



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

Damodar Valley Corporation, one of the premier power utilities in India engaged in Thermal / Hydel power Generation, Transmission & Distribution with its Head Quarters in Kolkata, invites applications from Indian citizens only for the posts of **Law Officer, Medical Specialists, Asstt. Law Officers, Junior Engineer Gr.-II (Elec.), OT Assistant, Jr.Nurse Gr.-II & Chemist Gr.-III** for its various offices, field formations, hospitals & dispensaries spread across the state of West Bengal and Jharkhand. To fill up the said post, DVC is looking for young and promising personnel having good academic record to join the organization.

I. VACANCY POSITION (CATEGORYWISE) AND OTHER DETAILS						
1	2	3	4	5	6	7
Sl No	Name of Post & Post No.	Total Vacancy	Reserved for	Reserved for PH candidate out of total Vacancy	Scale of Pay & Total Emoluments (T.E.) at the Initial Appointment (figure in approx)	Age limit as on 01-07-2010 for UR candidates
1.	Law Officer - 2010/ 13	02	UR-2	NIL	Rs.37, 400-67,000/-in PB-4 (GP-Rs.8, 700/- (T.E.Rs 81,746 approx. at Kolkata)	50 years
2.	Asstt. Law Officer - 2010/ 14	01	UR-1	NIL	Rs.15,600-39.100/-in PB-3(GP-Rs.5,400/- (T.E.Rs.39,607/- approx. at Kolkata	45 years
3.	Medical Specialist (General Medicine) - 2010/15	07	OBC-5 SC- 1 ST- 1 Total 07 (All Backlog)	NIL	Rs.15,600-39.100/-in PB-3(GP-Rs.6,600/- (T.E.Rs.51,108/- approx. at Kolkata & Rs.48,948 at field formations)	47 years
4.	Gynaecologist & Obstetric - 2010/16					
5.	Anaesthetist - 2010/17					
6.	Pathologist - 2010/18					
7.	Radiologist - 2010/19					
8.	Epidemiologist - 2010/20					
9.	Surgeon - 2010/21					
10.	Junior Engineer Gr.-II (Elec.)-2010/22	61	UR-31 OBC-16 SC-09 ST-05	02(HH)	Rs.9, 300-34,800/-in PB-2(GP-Rs.4,200/- (T.E.-Rs 23,355/- approx. at field formations)	28 years
11.	Chemist Gr.III - 2010/23	32	UR-14 OBC-11 SC-04 ST-03	01(OA/OL)		
12.	Operation Theatre Assistant-2010/24	04	UR-01 OBC-02 SC-01	NIL	Rs.5,200-20,200/-in PB-2(GP-Rs.2,650/ (T.E.-Rs 14,033/- approx. at field formations)	35 years
13.	Junior Nurse Gr.-II-2010/25	19	UR-09 OBC-06 SC-01 ST-03	NIL		32 years

- N.B. 1.Vacancy is likely to increase in case of Assistant Law Officer (Post No.2010/14).
 2.Application for the post of Jr Engineer Gr.-II (Elec.) is to be done ON-LINE for which please refer to “**Special Instructions For On-Line Application**” provided in the box. Other stipulations will remain the same in case of JE Gr.-II (ELEC.) also.

