

FORMATION AND INSTRUCTIONS:

s should be carefully read by the applicant.

1. Before applying online, 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**
2. For General and OBC (non-creamy layer) candidates – Obtain a crossed A/c Payee Demand Draft of Rs.**300/-** in favour of the “Chief Accounts Officer, DVC, Kolkata” payable at Kolkata on any nationalized Bank.
3. All the fields with a Red Asterisk (#) mark are mandatory and to be filled necessarily.
4. After successful submission of the online data, a unique Registration Number will be allotted to the candidate. The candidates are advised to download 2(two) Nos. Print Outs of the Registration Slip. Send one print out duly signed after **pasting recent passport size photograph (not older than 3 months)** at appropriate place along with the DDs as applicable. **Different styled Signature and photograph at various occasions during Recruitment activities may lead to the rejection of the candidature.**
5. The candidates are advised to write his/her name, Registration Number and Discipline on the back side of the photograph.
6. Only Indian Nationals are eligible to apply.
7. No fee is required for SC/ST and PH candidates on submission of latest caste/tribe/ disability certificate approved by the competent authority as per GOI Rules. **However, Registration slip sent without enclosure of relevant certificate shall be treated as invalid and will be summarily rejected.**
8. Passing 4(Four) years full time Degree Engineering course from University / Institute approved by AICTE are considered eligible qualification. Candidates with Graduate Engineering degree obtained through correspondence / Part time courses are not eligible to apply for the posts.
Final year Appearing candidates are eligible to apply by providing percentage marks obtained upto pre final year i.e. 3rd year. However, final selection in DVC is subject to the submission of final Year Mark sheet and Provisional certificate. Also the aggregate marks should not be less than minimum qualifying percentage marks i.e 65% for UR/OBC and 60% for SC/ST. The final year/ semester result is expected to be published by August'2009.
9. AMIE passed (both Section A and B) external candidates are not eligible to apply. However, DVC internal candidates with AMIE passed (both Section A and B) in relevant discipline are eligible for the post.
10. **Candidate has to apply online only. No other mode of application will be accepted.**
11. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not in conformity with eligibility criteria mentioned in the advertisement.

Registered candidate is also liable to be rejected if failing to submit all necessary documents as mentioned in the registration slip not received within the stipulated date and time. Late and incomplete registration slip will lead to the rejection of the application.

13. **Candidate should submit 6 (six) identical color passport photographs (3.5cm x 3.5cm) not older than 3 months of which one should be affixed on the Registration slip in the space provided for and the other 5(five) should be stapled with the registration slip. The candidate must write his name and Registration Number and discipline at the back of each stapled photograph. The colour photograph should be with clear front view of the candidate without cap and sunglasses. Xerox copy of photograph is not permitted. Candidate must also keep another identical photograph with him/herself for pasting in the admit card for written examination if called for. Admit card for the written test is to be downloaded by the candidate himself from the website if found eligible. Different styled photograph may lead to the rejection of the candidature.**
14. The candidate should put their **Left hand thumb impression** at the designated place in the Registration slip. The thumb impression must be clear and complete. Ridges of the thumb impression must be clearly visible.
15. Mere appearing in the written test and interview does not ensure his/her eligibility for the post. Selection is subject to the fulfillment of all criteria during entire process of recruitment.
16. Candidates are required to sign in English in the prescribed place provided in the Registration Slip in running hand and not in Block Capital or disjointed letter. During physical verification, signature should be identical to that on registration slip. **Signature in different style may lead to the cancellation of the candidature during physical verifications.**
17. The written examination for all the posts will be held on the same day and at the same time and hence the candidates should apply for one post only even if he/she possesses requisite qualification for more than one post.
18. Submission of registration slip after the closing date will not be accepted. DVC is not responsible for any postal delay/wrong delivery/loss in transit. No registration slip will be received after the closing date.
19. The admit card for written examination indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same website for such candidates who are found apparently eligible based on the online data. The candidate has to down load his Admit card from DVC's website. Please keep visiting website for necessary instruction.
20. Admit card for written examination will not be sent by post. It should be downloaded by the candidates from the website.
21. Candidates are advised to keep the e-mail ID active for at least six months. No change in the e-mail ID will be allowed once it is registered. All correspondences would be sent to his/her e-mail ID only, if necessary.

- with Government Departments / PSUs / will be required to produce “ **No objection** present employer at the time of interview positively.
23. DVC reserves the right to cancel the advertisement, modify the educational qualifications without assigning any reason thereof and any decision of DVC in respect of the recruitment activities for the post is final & binding.
 24. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.
 25. No fare will be paid to candidates called for written examination.
 26. It is advisable to furnish the permanent address as temporary addresses can lead to inconvenience while delivering the appointment letter, if selected. If there is any change in address, the candidate should in his/her own interest arrange with the post office concerned for redirection of the communication from old to new address.
 27. There is no age bar for departmental candidate. Departmental candidates need not deposit any application fee.
 28. Application fee once paid will not be refunded.
 29. The candidate who claims to belong to SC/ST/OBC (Non-creamy layer) category has to submit attested copy of latest caste certificate in the prescribed format issued by the competent authority specified by GOI Rules/Orders.
 30. If the candidate desires to be considered against a specific community as filled by him / her on online, subsequent representation for change of community status will not be entertained under any circumstances.
 31. **The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession and such candidates have to indicate their category as General in the online application.**
 32. If the Institute awards ‘YEARLY GRADE POINT AWARD’ instead of percentage marks and there is no conversion formula as per university to convert YGPA into equivalent percentage marks, then YGPA on 10 point scale will be multiplied by 10 to get percentage marks.
 33. Canvassing in any form will be a disqualification.

TENTATIVE SCHEDULE DATES.

1. Commencement of online registration of application by candidate’s 04.06.2009 12.00 hrs.(Midnight).
2. Last date for online registration of application by candidates 23.06.2009. 12.00 hrs. (Midnight).
3. Last date of accepting registration slip with required documents by post is 06.07.2009.
4. Tentative date of Written Test in Kolkata and Ranchi **02.08.2009 (Sunday)**

FOR EXACT DATE, PLEASE KEEP VISITING www.dvc.gov.in.