



दामोदर घाटी निगम/Damodar Valley Corporation
मानव संसाधन विभाग/Human Resource Department
डीवीसी टावर्स, वी.आई.पी रोड, कोलकाता-700054
DVC Towers, VIP Road, Kolkata – 700054



Advt. No. PLR/Fin & MO/2024/07/04

Dtd. 18/ 07/2024



**NOTICE FOR RECRUITMENT OF
EXECUTIVE TRAINEE (FINANCE) & MEDICAL OFFICER / ASSISTANT MANAGER (HEALTH SERVICES)
IN DVC THROUGH COMPUTER BASED TEST**

Damodar Valley Corporation (DVC) was created in the year 1948 for the holistic development of the Damodar valley area spread across 24,235 square km in the States of Jharkhand and West Bengal. DVC Head Quarter is located at Kolkata and its business activities are primarily: Generation, Transmission & Distribution, Mining, Water Resources Management, and Soil Conservation. It's core business is well integrated with the CSR policies aimed at creating long-term socio-economic development of the valley. DVC is committed to generating reliable power at competitive prices in a sustainable manner by optimising the use of multiple energy sources with innovative eco-friendly technologies thereby contributing to the growth of the nation.

From its present installed capacity of over 6700 MW from Thermal, Hydel and Renewable sources and associated distribution systems, DVC is steering ahead to be an integrated power major and targets to become a 15 GW Corporation by 2030. In view of the extensive and diversified growth plan for capacity addition, DVC looks forward to invites ONLINE applications from committed, promising and result oriented candidates as **Executive Trainee (Finance) & Medical Officer**.

Please visit the DVC website www.dvc.gov.in for more details on Plants/Stations of DVC. Interested and eligible candidates may apply ONLINE only through the DVC website www.dvc.gov.in (Career Section-> Recruitment Notices). No other means/mode of application shall be accepted. Please read this Advertisement/Notice and ensure eligibility criteria before submitting the ONLINE application. The details of the positions are as below.

1. CATEGORY WISE VACANCY DETAILS

Table-A

Sl. No.	Post Name & Post No.	Vacancies with Reservation *						Scale of Pay (As per 7 th Pay Revision)	Age Limit as on closing date of online application (For UR)
		Total	UR	OBC (NCL)	SC	ST	EWS		
1.	EXECUTIVE TRAINEE (FINANCE) 2024/13	7	05	01	--	--	01	Rs 56,100-1,77,500/- in Pay Matrix Level-10 of 7th CPC (M2 grade)	29 Years
2.	MEDICAL OFFICER / ASSISTANT MANAGER (HEALTH SERVICES), 2024/14	21	08	06	03	02	02		40 Years

NB: The projected vacancies indicated above may increase/decrease depending upon the future requirements and at the discretion of the DVC Management.

*Age relaxation for SC/ST/OBC (NCL)/PwBD/ candidates will be as per GOI guidelines.

PwBD Reservation and Identification (#) Nos. of vacancies are reserved for PwBDs. Benchmark Disability details are as follows:	ET(Finance)
Deaf (D) and Hard of Hearing (HH)	01

Horizontal Reservation

2. ELIGIBILITY CRITERIA

Executive Trainee (Finance), 2024/13

Essential Qualification : Graduate with a Chartered Accountant (CA) from the Institute of Chartered Accountants of India or CMA from the institute of Cost Accountants of India (formerly known as Institute of cost and works Accountants of India) or MBA Degree in Finance or PG Executive / degree (at least 2 year full time) in Finance from AICTE approved university/ Institution with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwBD) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution.

Medical Officer/ Assistant Manager (Health Services), 2024/14

Essential Qualification - MBBS Degree recognised by the Medical Council of India (MCI)/ National medical Council (NMC) and obtained from a recognised Medical College/ university with not less than 65% marks [General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwBD) in aggregate of all years/semesters as per conversion formulae of the concerned University/Institution.

and

Essential Experience

One year work experience after completion of M.B.B.S degree and Internship.

