/2	134	UR-77 OBC-46 SC-11	04(OL)	Rs.15,600- 39.100/-in PB- 3(GP- Rs.5,650/-	29 Years	ONLINE
3.	Graduate Engineer Trainees(Civil) Post No.2011/3	21	UR-16 OBC-03 SC-01,ST-01	01(HH)	Rs.15,600- 39.100/-in PB- 3(GP- Rs.5,650/-	29 Years	ONLINE
4.	Graduate Engineer Trainees(C & I) Post No.2011/4	30	UR-17 OBC-09 SC-02,ST-02	03(HH-02, OL-01)	Rs.15,600- 39.100/-in PB- 3(GP- Rs.5,650/-	29 Years	ONLINE
5	Jr.Engineer Gr-II (Elec.) Post No.2011/5	90	UR-44 OBC-25 SC-14,ST-07	03(HH)	Rs.9,300- 34.800/-in PB- 2(GP- Rs.4,200/-	28Years	ONLINE
6.	Jr.Engineer Gr-II (Mech.) Post No.2011/6	216	UR-108 OBC-58 SC-33,ST-17	07 0H(OA, OL)	Rs.9,300- 34.800/-in PB- 2(GP- Rs.4,200/-	28Years	ONLINE
7.	Jr.Engineer Gr-II (C &I) Post No.2011/7	29	UR-15 OBC-08 SC-04,ST-02	NIL	Rs.9,300- 34.800/-in PB- 2(GP- Rs.4,200/-	28 Years	ONLINE
8	Jr.Pharmacist Gr-II Post No.2011/8	13	UR-05 OBC-04 SC-02,ST-02	NIL	Rs.5,200- 20,200/-in PB- 1(GP- Rs.2600/-	35 years	OFFLINE
9.	Assist.-cum -Jr.Hindi Translator Post No.2011/9	02	UR-02	NIL	Rs.5,200- 20,200/-in PB- 1(GP- Rs.2,650/-	30 years	OFFLINE

\*Vacancy position given above is anticipated vacancy which may change (increase or decrease) as per actual requirement at the time of appointment

**PART-B (SPECIAL RECRUITMENT DRIVE-2<sup>ND</sup> attempt)**

VACANCY POSITION (CATEGORYWISE) AND OTHER DETAILS							
1	2	3	4	5	6	7	8
Sl No	Name of Post & Post No.	Total Vacar	Reserved for	Reserved for PH candidate out of total Vacancy	Scale of Pay	Age limit as on 01-01-2011 for UR candidates	Mode of Application
1.	Graduate Engineer Trainees(Electrical) Post No.2011/10	04	PH	04(HH)	Rs.15,600-39,100/-in PB-3(GP-Rs.5,650/-	29 years	ONLINE
2.	Graduate Engineer Trainees (Mechanical) Post No.2011/11	04	PH	04(HH)	Rs.15,600-39,100/-in PB-3(GP-Rs.5,650/-	29 Years	ONLINE
3.	Graduate Engineer Trainees (Civil) Post No.2011/12	01	PH	01(OH)	Rs.15,600-39,100/-in PB-3(GP-Rs.5,650/-	29 Years	ONLINE

**II. Qualification & Experience:**

1.	Graduate Engineer Trainees(Electrical) Post No.2011/1 & Post No.2011/10	Full time Bachelor Degree in Engineering or Technology in Electrical/Electrical & Electronics from a Recognized Indian University with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
2.	Graduate Engineer Trainees (Mechanical) Post No.2011/2 & Post No.2011/11	Full time Bachelor Degree in Engineering or Technology in Mechanical/Power Plant Engg. from a Recognized Indian University with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
3	Graduate Engineer Trainees (Civil) Post No.2011/3 & Post No.2011/12	Full time Bachelor Degree in Engineering or Technology in Civil Engineering from a Recognized Indian University with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
4	Graduate Engineer Trainees (C & I) Post No.2011/4	Full time Bachelor Degree in Engineering or Technology in Control & Instrumentation from a Recognized Indian University with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
5.	Jr.Engineer Gr-II(Elec.) Post No.2011/5	3(Three) years' full time Diploma in Engineering/Technology in Electrical / Electrical & Electronics Engineering with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
6	Jr.Engineer Gr-II(Mech.) Post No.2011/6	3(Three) years' full time Diploma in Engineering/Technology in Mechanical Engineering with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular Semester/Year by the Institute /University.
7	Jr.Engineer Gr-II(C&I) Post No.2011/7	3(Three) years' full time Diploma in Engineering/Technology in Electronics & Telecommunication / Instrumentation Engineering with not less than 65% marks (General/OBC)/60% marks (SC/ST) taking average of all the semesters, irrespective of the weightage given to any particular

