

## APPLICATION FORMAT

1. Name of Post applied for :
2. Post No. :
3. Full Name of applicant (in block letters) :
4. Date of Birth :
5. Father's/Husband's Name :
6. Address for correspondence (in block letters)with Contact Phone No. :
7. Permanent Address :
8. Nationality :
9. Educational Qualification (from 10+2 onwards) :

Affix Attested Photograph Here with Gum .
---

Sl.No.	Examination	Board/University	Year	Class obtained

10. Professional Qualification:

11. Experience-details thereof:

- a) Area of work -
- b) Whether any experience in Power House. If so, details thereof -

12. Training :

Year	Organisation	Duration	Area of training

13. Category :  
(Please tick appropriate box)

SC	ST
----	----

14. Extra Curricular Activities :

15. Name, Address & Phone No. :  
of two referees

i)

ii)

16. Details of any criminal/ :  
Civil/Vigilance case in  
Which the candidate is  
Involved

.....  
(Signature of candidate with date)

## **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.

-----  
(Signature of candidate with date)

**How to apply:** Eligible and interested candidates can apply as per the prescribed application format and enclosing all necessary certificates/testimonials & application fee as mentioned in the General Guidelines, must reach the **Dy. Director of Personnel (Recruitment), HRD Dept. (5<sup>th</sup> Floor), DVC, DVC Towers, VIP Road, Kolkata-700054 or the Resident Manager, DVC, B.N.S. House, Main Road, Hinoo, Ranchi-834002 within 13<sup>th</sup> March, 2006 superscribing the Post & Post No. on the envelope.** Applications should be sent either by ordinary post only or may be dropped personally in the Application Box to be kept in the following offices on all working days (between 10 AM & 5 PM)

- a) Damodar Valley Corporation, DVC Towers (Ground Floor), VIP Road, Kolkata-700054
- b) Resident Manager, DVC, B.N.S. House, Main Road, Hinoo, Ranchi-834002.

### **General Guidelines:**

- Following documents are to be enclosed with the application –  
(1) Copies of all certificates/testimonials/documents duly attested by a Gazetted Officer including those of educational & professional qualification, date of birth, experience, SC/ST (candidate who claim to belong to SC or ST, has to submit in support of his claim, an attested copy of the **latest certificate in the prescribed form issued by the competent authority specified by GOI Rules/Orders**), original of which to be produced at the time of interview . (3) A self-addressed envelop of 10" x 4" size. (4) Two Passport size recent photographs duly attested by a Gazetted Officer of which one should be affixed on the application in the space provided for and the other should be stapled with the application.
- Application received after the closing date shall not be accepted.
- DVC shall not be responsible for any postal delay/loss in transit. No request in this regard will be entertained. Corporation reserves the right to cancel the advertisement, modify the educational qualifications, and experience without assigning any reason. Any decision of the Corporation in respect of call letters for written test/interview is final & binding.
- Applications which are not in the prescribed form, and not accompanied with two copies of photographs, attested copies of all required certificates/testimonials/mark sheets in respect of educational & professional qualification, experience, date of birth, caste certificate i.e. for **SC/ST (latest valid caste certificate issued by the competent authority in the prescribed form in line with GOI Rules/Orders)**, declaration, etc. will be summarily rejected.
- Candidates serving with Govt. Departments/PSUs/Autonomous Body should apply through proper channel. In case of Advance Copy, the application must be accompanied with all attested copies of testimonials, two photographs, etc. should reach within the closing date. Candidates will be required to produce No Objection Certificate from the present employer at the time of interview positively.
- No fare will be paid to candidates called for written examination. Candidates called for interview will be paid single to and fro 1st class railway fare for Post Nos.2006/1 to 2006/4 and 2nd class railway fare for Post Nos.2006/5 to 2006/7 by shortest route from the correspondence address to the place of interview.
- Separate application should be submitted for each post (along with all required documents/testimonials).
- Canvassing in any form will be a disqualification.