Job responsibilities (Indicative): -

Besides all clinical duties like OPD, Indoor shift duty & casualty duty with minor surgical procedures like stitching, dressing etc., all medical officer/ M2 should perform general role/ Job profile of medical Executive as & when required as follows-

1. To attend medical emergencies in mine/ projects/establishments/ hospitals and provide health services for cohort of mines & stakeholders.
2. To examine & treat patients, screening cases needing specialized medical attention to refer them to higher centers.
3. To ensure/ make PME (Periodical Medical Examination) & Initial Medical Examination of contractual workers and employees.
4. To implement various national health & family welfare programs in the unit/establishment.
5. To conduct CSR related activities and medical awareness camps, competitions, etc.
6. To educate people on disease prevention measures and health maintenance.
7. To assist in & perform administrative jobs.

Note :

1. Candidate who passed foreign medical graduation degree equivalent to M.B.B.S- need to clear foreign medical Graduate Examination (FMGE) (MCI/NMC Screening Exam)/ National Exit Exam (NEXT) by NMC & one-year compulsory rotating Internship training completion certificate after clearing FMGE/NEXT.
2. Internships, Teaching experience, Part Time Work or any other work experience gathered as a part of acquiring qualification, or short-term trainee (summer/ winter project etc) will not be considered as relevant experience.
3. The Period of Tutorship done from National Medical Council/Commission recognized Medical College/institute will be treated as Post Qualification experience.
4. The Period of completed Fellowship course, recognized by the Medical Council of India will be accepted as Post qualification experience.
5. For work experience, candidate should produce certificate from Pvt recognized hospital/clinic/Institute or Govt body/PSU mentioning period of work done. Format of work experience should have clearly printed name of institute/clinic/hospital with address (preferably with valid contact number) and signed by head of institute or his/her representative with seal, date).

3. RELAXATION AND CONCESSIONS:

- (i) Reservation/Relaxation/Concession to candidates belonging to **OBC (Non-Creamy Layer)/SC/ST/ EWS (Economically Weaker Sections)/ PwBD (Persons with Benchmark Disability /Ex-Servicemen/J&K Domicile/Victims of riots** shall be as per Govt. of India directives.
- (ii) For getting the benefit of reservation under PwBD category: The candidate should meet following criteria to claim relaxation/reservation under PwBD category.
 - Nature of Disability – Permanent
 - Degree of Disability – Minimum 40%
 - PwBD certificate as per latest format applicable to relevant category of disability
- (iii) **Relaxation in Upper Age Limit:**
 - a. For OBC(NCL) candidates : 3 years
 - b. For SC/ST candidates : 5 years
 - c. For PwBD candidates: General (UR)—10 Years
OBC (Non-Creamy Layer)- 13 Years
SC/ST—15 Years