II. Qualification & Experience :

1.	Law Officer - 2010/13	<p>Essential Qualification - Must possess LL.B. Degree (3 years' course) or a Degree in Law (5 years' integrated Course) from a recognized University or a Premier Law School or College. Candidates having LL.M. Degree shall be preferred. Experience –</p> <ol style="list-style-type: none"> 1) Advocates having at least 11 years' experience in handling both Civil and Criminal cases / matters in High Court, Supreme Court, District Court, Other Tribunals, Arbitration matters, Taxation, commercial, company, Service / Labour matters, etc. The incumbent should also have experience in drafting / vetting / execution of legal documents including commercial agreements and other documents. <p style="text-align: center;">Or</p> 2) If working in a Government Department / Public Sector Undertaking, the incumbent should be working as Legal Officer with at least 15 years' experience in handling Court Cases. <p style="text-align: center;">Or</p> 3) The incumbent should be a Member of Higher Judicial Services with 10 years' experience. <p>Desirable –</p> <ol style="list-style-type: none"> a) Experience in legal aspects of all the cases relating to WBSERC / JSERC / CERC / ATE / Different Court of Law. b) Experience in handling cases on Electricity Tariff Policies. c) Interaction with Electricity Consumer Grievance Cell as per relevant Electricity Act. d) Experience in legal aspects of all the cases relating to Theft of Electricity. Legal procedure of power theft with provisional and final assessment of unauthorized use of electricity in line with EA-2003 and Electricity Regulation of West Bengal and Jharkhand States. e) Experience in legal aspects of all the cases relating to FCS / FPA related issues, Public Interest Litigation (Commercial Section) issues, f) Experience in legal aspects of consumer change of ownership, partnership, change of name of Company, Merger, taking over of Company etc. filing CAVEAT in appropriate court for fulfillment of terms of PPA and 'Money Suit' case for recovery of old dues. g) Experience in Corporate law, Contracts, Arbitration etc.
2.	Asstt.Law Officer - 2010/14	<p>Qualification – Degree in Law from a recognized University or a Premier Law School or College. Must be enrolled Legal Practitioner & be proficient in Arbitration Proceedings, Drafting Deeds, Petitions, etc. and dealing with Court Cases. Knowledge in Tax matters, Labour Laws and experience in conducting cases before Labour Courts / Tribunals essential.</p> <p>Experience – 5 years' experience which should include experience as practicing Lawyer in a High Court or in any Court not lower than District Court. Preference will be given to those having experience in Judicial service or in handling legal matters in any Government Departments or Commercial Firms of repute.</p>

3	Medical Specialist (General Medicine) - 2010/15	MD / MS in the respective discipline from a College / Institution recognized by the Medical Council of India (MCI). 1(one) year experience in the respective discipline in a Hospital after completing MD / MS.
4	Gynaecologist & Obstetric - 2010/16	
5	Anaesthetist - 2010/17	
6	Pathologist - 2010/18	MD (Pathology). 1(one) year experience in well equipped Laboratory
7	Radiologist - 2010/19	Knowledge / Training in Ultrasonography Machines desirable. Diploma in Radio Diagnosis with 1(one) year experience. Desirable – MD
8	Epidemiologist - 2010/20	PG Degree in the specialty with 3(three) years' experience in the line after Internship.
9	Surgeon - 2010/21	MS. Extra weightage will be given to the candidates with experience in Laproscopic Surgery and Endoscopy.
10	Junior Engineer * Gr.-II (Elec.)-2010/22	3 (three) years full time Diploma in Engineering / Technology in Electrical / Electrical & Electronics Engg. Diploma should be from any recognized College / Institute, approved by AICTE with not less than 65% marks in aggregate of all years / semesters for General and OBC candidates. 5% marks is relaxable for SC & ST candidates.
11	Chemist Gr.III - 2010/23	3 years' full time B.Sc.(Hons) in Chemistry from a recognized Institute / College / University with at least 60% marks in aggregate for all years / semesters. Relaxation of 5% marks for SC/ST candidates.
12	Operation Theatre Assistant-2010/24	Passed (10 + 2) or equivalent Board Examination in Science with 50% marks in aggregate. 5% marks is relaxable for SC/ST candidates. Experience of 2 yrs for Genl. & OBC and 1 yr. For SC/ST in Operation Theatre of any Govt / Public Sector / Defence Hospital or reputed Private Hospital (100 bed facilities). Preference will be given to the candidates undergone training course in O.T. Assistant.
13	Junior Nurse Gr.-II-2010/25	Higher Secondary (Science)/equivalent with Diploma in General Nursery and Midwifery.

***Applications for this post of Jr.Engineer Gr.-II (E) Post No.2010/22 are to be submitted Online**

III. APPLICATION FEE:

General as well as OBC (Non Creamy) category candidates are required to pay a **non-refundable** Application Fee in the form of Demand Draft of following amount in favour of **“The Chief Accounts Officer, DVC, Kolkata” payable at Kolkata on any nationalized bank with a validity of 6(six) months:**

- i) **Rs.300/-(Rupees three hundred only) for the posts at Sl. No. 1 to Sl. No. 9**
- ii) **Rs.200/- (Rupees two hundred only) for the post at Sl. No.10 to Sl. No.13**

No other mode of payment would be accepted. Application fee once paid will not be refunded. The candidates are advised to write his/her name, post name & post number on the backside of the Demand Draft.