		Semester/Year by the Institute /University.
8	Jr.Pharmacist Gr-II Post No.2011/8	Higher Secondary (Science)/equivalent with 2 years Diploma course in Pharmacy from a recognized Institution. Registration with Pharmacist Council of any State or Central. Candidates should have passed dressership examination or 2 years post qualification experience in Dressing and working in a reputed hospital/Nursing Home. In case of B.Pharma Degree, the post qualification experience for 1 year will be required.
9	Assist.-cum -Jr.Hindi Translator Post No.2011/9	BA (Hons.) in Hindi. English as one of the compulsory elective subject at the Degree Level. <b>Desirable Experience</b> – A recognized Diploma / Certificate Course in translation from Hindi to English and vice versa OR two years' experience of translation work from Hindi to English and vice versa in Central / State Govt. Offices including Govt. of India Undertakings.

### **VERY VERY IMPORTANT**

N.B. 1. Applications for posts under SL No. 1 to 7 under PART-A and Sl.No.1 to 3 under PART-B are to be submitted online for which please refer to “**Special Instructions for ON-LINE APPLICATION**” provided in the box. For other posts (under SL No.8 & 9 of PART-A) applications are to be made offline, that is, filling up the applications manually in the prescribed format available in DVC website [www.dvc.gov.in](http://www.dvc.gov.in) **Except special instructions given in the box for ON-LINE applications, the other stipulations are commonly applicable to all posts.**

2. For posts under SL No. 1 to 7 under PART-A and Sl.No.1 to 3 under PART-B, no other subject than as mentioned in the QR against respective posts would be accepted and hence candidates having subjects/streams other than as shown in the “Qualifications & Experience” above would be treated as ineligible. Candidates are therefore advised to ensure before applying that they exactly have the same educational qualification as shown in Para II above.

3. Candidates who have passed out minimum academic qualification required for the posts as stated above from SL No. 1 to 4 under PART-A and under from 1 to 3 under PART-B above in the last three years including the year in which the Recruitment Test is being held would only be eligible to apply. However, in case of reserved candidates (SC/ST/OBC & Physically Challenged), year of passing criteria is relaxed by one year. **It means, General candidates having passed in 2009, 2010 and 2011 and SC/ST/OBC/PH Candidates having passed in 2008, 2009, 2010 & 2011 need only apply.**

4. Final Year/semester appearing candidates for posts from SL No. 1 to 4 under PART-A and under from 1 to 3 under PART-B above are also eligible to apply if their aggregate marks from 1<sup>st</sup> to 7<sup>th</sup> Semester is 65 % & above for UR/OBC candidates and 60% & above for SC/ST subject to production of pass certificate on the date of interview in terms of QR as shown above. **In all other posts, appearing candidates are not eligible to apply.**