- d. Candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines-- 05 Years
- e. Ex-Servicemen/ Victims of Riots: As per Govt. of India guidelines.
- (iv) **Reservation/ Relaxation/ Concession for SC/ST** will be subject to submission of relevant Caste Certificate in the prescribed format of Govt. of India issued by a Competent Authority at the time of Document Verification (DV), if called for. Name of caste/tribe to which candidate belongs must appear in the Central List of SC/ST of respective state as notified respectively by Ministry of Social Justice and Empowerment, Govt of India and Ministry of Tribal Affairs, Govt of India. The certificate must contain the date of issue along with name of caste/tribe, spelled exactly in the same manner as appearing in the central list of the respective state.
- (v) **Reservation/ Relaxation for OBC(NCL)** will be subject to submission of a copy of the latest OBC(NCL) certificate along with NCL in the format prescribed by the Govt. of India for "Appointment to posts under Govt. of India" from a Competent Authority at the time of Document Verification (DV), if called for. Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The certificate must contain the date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list of the respective state. The OBC candidates who belong to "Creamy Layer" are not entitled to concession admissible to the OBC category and such candidates have to indicate their category as General.
- (vi) **Relaxation/ Concession for J&K Domicile / Ex-Servicemen/ Victims of riots** will be subject to submission of relevant Age relaxation cum Domicile Certificate / Discharge Certificate etc. in the prescribed format issued by a Competent Authority at the time of Document Verification (DV), if called for.
- (vii) **Reservation and Relaxation for EWS** will be subject to submission of a copy of the latest Income and Asset certificate issued by a competent authority at the time of Document Verification (DV), if called for.
- (viii) **The OBC (NCL) /EWS** candidates are required to submit the requisite certificate in the prescribed format of the Government of India, from a competent authority issued in the current year only i.e. **not older than one year from the date of Document Verification (DV)**. (Please refer to **Annexure-1 to 4** on the DVC website www.dvc.gov.in under **Career Section → Recruitment Notices** for prescribed Govt. of India format of Caste, Income & Asset Certificate & Disability Certificate). Also, **OBC (NCL) candidates shall have to give a self-undertaking indicating that they belong to the OBC (Non-Creamy Layer) category in the prescribed format of Govt. of India, at the time of Documents verification.**
- (ix) **Reservation/ Relaxation/ Concession for Persons with Disabilities** is subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India, at the time of documents verification.
- (x) Candidates belonging to **SC/ST/PwBD/Ex-SM categories and Departmental candidates** are exempted from payment of application fees.
- (xi) In case Caste/Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of Document Verification, if called for.
- (xii) There is no upper age limit for Departmental candidates.
- (xiii) Selected candidates after Computer based test will have to mandatorily produce Final Marksheet/ Provisional/ Final pass certificate for degree course at the time of Document verification (DV).

4. SELECTION PROCESS:

Eligible candidates will have to undergo a Computer Based Test. Based on the Merit and vacancy requirement, the list of successful candidates for documents verification will be made available at www.dvc.gov.in.

a) Written Test /CBT shall be of Objective Type (each question shall have four answer options) of two hours' duration consisting of two parts for **ET (Finance)** as below–

1. Part-I consists of the Executive Aptitude Test (EAT) on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency and interpretation, numerical ability etc.

2. Part-II consists of Professional Knowledge Test (PKT) having specific questions from respective discipline.

b) Written Test /CBT shall be of Objective Type (each question shall have four answer options) of two hours' duration for **Medical Officer** -- Professional Knowledge Test (PKT) only.

Please refer **Annexure -I for Finance & Annexure-II for Medical Officer** for Brief syllabus, number of questions, CBT question format, negative markings, etc.

Qualifying Criteria in CBT/Written Test (As per posts reserved for the respective category):

Post Name	Vacancy Reservation	Qualifying Criteria
ET (Finance)	Gen/OBC(NCL)/ EWS	50 % of Total marks in Each part (Part-I & Part-II)
	SC/ST/PwBD	40 % of Total marks in Each part (Part-I & Part-II)
Medical Officer	Gen/OBC(NCL)/ EWS	50 % of Total marks
	SC/ST/PwBD	40 % of Total marks

However, appointment of selected candidate is subject to his/ her being found medically fit, after documents verification, as per the Corporation Norms. Such appointments shall also be subject to the service and conduct rules of the Corporation.

- (i) **Verification of Credentials:** - While appearing for Documents Verification at the time of joining, the candidates are required to produce his/her proof of Identity in **Original** such as Aadhaar Card, Voter Card, Pan Card, Driving License, Passport etc. If the identity of the candidate is doubtful, the candidate may not be considered for further selection process.
- (ii) The shortlisted candidates will be called for Documents Verification through email only and the details such as **Date, Time and Venue of the same** shall be hosted on the DVC website only. **Please note that NO hard copy of the Call Letters to the shortlisted candidates for Documents Verification will be sent by Post or issued separately.** Hence, candidates are advised to keep track of their application status by visiting the DVC website regularly during the recruitment process. Please note that no other mode of communication, apart from emails, pertaining to the selection process other than that mentioned above will be followed.
- (iii) Final selection will be after successful completion of Medical test and documents verification.

