

DAMODAR VALLEY CORPORATION

REQUIRES

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 01-01-2008 for UR candidates
1.	Accounts Officer/ Finance Officer (Trainee) - 2008/14	10(Ten)	OBC – 4 SC – 4 ST – 2	HH / OH - 1	Rs.8000-275- 14050/-	Not exceeding 30 yrs.
2.	Management Trainee (Personnel & Administration) - 2008/15	05(five)	UR - 4 OBC - 1	x	-do-	Not exceeding 30 yrs.
3.	Project Officer Trainee (SIP) - 2008/16	04(four)	UR - 3 OBC - 1	x	-do-	Not exceeding 30 yrs.
4.	Graduate Engineer Trainee (Agricultural Engineering) - 2008/17	02(two)	UR - 1 OBC - 1	OL/OA/BL/ HH -1	-do-	Not exceeding 29 yrs.
5.	Sr. Chemist Gr.III (Trainee) - 2008/18	11 (Eleven)	UR – 5 OBC – 3 SC – 2 ST – 1	x	-do-	Not exceeding 30 yrs.
6.	Asstt. Forest Officer (Trainee) - 2008/19	02(two)	UR - 2	OL/BL/OA-1	-do-	Not exceeding 30 yrs.
7.	Sr. Accountant (Trainee) - 2008/20	24(twenty four)	UR -12 OBC - 07 SC - 04 ST - 01	D/PPD/BL/ OA/OL/BH - 2	Rs.6400-200- 11000/-	Not exceeding 29 yrs.

- **CLOSING DATE FOR SUBMISSION OF APPLICATION : June 12, 2008**
- **Necessary Application Format and complete details are available in the DVC website : www.dvc.gov.in**
- **No application format will be issued by post. Application received after the closing date shall be rejected.**
- **Pay and other allowances are as per DVC's existing Rules.**
- **The above age limit is relaxable by 5 yrs, 3 yrs & 10 yrs for SC/ST,OBC & Physically handicapped categories respectively as per GOI directives.**

Qualifications & Experience :

For 2008/14	Passed 10 + 2 examination or equivalent with at least 60% marks. Passed final examination from the Institute of Chartered accountants of India or Cost & Works Accountants of India, MBA Degree or PG Diploma (at least 2 years full time) equivalent to degree in Finance from AICTE approved University / Institution.
For 2008/15	Passed 10 + 2 examination or equivalent with at least 60% marks. MBA or Master Degree/Post Graduate Diploma (at least for 2 years full time) equivalent to degree in Personnel/Industrial Relation from AICTE approved Institutions / Universities. Before confirmation they shall have to pass the Factories Welfare Officer Examination conducted by the state of west Bengal/Jharkhand.
For 2008/16	Passed 10 + 2 examination or equivalent with at least 60% marks. MBA or Post Graduate Degree / Diploma (at least for 2 years full time) in rural Management from a recognized Universities / Institutions of repute.
For 2008/17	Passed 10 + 2 examination or equivalent with at least 60% marks. B.Tech (Agricultural Engineering) / M.Tech of relevant field of Soil & Water Conservation Engg.
For 2008/18	Passed 10 + 2 examination or equivalent with at least 60% marks. Two years' full time M.SC.(Chemistry) with B.Sc.(Hons) in Chemistry from a recognised (Institute/College/University with at least 60% marks in aggregate of all years/semesters. Relaxation of 5% marks for SC/ST candidates.
For 2008/19	Passed 10 + 2 examination or equivalent with at least 60% marks. M.Sc. of any recognized Universities or Institutions with Botany / Zoology / Forestry/ Agriculture. Diploma in Forestry from a recognized University / Institutions is preferable.
For 2008/20	Graduate from any recognized University with Intermediate Examination passed in Chartered Accountancy (ICAI) / Cost Accountancy (ICWAI) and passed at least one group of final examination of ICWAI / ICAI. Training period – 2 years. Computer literacy in accountancy package or equivalent is desirable.

Note :- The requirement of 60% marks at 10+2 level is not applicable for the departmental candidates of DVC for the Post Nos. 2008/14 to 2008/19.