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.
5. There is no age bar for departmental (DVC) candidates.
6. The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession and such candidates have to indicate their category not as OBC but as General only.
7. However, for claiming any of the above relaxations, SC/ST/PH category candidates have to submit attested copy of relevant Caste/PH certificate in GOI format and departmental 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. 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. Medical professionals are also entitled to Non-Practicing Allowance (NPA). Total Emoluments shown in the table are indicative only. Actual payment will depend on place of posting as per DVC rules & whether housing accommodation is availed or not. Computation in the Table is based on the assumption of the person getting HRA in lieu of Accommodation.

VI. SERVICE AGREEMENT BOND:

All the candidates selected for appointment in the posts of Junior Engineer Gr.-II (Elec.)-(Post No, 2010/22) & Chemist Gr.III (Post No.- 2010/23) will 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, if so required, followed by Personal Interview 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>.

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. TEST CENTERS:

The selection test will be held in Kolkata and Ranchi. Candidates have to choose one of the two as “test centre” and no change in any circumstances will be considered subsequently. 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.

IX. HOW TO APPLY:

[PLEASE SEE SEPARATE INSTRUCTION FOR ONLINE APPLICATION FOR THE POST OF JR. ENGINEER(GR-II)]:

Candidates will have to apply as per the format given in DVC website 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**).

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 specialization, wherever required, will render the applications liable for rejection.

General as well as OBC (Non Creamy Layer) category candidates are required to pay a **non-refundable** Application Fee as mentioned in the foregoing para.

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

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

The envelope containing the filled in application with enclosures should be sent only by ORDINARY POST to:

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

Applications will not be received through Speed Post / Courier / Registered Post.

OPENING DATE: Applications may be downloaded from 04.10.2010.

CLOSING DATE: The filled in applications should reach within 03.11.2010. DVC is 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.

X. GENERAL INFORMATION AND INSTRUCTIONS:

1. Only Indian Nationals are eligible to apply.
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/MCI/competent Govt. Agency are not eligible to apply for the posts.**
4. **Candidates should have requisite Degree/Diploma & experience, if required, as on the date of application. 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 superscribed ‘Advance Copy’ directly to DVC so as to reach the same within the due date without waiting for their applications sent through proper channel to reach DVC in time. For specimen NOC please refer to APPENDIX-V in DVC website.**
9. **Incomplete and unsigned applications are liable to be rejected straitway.**
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 for posts at SL 1 to 9 & Second Class for post at SL No 10 to 13 in the common Express/Mail trains (excluding Rajdhani, Shatabdi, Duranto Express etc.having exclusive fares).
11. 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 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 category has to submit attested copy of **latest (not older than six months) caste/PH certificate in the prescribed format** issued by the competent authority specified by GOI Rules/Orders. **(Please refer to APPENDIX in DVC website).**
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. **The OBC candidates who belong to “Creamy Layer” are not entitled for OBC concession and such candidates have to indicate their category as General.**
15. The candidates have to fill up applications in their own handwriting.
16. 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 regarding eligibility of the candidate or any doubt related therewith at any stage of the process of recruitment shall be final and binding on the candidate.** If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
17. 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 selection process for the subject vacancy is final & binding.
18. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.
19. Canvassing in any form will be a disqualification.

XI. "Special Instructions For On-Line Application for the post of Jr. Engr Gr.-II(Elec)"

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 and will remain activated from **0000 hrs of 04.10.10 to 2400 hrs of 25.10.10**. No other mode of application will be accepted.

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) 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. DD No., MICR No., Date of issue of DD, Name of issuing Bank in respect of the Demand Draft to be sent against Application Fee for General and OBC (NCL) candidates.
3. Details of caste (SC/ST/OBC) 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 Diploma in percentage, marks obtained in Matric 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 alongwith 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.**

Candidates should log on to www.dvc.gov.in, visit the page "Online Recruitment Application" and follow the instructions given therein for Online Registration for the posts of Junior Engineer Gr-II.

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.

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.

Documents to be submitted alongwith the Registration Slip : PI see Check List available on the Regn. 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 as mentioned in Clause IX above to reach the given address latest by 5 pm of 03.11.10.

**DAMODAR VALLEY CORPORATION
APPLICATION FORMAT**

Affix your recent pass
port size photograph
(not older than two
months)
duly attested by
Gazetted Officer
(size 3.5x3.5cm)

1. Name of the Post :
2. Post No :
3. Name of the applicant in Full :
(In Block Letter & as appearing in
Class X Pass Certificate)

4. Father's Name :

5. Husband's Name :

6. Date of Birth :

7. Gender (Pl.put a tick) :

M	F
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8. Category:

GEN	OBC	SC	ST
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9. Physically Handicapped YES/NO

If yes, pl.specify the Type of PH

10. Addresses for Communication:

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P.O.....City/Town.....