5. PAYMENT OF APPLICATION FEE:

- (i) Candidates belonging to **General/OBC(NCL)/EWS** categories are required to pay a **Non-refundable Application Fee of Rs 300/- (Rupees Three Hundred Only) through Online mode only.** The bank charges as applicable have to be borne by the candidates.
- (ii) Candidates belonging to **SC/ST/PwBD/Ex-SM** categories & **DVC Departmental Candidates** are **exempted from payment of application fees.**
- (iii) Incomplete applications/ applications without application fees shall summarily be rejected.
- (iv) The last date for payment of the application fee is **07.8.2024**

- (v) **Candidates must ensure that payment of Rs 300/- is made at one go and amount less than Rs. 300/- will not be accepted as an application fee.**
- (vi) **Application Fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee. The bank charges as applicable have to be borne by the candidates.

6. COMPENSATION PACKAGE:

The Selected candidates will be placed in the **Rs 56,100-1,77,500/- in Pay Matrix Level-10 of 7th CPC (M2 grade)** after completing the duration of the one-year probation period. On successful completion of the probation period, the candidates will be absorbed on the same afore mentioned scale and pay matrix. The compensation package includes Basic Pay, Central Dearness Allowance (CDA), Medical Reimbursement, Leave Travel Allowance, NPS, Conveyance Allowance, Leave Encashment and HRA, Non-Practicing Allowance (NPA) etc. admissible as per Corporation Rules in force from time to time.

7. SERVICE AGREEMENT BOND:

The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed probation period of 1(one) year and thereafter serve the organization for at least 3(three) years i.e. overall 4 (Four) years.

The amount of the bond for candidates belonging to **General/OBC(NCL)/EWS** categories is **Rs. 5,00,000/- (Rupees Five Lakhs Only) & Rs. 2,50,000/- (Rupees Two lakhs fifty thousand only)** for candidates belonging to **SC/ST/PwBD categories**, plus applicable interest.

8. HEALTH:

Before joining, candidates will have to undergo Pre-Employment Medical Examination by the DVC Medical Board and the decision of the Board will be final and binding. No relaxation in health standards is allowed.

9. GENERAL INFORMATION AND INSTRUCTION:

1. Only Indian Nationals are eligible to apply.
2. Before applying online /appearing for document verification, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement hosted on the DVC website www.dvc.gov.in In case, it is detected at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material/fact(s), his/her candidature shall stand automatically cancelled. If any of the above shortcomings is/are detected even after the appointment, his/her services are liable to be terminated without notice.
3. The candidature of candidates at all stages of the selection process will be purely provisional subject to satisfying the prescribed eligibility criteria.
4. Essential qualification should be from an Indian University/Institute recognized by AICTE/ MCI/ NMC/appropriate statutory authority.
5. Selected candidates may be posted at any of the DVC establishments.
6. Candidates with Degree not having approval by the AICTE/MCI/NMC appropriate statutory authority are not eligible to apply for the posts. Candidates in this connection are advised to bring proof of AICTE/MCI/NMC etc. approval in the form of a print-out of AICTE/MCI/NMC notification from their website showing the name of the College/Institution and the course or any other documentary proof issued by the College/University/Institution. The candidate for Medical officer/ Assistant Manager (Health Services) have to proof the medical registration affiliated to MCI/NMC. The onus lies on the candidate to prove his/her eligibility in all respects by submitting the required documents.
7. Whether CGPA/OGPA/DGPA or Letter Grade in a Executive is awarded, its equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute.