**DAMODAR VALLEY CORPORATION
APPLICATION FORMAT
(Acct. officer/Finance officer/Proj. officer/Mgt. trainee (P&A)/Sr. Accountant)**

1. Name of the Post :
2. Post No :
3. Name of the applicant in Full :
(In Block Letter)
4. Father's /Husband Name :
5. Date of Birth :

Affix your
recent pass
port size
photograph
duly attested

6. Category :

UR	OBC	SC	ST	PH
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(Pl. tick ✓ in appropriate box and submit certificate. PH should tick category also)

7. Address of Communication:
-
- State.....P.O.....District.....
- Pin.....Tel
- E-mail address (if any)

8. Permanent Address :
-
- State.....P.O.....District.....
- Pin.....Tel (if any).....

9. Nationality :

10. Religion :

11. Educational Qualifications -

- a) (10 + 2) Standard :

SI No	Exams Passed	Name of Board	Subjects taken	Year of Passing	% marks in aggregate

- b) ICWAI / CA / MBA (Finance – Full Time) / PG Diploma:

SI No	Exams Passed	College/Institute /University	Branch/ Discipline	Year of Passing	% marks in aggregate

12. Experience Details (If any) :

Sl No	Post Held	Name of Organisation	Period of Work	Areas of Work in details

13. Whether any knowledge on computer application software : Yes / No (Please tick ✓)

14. Are you serving with Govt./ Semi.Govt./PSU at present ? : Yes / No (Please tick ✓)
(if yes, please apply through proper channel)

15. Are you a departmental candidate ? : Yes / No (Please tick ✓)
(if yes, please apply through proper channel in specified format)

16. Are you a physically Challenged? : Yes / No (Please tick ✓)
(if yes, state type of disability / category with certificate) :

17. Visible marks of Identification (Mole marks/Wound/Scar/Burn etc, if any) :

18. Extra-Curricular Activities :

19. Name, Address & Phone No of 2(two) referees 1) -----

2) -----

20. Details of any criminal/Civil/Vigilance case in which the candidate is involved.

21. Particulars of Demand Draft / Pay Order

Name and Address of Issuing Bank & Branch	Date of Issue	Bank DD / Pay Order No.	Amount

22. Enclosure – Check List (A&B)

DECLARATION

I, do hereby declare that all the statements made in the application are true, complete, correct and in the event of any information being found false, incomplete, incorrect or concealing the fact , my candidature may be cancelled at any stage without any notice and without assigning reason thereof even after selection.

Place : -----

Date : -----

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(Signature of the Candidate)

How to apply: Eligible and interested candidates can apply in the prescribed application format enclosing all necessary Marksheets/Certificates/Testimonials & application fee as mentioned in the General Guidelines, to the **Dy. Director of Personnel (Recruitment), HRD Dept. (5th Floor), DVC, DVC Towers, VIP Road, Kolkata-700054 or the Resident Director, DVC, B.N.S. House, Main Road, Hinoo, Ranchi-834002 within 12.06.08 superscribing the Post & Post No. on the envelope. Applications should be sent either by ordinary post or may be dropped personally only, in the application box to be kept in the following offices on all working days (between 10 AM & 5 PM). Speed post/Courier/Registered AD will not be accepted.**

a) Damodar Valley Corporation, DVC Towers (Ground Floor), VIP Road, Kolkata-700054

b) Resident Director, Damodar Valley Corporation, B.N.S. House, Main Road, Hinoo, Ranchi-834002.

General Guidelines:

Following documents are to be enclosed with the application.