District.....State.....

Pin code.....Nearest Railway Station.....

E-mail address

Contact No. (Mobile).....

Land Line No. with STD CODE.....

11. Permanent Address:

.....

.....

P.O.....City/Town.....

District.....State.....

Pin Code..... Ph. No. with STD ODE.....

12. Martial Status (Pl.put a tick mark in the appropriate box)

Married	Unmarried
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13. Nationality:

14. Religion:

15. Choice of Centre:
(Please tick V)

Kolkata	Ranchi
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16. Educational Qualifications -

a) Starting from School Final/Matric onwards:

S L N o .	Name of the Exam	Name of College /Board / University	Whether Full Time Regular Course (Please state YES or NO)	Whether Course approved by AICTE/MCI/Competent Govt. Agency (YES/NO) *enclose proof.	Discipline/ Major Subjects taken /specialization	Year of Passing	% marks in aggregate (not to be rounded off)
1	Matric/School Final						
2	10+2 / HS / Intermediate						
3	Graduation						
4	Post Graduation						

b) Professional Qualifications

Sl No.	Name of the Exam	Name of College /Board / University	Whether Full Time Regular Course (Please state YES or NO)	Whether Course approved by AICTE/MCI/Competent Govt. Agency (YES/NO) *enclose proof.	Discipline/ Major Subjects taken /specialization	Year of Passing	% marks in aggregate (not to be rounded off)
1							
2							

17. Experience Details (If any):

Sl No	Post Held	Name of Organization	Period of Work	Areas of Work done
1.				
2.				

18. Whether any knowledge on computer application : Yes / No
(Please tick **V**) (Enclose testimonials in support of claim)

19, Are you serving with Govt./Semi.Govt. /PSU at present? : Yes / No
(Please tick **V**)
(if yes, please apply through proper channel so as to reach within the due date. In case delay is expected, an Advance copy may be sent. However, in such cases production of NOC at the time of Interview would be mandatory stating that the candidate would be released, if selected.)

20. Are you a departmental (DVC) candidate? : Yes / No
(Please tick **V**)
(if yes, please apply additionally through proper channel in specified format as per guidelines given in the DVC website www.dvc.gov.in)

21. Visible marks of identification (Mole marks/Wound/Scar/Burn etc.):
(Mandatory field)

22. Extra-Curricular Activities:
(Only Inter School/College/University/District/State Level)

23. Details of any criminal/Civil/Vigilance case:
In which the candidate is involved.

24. Particulars of Demand Draft / Pay Order (For Genl & OBC candidates only)

Name and Address of Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount

25. Enclosure – PI refer *Check List on next page.
(*Check List is a part of Application Format)

DECLARATION

I, do hereby declare that all the statements made in this 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 any reason thereof even after selection.

Place : -----

Date : -----

(Signature of the Candidate)

Please put your clear left thumb impression (LTI) In the box on the right hand side

Check List :

[A copy of checklist duly ticked at appropriate places is to be attached as part of the application]

A) Attested copies of following attached.

- | | |
|---|----------|
| i) Secondary School Certificate for verification of date of birth. | Yes / No |
| ii) SC/ST/OBC <u>(Non-creamy layer)</u> certificate in GOI format | Yes / No |
| iii) PH Certificate from competent authority, if applicable, in GOI format | Yes / No |
| iii) Degree/Provisional Degree in support of Educational Qualifications | Yes / No |
| iv) Testimonials & Mark sheets (semester/year wise) of professional qualification | Yes / No |
| v) Mark sheets for educational qualification | Yes / No |
| vi) Experience Certificate, if applicable. | Yes / No |

B) Documents furnished as follows in addition to above

- | | |
|--|----------|
| i. Demand Draft in favour of Chief Accounts Officer, DVC, Kolkata payable at Kolkata on any nationalized Bank for appropriate amount (as applicable) | Yes / No |
| ii. Name, Post Name & Post No. at the back side of DD is written | Yes /No |
| iii. Post Name, Post No. and Category is written on the envelope | Yes / No |
| iv. Pasted one recent photograph duly attested | Yes / No |
| v. Stapled 3 (three) identical photos duly signed on front and details like name and post no. written on back of each photo | Yes / No |
| vi. Signed the DECLARATION part of application | Yes / No |
| vii. Whether put your left thumb impression at appropriate place | Yes / No |
| viii. Whether marked as <u>Advance Copy</u> (applicable in case of employee of Govt./PSUs/Autonomous Body) | Yes / No |

(APPENDIX-I)

Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his claim.