8. Illustration towards calculating marks obtained and maximum marks for filling in the online application form -“Percentage of marks obtained by the candidate in the degree shall be calculated based on the practice followed by the University/Institution from where the candidate has obtained the Degree . In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks shall be based on the procedure certified by the University/Institution from where they have obtained the degree “. This has been further illustrated below: Suppose: Number of subjects = 6 (each of maximum marks of 100) CGPA equivalent percentage obtained by the candidate = 94% Therefore, Maximum marks obtained = $6 \times 100 = 600$ Marks obtained = $(94 \times 600) / 100 = 564$.
9. In case the University/Institution does not have any scheme for converting CGPA/Grades into equivalent marks, the equivalence would be established by dividing the candidate’s CGPA by the maximum possible CGPA and multiplying the result with 100.
10. Candidates employed with Government Departments/Public Sector Undertakings/Autonomous Bodies are required to produce a “**No Objection Certificate**” from their present employer at the time of **Documents verification** positively.
11. DVC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/selection process, if the need so arises, without issuing any further notice or assigning any reason whatsoever.
12. The decision of DVC in all matters relating to eligibility, acceptance or rejection of online applications, the penalty for false information, mode of selection, 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 even after the appointment, the services of such candidates are liable to be terminated without notice.
13. During physical verification, all signatures should be identical. Different styled Signature on various occasions during Recruitment activities may lead to the rejection of the candidature.
14. Mere being called for Computer based Test shall not vest any right in a candidate to be called for further selection process i.e. Documents Verification.
15. In order to avoid last minute rush, the candidates are advised to apply early enough. DVC will not be responsible for network problems or any other problem in submission of Online Application.
16. **The eligibility of the candidate for final selection will be confirmed after Document Verification.**
17. Any subsequent amendment/notice/clarification etc., if any, shall be made available on the DVC website only. As such, candidates are advised to keep visiting the DVC website www.dvc.gov.in regularly for important updates till the completion of the recruitment process for the posts.
18. No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
19. Only Xerox copies of documents will be retained. However, records of other than selected candidates are not maintained after the completion of the recruitment process.
20. While preparing the final merit list, if two or more candidates secure equal marks, the merit of such group of candidates will be as per their date of birth (i.e. more senior in age will be placed first before junior in age).
21. If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of documents verification or whenever called for.
22. Schedule for **Computer Based test** will be uploaded in DVC website.
23. In case a candidate submits more than one application for the same post, the application with the latest registration number shall only be considered.
24. For the Un-Reserved (UR) vacancy, SC/ST/EWS/OBC (NCL) candidates can apply subject to meeting with all general standards of eligibility.
25. There is no provision of re-checking / re-evaluation of response Sheets / Answers.
26. Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.
27. Complaints attributable to the incompatibility of the Client Systems, ignorance of users, nonavailability of internet connectivity or any other aspects beyond the direct control of DVC employees or systems will not be entertained.

28. All information regarding this recruitment process would be available in the career section of DVC website only <https://www.dvc.gov.in/cms-web/recruitment-notices>. Applicants are advised to check the website periodically for important updates. Once registered for DVC, all correspondences shall be made through their registered email ID / SMS or candidate login only.
29. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

10. DOCUMENTS/ TESTIMONIALS TO BE BROUGHT MANDATORILY AT THE TIME OF DOCUMENTS VERIFICATION (AFTER COMPUTER BASED TEST FOR SELECTED CANDIDATES):

Candidates must bring one set of self-attested photocopies along with ORIGINALS of the following documents/testimonials at the time of documents verification.

- i. Printout of **ONLINE Application Form**.
- ii. Proof of **Date of Birth** (Class Xth Board Certificate or Class Xth Passing Certificate)
- iii. Valid **Certificates & Mark sheets** of Class Xth, XIIth, Degree in respective stream (semester-wise/year-wise).
- iv. Valid Degree/diploma in the respective field of the applicant.
- v. Valid **SC/ ST/ OBC (NCL)/ EWS/ PwBD certificate (in the prescribed format)**, if applicable, *The minimum degree of Disability for Persons with Benchmark Disability candidates would be 40%.*
- vi. Valid **Age relaxation cum Domicile Certificate / Discharge Certificate**, etc., if applicable in the prescribed format issued by a competent authority.
- vii. Valid **Experience Certificate(s)**, if applicable.
- viii. **No-Objection Certificate (NOC)** from the current employer if working in a PSU/Central Govt./State Govt./Semi-Govt./etc.
- ix. **Four (4) recent passport size colored photographs**.
- x. **Identity Proof** (Aadhaar Card/PAN card/ Passport/ Driving License/ Voter ID card).