5. QR will remain the same for both the departmental and external candidates.

### **III PAYMENT OF APPLICATION FEE:-**

1. Candidates applying for any post irrespective of whether mode of application for the post is Online or Offline, have to pay the fee through online system of DVC only. To pay the fee, please visit: [www.dvc.gov.in](http://www.dvc.gov.in) The site is functional from 1300 hours of 14.05.2011 to midnight of 04.06.2011 for ONLINE posts and from 1300 hours of 14.05.2011 to midnight of 13.06.2011 for OFFLINE posts.
2. General & OBC candidates are required to pay a **Non-refundable Fee of ₹ 300/- (₹ Three Hundred only)** for posts from SL No. 1 to 4 under PART-A and a **Non-refundable Fee of ₹.200/- (₹ Two Hundred only)** from SL No 5 to 9 under PART-A with service charge as applicable to the bank. SC/ST/PH & DVC Candidates are exempted from payment of fees.
3. State Bank of India (SBI) has been authorized by DVC to collect the application fee, in a specially opened DVC Account No. 31728459593 (Power Jyoti Scheme ) at SBI,CAG branch, Kolkata(9998) on behalf of DVC. For payment of fees, the candidate has to approach the nearest SBI branch with a Challan in triplicate (1st copy-Applicant's copy, 2<sup>nd</sup> DVC's copy, & 3<sup>rd</sup> Bank's copy) downloaded from DVC website [www.dvc.gov.in](http://www.dvc.gov.in) The **Challan** printed from the DVC website should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the bank will issue a unique Journal Number and a Branch Code of the bank collecting the money. Candidates are required to collect the "candidates copy" and "DVC Copy" from the bank. They are also required to ensure that bank puts "payment received" stamp and Journal No. on all three parts of the Challan. **This journal number and the branch code are to be filled up by the candidate during online registration for posts from SL No. 1 to 7 under PART-A and at the appropriate places in the Application Format for OFFLINE posts from SL No.8 & 9 of PART –A. The original receipt copy meant for DVC showing Journal No. and Branch Code of the fee collecting branch need to be sent along with hard copy of Application as a proof of fee deposit along with other enclosures as shown in the Check-List.** 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 of application fee.
4. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

### **IV. RESERVATIONS AND RELAXATIONS:**

1. Reservations and relaxations for SC/ST/OBC (non-creamy layer)/PH candidates will be provided as per GOI Directives.

2. Category (SC/ST/OBC-Non Creamy)/PH once filled in will not be changed and no benefit of other category will be admissible later on.
3. SC/ST/PH/Departmental (DVC) candidates are exempted from payment of Application Fee.
4. The upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) & 10 years for PH candidates. PH candidates belonging to reserved category will get age relaxations on both PH and the respective reserved category.
5. Ex-Servicemen will be entitled to Age-relaxation as per GOI Rules.
6. There is no age bar for departmental (DVC) candidates.
7. For claiming any of the above relaxations, SC/ST/OBC/PH/Ex-Servicemen category candidates have to submit attested copy of relevant certificate in GOI format. Departmental (DVC) candidates have to apply through proper channel in order to avail the above exemption(s).

For specimen formats of different certificates please refer to DVC website [APPENDIX-I for SC/ST caste certificate, APPENDIX-II for OBC(Non Creamy Layer) Certificate, APPENDIX-III for forwarding certificates in respect of departmental(DVC) candidates, APPENDIX-IV for Disability certificates &. APPENDIX-V for NOC in case of employees working in Govt./Semi-Govt./Public Sector Undertakings.

#### **V. COMPENSATION PACKAGE:**

Selected candidates will be placed in the Pay Band with the corresponding Grade Pay as shown in Column 6 of the above Table (both PART A & B). Besides basic pay, candidates will also be paid Central Dearness Allowance (CDA). Other Allowances and benefits such as Leave, Medical treatment, Leave Travel Allowance, Provident Fund, Gratuity, Conveyance Allowance, and HRA etc admissible as per Corporation rules in force from time to time.

#### **VI. SERVICE AGREEMENT BOND:**

All the candidates selected for appointment in the posts from SL No. 1 to 4 under PART-A and under from 1 to 3 under PART-B will be required to execute a service agreement bond of Rs.2, 00,000/- (Rupees Two Lakhs only) to be submitted in the prescribed format at the time of joining for serving at least 2(two) years in DVC after joining. Similarly, All the candidates selected for appointment in the posts from SL No. 5,6 & 7 under PART -A will also be required to execute a service agreement bond of Rs.1,00,000/- (Rupees one Lakh only ) for serving at least 2(two) years in DVC to be submitted in the prescribed format at the time of joining.

#### **VII. SELECTION PROCESS**

Eligible candidates will have to undergo a Selection Test, followed by Personal Interview (P.I.) of short listed candidates. Based on merit and vacancy requirement, the

list of successful candidates for interview will be made available at <http://www.dvc.gov.in>. In case of fewer vacancies having fewer eligible candidates where holding of written test is decided to be unviable, in such cases, selection process would involve P.I. only. However, appointment of selected candidate is subject to his/her being found medically fit as per the Corporation norms. Such appointments shall also be subject to the service & conduct rules of the Corporation.