FORM OF CASTE CERTIFICATE

Regn.No.....

Date.....

A. This is to certify that
Shri/Smt./Kum..... son / daughter of
..... of village/townin
District/Division..... of the State/Union Territory
.....belongs to the caste/tribe which is
recognized as Scheduled Caste / Scheduled Tribe under

Please Tick Mark:

1. The Constitution (Scheduled Castes) Order, 1950
2. The Constitution (Scheduled Tribes) Order, 1950
3. The Constitution (Scheduled Castes) (Union Territories) Order, 1951
4. The Constitution (Scheduled Tribes) (Union Territories) Order, 1951
(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976).
5. The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
6. The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
7. The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959
8. The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962
9. The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962
10. The Constitution (Pondicherry) Scheduled Castes Order, 1962
11. The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967
12. The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

13. The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968
14. The Constitution (Nagaland) Scheduled Tribes Order, 1970.
15. The Constitution (Sikkim) Scheduled Castes Order, 1978
16. The Constitution (Sikkim) Scheduled Tribes Order, 1978
17. The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
18. The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
19. The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991.
20. The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

B. Applicable in the case of Scheduled Caste / Scheduled Tribe persons who have migrated from the State/U.T. of their origin (delete the paragraph if not applicable).

This certificate is issued on the basis of the Scheduled Caste / Scheduled Tribe Certificate issued to Shri/Kum..... father / mother of Shri/Smt./Kum..... of village/town.....in District/Division of the State/Union Territory..... Who belong to the Caste / Tribe which is recognized as Scheduled Caste / Scheduled Tribe in the State / Union Territory issued by the (name of prescribed authority) vide order No..... dated

C. Shri/Smt./Kum. and / or his / her family ordinarily reside(s) in village / town of District / Division of the State / Union Territory of

Place:.....Signature.....

State / Union Territory.....Name of Issuing Authority.....

Date:..... Designation
(With seal of office)

Note: (1) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(2) List of authorities competent to issue caste certificate for Other Backward Classes:-

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate).
- ii. Chief Presidency Magistrate / Additional Chief Presidency / Magistrate Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

(3) The certificate issued by an authority other than stated above will not be accepted.

(APPENDIX-II)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA AND CENTRAL GOVT. PUBLIC SECTOR UNDERTAKINGS

Regn.No.....

Date.....

A. This is to certify that Shri/Smt./Kum.....
son / daughter of of village town.....
in District / Divisionof the State /
Union Territory belongs to the
community which is recognized as a backward class under:

Please Tick Mark:

- (ii) Govt. of India, Ministry of Welfare Resolution No.12011/68/93-BCC dated 10.09.1993.
- (iii) Govt. of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19.10.1994 published in Gazette of India, Extraordinary Part I, Section 1, No.163 dated 20.10.1994.
- (iv) Govt. of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24.05.1995 published in Gazette of India Extraordinary Part I, Section 1 No.88 dated 25.05.1995.
- (v) Govt. of India, Ministry of Welfare Resolution No.12011/96/94-BCC dated 6.12.1996 published in Gazette of India Extraordinary Part I, Section 1 No.210 dated 11.12.1996.

B. Applicable in the case of OBC persons who have migrated from another State/U.T. (delete the paragraph if not applicable)

This certificate is issued on the basis of the Other Backward Classes Certificate Issued to Shri / Smt. /.....father / mother of Shri/Smt./Kum..... In District / Division of the State / Union Territory who belong to the caste which is recognized as a Backward Class in the State / Union Territory..... Issued by the (name of prescribed authority) vide their No.....dated

C. Shri/Smt./Kum. and / or his / her family ordinarily reside(s) in village / town of District / Division of the State/Union Territory of

D. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the Govt. of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 08.09.1993.

Place: Signature

State / Union TerritoryName of Issuing Authority.....

Dated: Designation
(With seal of Office)

Note: (1) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(2) List of authorities competent to issue caste certificate for Other Backward Classes:-

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendary Magistrate).
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

(3) The certificate issued by an authority other than stated above will not be accepted.