11. IMPORTANT INSTRUCTION ON HOW TO APPLY FOR DVC ONLINE APPLICATION/ REGISTRATION:

- **MODE OF APPLICATION:** candidates have to register themselves **ONLINE** at the **DVC website** www.dvc.gov.in → **Career** → **Recruitment** → **Recruitment Notices**.
- Closing date of ONLINE applications shall be :- **07/08/2024 (Till 23:59 hrs)**.
- Closing date of payment of application fees is :- **07/08/2024**.
- Before applying ONLINE, candidates are advised to read the Detailed Advertisement/Notification carefully and will ensure that they must fulfil the essential requirements of the Post and other conditions as mentioned in the Notification.
- **No other means/mode of application shall be accepted.**
- Candidate can select any preferred test centre (3 preferences). However, allotment of Test Centres to the candidates is at the discretion of DVC.
- If a candidate is not exempted from payment of application fees (**only SC/ST/PwBD/Departmental candidates are exempted**), he/she[**GEN/OBC(NCL)/EWS** category candidates] will be required to pay a non-refundable application fee of **Rs 300/- (Rupees Three Hundred Only)**.

- **Application fee once paid will not be refunded under any circumstances.** Candidates are, therefore, requested to verify their eligibility before paying the application fee.
- **Application process will be treated as complete only on submission of application fees, wherever applicable.**
- **Candidates are advised to upload legible copies of the following documents while submitting online application in the space earmarked in the online application: -**
 - a. Scanned copy of recent passport size colour photograph in the format mentioned in the online application. (Photograph should be minimum 200 dpi in JPG format. The size should be between 10kb to 100kb).
 - b. Scanned copy of signature in the format mentioned in the online application. (Signature should be minimum 200 dpi in JPG format. The size should be between 10kb to 50kb).
 - c. Date of Birth Proof: Matric / Birth Certificate (wherein DOB is mentioned) in .pdf format (max. 1MB).
 - d. Qualification Certificate (Executive) along with Mark Sheets of all years / semesters along with Proof of norms adopted by the Technical Board / Institute to convert CGPA / OGPA / DGPA into percentage (if applicable) (all Qualification Certificate & Mark Sheets are required to be scanned in .pdf format) (max. 1MB).
 - e. Candidates working in Govt. / PSU are required to apply through the proper channel and need to upload “No-Objection Certificate” from the present employer in .pdf format. (max. 1MB).
 - f. Caste Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) in .pdf format. (max. 1MB).
 - g. Persons with Benchmark Disability (PwBD) Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) in .pdf format (max. 1MB).
 - h. In case of requirement of scribe, Certificate in prescribed format issued by Competent Authority as per Govt. of India guidelines regarding physical limitation by the candidate to write should be produced.
 - i. Domicile cum Age relaxation certificates for Candidates from J&K State / Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable) (max. 1MB) in .pdf format (max. 1MB).
 - j. EWS Certificate, as prescribed by Government of India. (max. 1MB).
 - k. Applicants are advised to take a printout/retain of the submitted online application and note down the application number and password generated at the time of online registration. The candidates called for Document Verification are required to produce the above uploaded documents in original for verification. Candidates are not required to forward the hard copies of applications to DVC.