#### **VIII. DATE OF WRITTEN TEST**

Written tests for the posts are tentatively scheduled on **10.07.2011(Sunday)**. Any change, however, in the proposed date of test or post or posts undergoing written test, if any, will be notified in DVC website.

#### **IX. TEST CENTERS:**

The selection test will be held in Kolkata and Ranchi Centers. Candidates have to choose one of the two as “test centre” and no request for change in the test venue will be considered subsequently in any circumstances. However, DVC reserves the right to cancel or add any center or allot a center other than one preferred by the candidate depending on the response of the candidates for that area / center. List of eligible candidates for written test will be available in DVC website for OFFLINE posts.

#### **X. NATURE OF TESTS**

The written test would generally comprise of Objective Tests on (i) Test of Reasoning Ability, (ii) Quantitative Aptitude, (iii) General Awareness & (iv) English Language and (v) on Professional Knowledge/Subject. The nature shown here is only indicative. In some cases (**except in cases of GETs/JEs**), there may be some descriptive questions also, if so decided.

#### **XI. HOW TO APPLY :( for OFFLINE POSTS UNDER SL NO. 8 & 9 UNDER PART -A)**

**[V.V.I- PLEASE SEE SEPARATE INSTRUCTION GIVEN IN THE BOX BELOW FOR ONLINE APPLICATION FOR THE POST OF GETs & JEs Gr.-II]:**

Candidates will have to apply in the format given in DVC website [www.dvc.gov.in](http://www.dvc.gov.in) available from the Opening date as mentioned below along with the required attested copies of certificates & testimonials (**Please refer to the Check List**).(Please note that the Check List is also a part of APPLICATION FORMAT)

**Non-submission of attested copies of certificates & testimonials including date of birth proof, certificates, individual marks sheets of all semesters/years, proof of approval of the Course by AICTE/Govt.Agency, proof of branch/specialization/stream, wherever required, will render the applications liable for rejection.**

The application form duly signed and filled up, along with attested documents/testimonials as per Check List should be sealed in an **envelope duly superscribed with –**

- i) Name of the post & Post No. and
- ii) Category- GEN / OBC/ SC/ ST /PH/Ex-Servicemen (as the case may be).

The envelope containing the filled in application (ONLY FOR OFFLINE POSTS UNDER SL 8 & 9 OF PART A) with enclosures should be sent only by ORDINARY POST to

The Joint Director of Personnel  
(Recruitment),HRD Deptt.(5<sup>th</sup> Floor),  
DVC,DVC Towers,VIP Road,  
Kolkata-700054.  
WEST BENGAL

OR,

The Joint Director of Personnel  
o/o The Resident Director,  
DVC,B.N.S. House,  
Main Road,Hinoo,  
Ranchi-834002,  
JHARKHAND.

The application duly filled in and complete in all respects may also be dropped by hand in the boxes kept at the above-mentioned addresses from 16.05.2011 to 5pm of 13.06.2011.

Applications will not be received through Speed Post / Courier / Registered Post in any circumstances. DVC is also not responsible for any postal delay/wrong delivery/loss in transit.

DVC employees, if any applying, as departmental candidates, are required to apply through proper channel in the prescribed format applicable to external candidates along with the relevant form available in DVC website as APPENDIX-III(DEPARTMENTAL) applicable to departmental(DVC) candidates duly filled and submit the same within the due date to their respective Controlling Officers, to enable them to forward the same so as to reach the Recruitment Section, DVC, HRD Deptt., DVC Towers,Kolkata-54 within a maximum period of 7(seven) working days from the closing date. No cognizance of the applications shall be given, if received at this end beyond 7 working days from the closing date.