1. Copies of all mark sheet / certificates/testimonials/documents duly attested including those of educational & professional qualification, date of birth, experience, caste certificate of SC/ST/OBC(**Non-creamy layer**) etc.
2. The candidate who claims to belong to SC/ST/OBC category has to submit attested copy of latest certificate in the prescribed format issued by the competent authority specified by GOI Rules/Orders. Application without caste certificate will be considered rejected.
3. If the candidate desires to be considered against a specific community as ticked by him on bio-data, subsequent representation for change of community status will not be entertained under any circumstances.
4. Non-refundable Bank Draft/Pay Order of Rs.100/- (applicable for UR and OBC candidate) for post nos 2008/14 to 2008/19 and Rs. 75/- for 2008/20 should be purchased after the date of publication of this advertisement and drawn in favour of Chief Accounts Officer, DVC, Kolkata **payable at Kolkata**. No application fee is required for SC/ST candidates on submission of attested copy of a latest Caste/Tribe Certificate in the prescribed form issued by the competent authority specified by GOI Rules/Order.
5. **Two(2)** Passport size recent photographs duly attested of which one should be affixed on the application in the space provided for and the other should be stapled with the application.
6. Submission of application after the closing date shall not be accepted. DVC shall not be responsible for any postal delay/wrong delivery/loss in transit. No request will be entertained to accept application after the closing date.
7. Corporation reserves the right to cancel the advertisement, modify the educational qualifications, and experience without assigning any reason, and any decision of the Corporation in respect of call letters for written test/interview is final & binding.
8. Self address envelope 10 inches x 4 inches
9. Applications which are not in the prescribed application format, without accompanied by two copies of photographs and attested copies of all required certificates/testimonials/mark sheets in respect of educational & professional qualification, date of birth, caste certificate i.e. for SC/ST/OBC and declaration on bio-data and unsigned application etc. will be summarily rejected.
10. Candidates serving with Govt. Departments/PSUs/Autonomous Body should apply through proper channel duly certifying their service details by the present employer. In case of Advance Copy, the application super scribing on the top of application '**Advance Copy**' must be accompanied with all attested copies of testimonials, two photographs & application fee (if required) should reach within the closing date and time specified.
11. Candidates will be required to produce "**No Objection Certificate**" from the present employer at the time of interview positively.
12. No fare will be paid to candidates called for written examination.
13. Application should be made on a good quality paper of sizes **A4 sheet (11.69" x 8.27") 80 GSM** or better using one side only. Candidate must use exact format by using full scale downloaded copies of the application format from DVC website. Any deviation in application form as specified may lead to the rejection of application.
14. The candidates have to fill up application in his/her own handwriting.
15. If there is any change in address, the candidates should in his/her own interest arrange with the post office concerned for redirection of the communication from old to new address.
16. In case of receipt of large number of applications, written test will be held for short listing. Questions will be multiple choice type with four alternatives. Final selection will be based on the written test score plus interview score. If sufficient candidates are not available, only interview of eligible candidates will be conducted after short listing.
17. Canvassing in any form will be a disqualification.

18. There is no age bar and application fee for departmental candidate. Departmental candidate should apply through proper channel in specified format.

19. **Applicant should apply for one post only as deemed fit even if he/she possesses requisite qualification, experiences etc for more than one post.**

20. Check List :

A) **Attested copies of following attached.**

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|------|--------------------------------------------------------------------------------------|----------|
| i) | Secondary School Certificate for verification of date of birth. | Yes / No |
| ii) | SC/ST/OBC(Non-creamy layer) Certificate from competent authority | Yes / No |
| iii) | Degree/Provisional Degree/ Certificate in support of Edu./Professional Qualification | Yes / No |
| iv) | Mark sheets for educational / Professional qualification | Yes / No |
| v) | Experience Certificate, if any | Yes / No |

B)

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|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| i. | <u>Bank Draft/Pay Order</u> in favour of Chief Accounts Officer, DVC, Kolkata payable at Kolkata on any nationalised Bank for appropriate amount (if applicable) | Yes / No |
| ii. | <u>Name, DOB & Post No. on the back side of DD</u> (if applicable) is written | Yes / No |
| iii. | Name of Post & Post No. applied for is written on the envelope | Yes / No |
| iv. | Pasted recent photograph duly attested | Yes / No |
| v. | Signed the DECLARATION | Yes / No |
| vi. | One 10" x 4"(inch) self addressed envelope enclosed | Yes / No |
| vii. | Whether applied through proper channel (applicable in case of employee of Govt./PSUs/Autonomous Body) | Yes / No |