12. Following Information /documents to be kept ready before applying ONLINE:

- i) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 100 KB) and signature of size between 2 KB & 50 KB to be uploaded while applying.** The photograph should be with a clear front view of the candidate without a cap or sunglasses. Identical photos shall be used throughout the selection process.
- ii) Candidates will also have to upload their Class Xth /XIIth Certificate or marksheet, essential qualification certificate, etc. along with photograph and signature.
- iii) **Certificates/Mark sheets relating to Academic & Professional qualifications**, etc. to be kept ready for entering marks.
- iv) The **E-mail ID & Contact No.** entered in the online application form must remain valid for at least one year from the date of the Notification for all future correspondences. Please enter email correctly since all important communications shall be through emails only.
- v) After having arranged all information/documents, candidates should visit the DVC website: www.dvc.gov.in and follow the instructions given in this detailed Notification/Advertisement. **Step 1** is to fill in all the particulars in the Online Application Form. **Step 2** is to upload the photograph,

signature and other relevant documents/certificates. **Step 3** is to Preview the application form and the data can be edited if required and updated, **Step 4** is to pay the application fee (if applicable) and then final **Step 5** is to **SUBMIT** the application with the payment receipt number. Application once submitted cannot be edited. Only Submitted applications will be accepted.

- vi) No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- vii) After successful submission of the online application including uploading of scanned photograph and signature, a **Unique Application Number** will be generated and thereafter candidates need to take a printout of the application so made. Printout without a system-generated number will not be accepted in any case.
- viii) **Incomplete applications/ applications without application fees (if applicable) will summarily be rejected.**
- ix) Candidates are required to keep the printout of the **Online Application Form** and keep it with him/her safely for future reference.
- x) Candidates are also required to **bring the ORIGINALS** of all the documents as mentioned at **SL. No. 10 of this Notification/Advertisement** pertaining to Proof of DOB, Academic & Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of Documents verification. The self-attested documents submitted in hard copy along with the online application will be verified with originals at the time of documents verification.** If any candidate is found ineligible while verifying the documents, he/she shall not be considered for selection process.
- xi) **No hard copy of the Online Application Form or Certificates/Testimonials, etc. is required to be sent to DVC HQ before appearing for the Document Verification.**
- xii) Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason.

13. IMPORTANT INFORMATION:

Candidates are required to apply **ONLINE** only (which is mandatory) by clicking the “**APPLY ONLINE**” link available at the DVC website www.dvc.gov.in → Career → Recruitment → **Recruitment Notices**. *The online registrations will remain activated from **18/07/2024** till 23:59 hrs of **07/08/2024**.*

Candidates are also required to bring the printout of the Online Application Form enclosing all supporting documents in ORIGINAL along with one set of self-attested photocopies of supporting documents (mentioned at Sl. No. 10 of this Advertisement/Notification) at the time of document verification.

Before applying, candidates should keep mark sheets of Xth, XIIth, Degree, etc. as applicable for entering marks & a scanned copy of coloured photograph & signature ready to be uploaded while applying ONLINE.

14. IMPORTANT DATES:

Commencement of ONLINE Submission of Application to DVC	18/07/2024
Closing Date for ONLINE Submission of Application to DVC	07/08/2024 (Till 23:59 hrs)
Availability of Admit Cards on website/Date of Written Test(CBT)	Shall be notified later the DVC website only www.dvc.gov.in
List of Provisionally Shortlisted Candidates, Date for Documents verification	(Under Careers→Recruitment→Recruitment Notices)
Helpline No:- For Technical Queries: +91-9289484657/9717434395 (During Official working hours only (9 AM to 6 PM) For Eligibility Queries: 033-6607 2539/2532 Email-ID: helpdesk@dvcrecruitment.co.in/ recruitment@dvc.gov.in	

Note: 1) Any corrigendum and subsequent changes in the date of Computer Based Test, Documents verification, Venue, etc. will be notified on the DVC website only. Therefore, all applicants are requested to visit the DVC website www.dvc.gov.in (Careers→Recruitment→Recruitment Notices) regularly for important updates.

2) Test date to be notified later in DVC website.