**OPENING DATE:** Applications/Format thereof may be downloaded from 1300 hours of 14.05.2011.

**CLOSING DATE:** The filled in applications should reach within 13.06.2011 for OFFLINE posts.

## **XII. GENERAL INFORMATION AND INSTRUCTIONS:**

1. Only Indian Nationals are eligible to apply. For proof, Xerox attested copy of Voter Card/Pan Card/Driving License or such other authentic documents may be given.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement as well as on the website **www.dvc.gov.in**.
3. **Candidates with Degree/Diploma not having approval by the AICTE/competent Govt. Agency are not eligible to apply for the posts.**
4. **Onus lies on the candidate to prove his/her eligibility in all respects by submitting the required documents. In case of marks in Grade Point, conversion formula to “percentage marks” may please be attached wherever applicable.**
5. Applications should be made on a good quality paper of A4 size (11.69” x 8.27”) using one side only. Candidates must use exact format by using full-scale downloaded copies of the format from DVC website. Any deviation in application forms as specified may lead to the rejection of application.
6. Candidate should arrange to have 6 (six) identical coloured passport photographs (3.5cm x 3.5cm and not older than 3 months from date of application), of which one should be affixed on the Application Form in the space provided for and the rest 5 (five), duly signed by self, shall be preserved with the candidate for rest of the selection process including pasting in the admit cards for written examination and/or interview if called for, in due course of time. **Identical photos shall be used throughout the selection process. Different styled photograph(s) may lead to rejection of the candidature. The color photograph should be with clear front view of the candidate without cap and sunglasses. Xerox copy of photograph is not permitted.**
7. Candidates are required to sign in the prescribed place provided in the Form in running hand and not in Block Capital or disjointed letter. During physical verification, all signatures should be identical. **Different styled Signature at various occasions during Recruitment activities may lead to the rejection of the candidature.**
8. Candidates employed with Government Departments /Public Sector Undertakings/Autonomous Bodies will be required to produce **“No Objection Certificate”** from their present employer at the time of interview positively. **Here such candidates are advised to send their Application duly complete in all respects super scribed ‘Advance Copy’ directly to the address as applicable to non-departmental candidates so as to reach the same within the due date without waiting for their applications sent through proper channel to reach DVC. For specimen NOC please refer to APPENDIX-V in DVC website.**
9. **Incomplete and unsigned applications are liable to be rejected straightway.**

10. No fare will be paid to candidates called for written examination. However, if called for interview, candidates would be reimbursed to & fro actual rail fare by the shortest route from the nearest railway station from the place as shown in the correspondence address to the place of interview subject to production of ticket/ticket number as a proof of journey undertaken. The fare would be equivalent to a maximum of First Class rail fare for posts having Grade Pay of Rs.5400/- and above & Second Class for posts carrying Grade Pay below Rs 5400/- in the common Express/Mail trains (excluding Rajdhani, Shatabdi, Duranto Express etc.having exclusive fares).Journey made by road is not reimbursable.
11. It is advisable to furnish the permanent address as temporary addresses can lead to inconvenience while delivering the call letter/appointment letter, if selected. If there is any change in address or the candidate does not reside at the permanent address, the candidate should in his/her own interest arrange with the post office concerned for redirection of the communication from old (permanent) to new (correspondence) address.
12. The candidate who claims to belong to SC/ST/OBC (Non-creamy layer)/PH/Ex-Servicemen category has to submit attested copy of **caste /PH certificate in the prescribed format** issued by the competent authority specified by GOI Rules/Orders. **In case of OBC (Non Creamy Layer) candidates, latest caste certificate (not older than six months) needs to be submitted. (Please refer to APPENDIX in DVC website for prescribed GOI format of Caste Certificate).**
13. If the candidate desires to be considered against a specific category as filled by him/her in the application, subsequent representation for change of category status will not be entertained under any circumstances.
14. In case a candidate is eligible to apply for more than one post, he/she is advised to decide and apply for one post only as written tests are likely to be conducted for multiple posts simultaneously.
15. **The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession and such candidates have to indicate their category as General.**
16. The candidates have to fill up applications in their own handwriting.
17. Candidature is liable to be rejected at any stage of recruitment process or after recruitment, if any information provided by the candidate is found to be false or not in conformity with eligibility criteria mentioned in the Advertisement. **The decision of DVC in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centers, 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 after appointment, the services of such candidates are liable to be terminated.