(APPENDIX-III)

(TO BE USED BY THE CONTROLLING OFFICER/PROJECT HRD OFFICER, DVC)

1. Shri/Smt.....is working in regular establishment as.....(designation) from to

2. Shri/Smt.....is working/worked as seasonal gauge readers/message assistant fromto

3. Shri/Smt.....is empanelled casual/displaced/ contractor workers and his/her panel serial No. is

4 Shri/Smt.....son/daughter/wife of late....., designation....., who died on is an empanelled candidate. His/Her name is existing at Sl.No..... in compassionate panel ofProject. He/She is the only & actual applicant on compassionate ground, duly verified at this end with the original application for empanelment on compassionate appointment.

5. Shri/Smt. son/daughter/wife of late , Designation , who died on is not yet empanelled on compassionate appointment against the deceased employee. He/She is the only & actual applicant on compassionate ground, duly verified at this end with the original application for empanelment on compassionate appointment.

6. Shri/Smt. has worked/working in DVC as casual/temporary hands/part time SIP Workers and have completed 240 days in each calendar year during the three preceding years (supporting documents duly attested to be enclosed with the application) :

In 2007.....days.

In 2008.....days.

In 2009.....days.

7. I certify that his/her qualification & experience matched with the prescribed job requirements of the post applied for. I recommend him/her for the post of Post No.....

Signature of the Controlling Officer
/Officer of the Project Personnel Dept. :

- i) Full Name (In block letters) :
- ii) Designation :
- iii) Department :
- iv) Rubber stamp of the Dept. :

(Signature without all such details including Rubber Stamp should be treated as invalid and application will not be considered/entertained in that case)

- N.B.: In case of candidates falling under Sl.No.1,2,5 & 6 above, it should be certified by the Controlling Officer (in case of Sl. No.5 it should be certified by the Controlling officer of the deceased employee). And in case of Sl. No. 3 & 4 the Officer of the Personnel Department of the concerned project should certify the same. Sl. No.7 is common and to be filled by the respective Controlling Officer/Officer of the Project Personnel Department as the case may be.
- Eligibility of candidature much depends on proper certificate enunciated under Sl. No.1 to 7 above.
- The concerned Controlling Officers are requested to keep in mind the provisions of the Corporation O.M. No.PLR-Misc/2(Comp)/1366 dt.10.11.2004 while issuing the above certificate in respect of the eligibility of the candidates claiming employment on the ground of being displaced persons as well as on compassionate ground.

(Applicable columns be filled up; those not applicable may please be struck off)

- B. Blindness or Low vision:
 (i) B-Blind
 (ii) PB – Partially Blind

- C. Hearing impairment:
 (i) D-Deaf
 (ii) PD-Partially Deaf
 (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Sh./Smt./Kum. _____ meets the following physical requirements for discharge of his/her duties;-

- (i) F-can perform work by manipulating with fingers
Yes/No
- (ii) PP-can perform work by pulling and pushing
Yes/No
- (iii) L-can perform work by lifting
Yes/No
- (iv) KC-can perform work by kneeling and crouching
Yes/No
- (v) B-can perform work by bending
Yes/No
- (vi) S-can perform work by sitting
Yes/No
- (vii) ST-can perform work by standing
Yes/No
- (viii) W-can perform work by walking
Yes/No
- (ix) SE-can perform work by seeing
Yes/No
- (x) H-can perform work by hearing/speaking
Yes/No
- (xi) RW-can perform work by reading and writing
Yes/No

(Dr_____) (Dr_____) (Dr_____)
 Member Member Chairperson
 Medical Board Medical Board Medical Board

**Countersigned by the
 Medical Superintendent / CMO/Head of
 Hospital (with seal)**

*Strike out which is not applicable.

(APPENDIX-V)

**Format for No Objection Certificate (NOC) to be produced by the candidates
working in Govt. Dept. / PSUs (both Central or State)**

TO WHOM IT MAY CONCERN

Certified that Shri / Smt (Name) is presently working as
..... (Designation) in(Name of the Organisation) since
..... (Period)

This organization has no objection if Shri / Smt appears
in the written test / interview (please strike off not applicable) for the post of
..... (Name of the post applied for) in DVC.

It is further stated that Shri / Smt would be released from
the services of this organization, if selected.

Date :

Place :

Sd/-
(Name)
(Designation)
(Department)

NB :

1. The above NOC should be produced in the organization / department official letter head.
2. It should be issued by the competent authority of the organization / department
3. There should be clear signature & office seal of the issuing authority.