18. DVC also reserves its right to cancel the advertisement, modify the educational qualifications/experience without assigning any reason thereof.
19. **Any subsequent amendment/notice/clarification etc., if any, will be made available in DVC website only. As such, candidates are advised to keep visiting DVC website [www.dvc.gov.in](http://www.dvc.gov.in) from time to time till completion of recruitment process of the post.**
20. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.
21. Canvassing in any form will be a disqualification.

### **XIII. "Special Instructions for ON-LINE APPLICATION for the post of GETs and JE Gr.-IIs"**

#### **HOW TO APPLY:**

**Mode of Application:** Candidates should apply through DVC's Online Registration System only. The Online Registration will be available on the website [www.dvc.gov.in](http://www.dvc.gov.in) and will remain activated from **1300 hrs of 14.05.11 to 2400 hrs of 04.06.2011** No other mode of application will be accepted.

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

1. Candidate should arrange to have 6 (six) identical colored passport photographs (size 3.5cm x 3.5cm) duly attested by Gazetted Officer not older than 3 months of date of application. The photograph should be with clear front view of the candidate without cap or sunglasses. Xerox copy of photograph is not permitted. 5(five) out of the above six original identical photo's shall be preserved with the candidate for use at various stages of the process of selection. **Identical photos** shall be used throughout the selection process. **Different styled photograph(s) may lead to rejection of the candidature.**
2. Journal No., Bank Branch & Code collecting fee. **For details of how to pay fee, please refer to Para III of the Advertisement under head "Payment of Application Fee"**.
3. Details of caste (SC/ST/OBC/Ex Servicemen) certificate like date of issue, certificate no., issuing authority etc. as applicable to the candidate including non-creamy layer certificate for OBC candidates.
4. PH certificate details like percentage of disability, type of disability, issuing authority, etc. as applicable.
5. Year/Semester wise marks obtained in Degree/Diploma in percentage. School Final and / or HS examination etc. and other relevant details pertaining to proof of date of birth, academic qualifications etc.
6. Valid E-Mail ID of the candidate, which shall remain valid for at least 6(six) months from the date of this advertisement.

7. Departmental Candidates shall have to provide employee number, date of joining in DVC, present designation, place of posting etc. They have to apply ONLINE like outsiders and then submit the Registration Slip along with the required documents within due date so as to enable the Controlling Officer to forward the application in the prescribed format to the Recruitment Section, DVC, Kolkata within 7(seven) working days from the closing date.

8. Candidates should log on to [www.dvc.gov.in](http://www.dvc.gov.in) visit the page “**Online Recruitment Application**” and follow the instructions given therein for Online Registration for the post of GETs/JEs. After successful submission of the online data, a unique Registration Number will be allotted to the candidate and a Registration Slip will be generated accordingly.

9. Candidates are advised to take 2(two) Prints of the Registration Slip and send one of them after pasting his/her recent passport size photograph (3.5 cm x 3.5 cm as mentioned above) at appropriate place and **getting it attested by Gazetted Officer** putting his/her signature at the allocated place and putting his/her Left Thumb Impression on the relevant place allocated in the registration slip. The thumb impression must be clear and complete. Ridges of the thumb impression must be clearly visible. The other copy should be kept with the candidate for reference.

**10. Documents to be submitted alongwith the Registration Slip :**

The candidate has to send one copy of the ‘**Registration Slip**’ duly completed as above with attested photo, signature and LTI along with the documents as per checklist, including Check List duly tick-marked appropriately so as to reach the address given hereunder latest by **09.06.2011**.

**To  
The Advertiser (DVC),  
Post Box NO.9248  
Krishna Nagar Head Post Office,  
Delhi-110051.**

11. The envelope should be properly sealed and super scribed with  
i) Name of the post & post no. and  
ii) Category-Gen/OBC/SC/ST/PH/Ex-Servicemen (as the case may be)

12. The departmental (DVC) candidates should submit the Registration Slip with testimonials within the due date to their respective Controlling Officers, to enable them to forward the same so as to reach the Recruitment Section, DVC, HRD Deptt., DVC Towers, Kolkata-54 within a maximum period of 7(seven) working days from the closing date. No cognizance of the applications shall be given, if received at this end beyond 7 working days from the closing date.

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