Executive Director (HR)
For & on behalf of DVC

FINANCE DISCIPLINE

Indicative Syllabus for Computer Based Test (CBT) Salient Points

- a. **Pattern of question paper:** The question paper will be bilingual i.e. both in **English and Hindi, except the test of English knowledge(objective)**. All the questions will be objective type and shall have 4 options of which one option will be correct.
- b. **Duration of the computer-based test** – Total duration would be **2 hours** comprising of the Professional Knowledge Test (PKT) and Executive Aptitude Test (EAT).
- c. **No. of questions in each part i.e. in** Professional Knowledge Test (PKT) and Executive Aptitude Test (EAT)- - There will be 30 numbers of Professional Knowledge Test (PKT) and 70 numbers of questions in Executive Aptitude Test (EAT) and. Thus, there will be **100 numbers** of questions.
- d. **Marks of each question and total marks of the question paper** – Each question would carry **1 mark** and the total marks of the paper (Professional Knowledge and Executive Aptitude) would be **100**.
- e. **Negative marking** - There will be a negative marking of **0.25 mark** for each wrong answer. However, no mark will be deducted for not attempting the question by candidate.

1. Syllabus for Executive Aptitude Test (EAT)

A. **General Intelligence & Reasoning:** The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

B. **General Awareness:** Questions will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research, etc.

These questions will be such that they do not require a special study of any discipline.

C. **General English:** English Language & English Grammar. Narration, Voice, Basic Sentence Patterns. Transformation of Sentences, Determiners and Preposition, Tenses, Prefix, Suffix, Parts Of Speech-Common errors (Noun, Pronoun, Articles, Adverb, Punctuation, Preposition etc.) , Modals, Phrases, Idioms, Vocabulary.

2. Syllabus for Professional Knowledge Test (PKT)

SN	Sub Topic	Detail Description	
1	Accounting	Accounting Fundamentals	Accounting principle, concepts, convention, capital and revenue transactions receipts and expenditures, rectification of errors, depreciation and amortisation.
	Accounting Standards	Accounting standards, gaap, convergence to ind - as - applicability and scope , disclosure of accounting policies, property plant and equipment, effects of changes in foreign exchange rates, accounting for government grants , borrowing costs, accounting for taxes on income.	
	Application Of Accounting Standards	Accounting standards , ind as	
	Corporate Accounting	Accounting for shares and debentures, preparation of profit and loss and balance sheet (companies act 2013), cash flow statement, accounting for employee stock option plan, buy back of securities, equity shares with differential rights, amalgamation, reconstruction, liquidation, differed tax, asset / liabilities accounting of terminal benefits liability, other comprehensive income, etc.	
2	Taxation	Direct Tax	Profit and gains from business or profession, capital gains, income from other sources, total income, set off and carryforward of losses, deductions, rebate and relief, advance tax, tax deducted at source and tax collected at source, filling of return, pan, self assessment and intimation.
	Direct Tax Laws	Tax management, return and assessment procedure, grievance redressal, penalties and prosecutions, aspects of tax planning, cbdt and other authorities.	
	Indirect Tax	Concept and procedure of indirect taxes, goods and services tax - application of cgst and igst , charge of tax including reverse charge, exemption from tax, compostion levy , input tax credit , computation of gst liability, registration, tax invoice, return and payment of taxes, custom acts and rules.	
3	Cost And Management Accounting	Overview Of Cost and Management Accounting	Cost ascertainment- material cost, employee cost, direct expenses, overheads, cost, bookeeping, reconciliation of costing and financial profits, cost reduction and cost control, activity based costing.
	Methods And Techniques Of Costing	Job, batch, contract, process, operating costing, marginal costing, standards costing and variance analysis, budget and budgetary control.	
4	Advance Financial Management	Fundamental Of Financial Management	Objective, scope and functions of financial management, profits and value maximisation principle, time value of money, future value, present value, annuity, perpetuity, compound annual growth rate (cagr), risk and return, capital asset pricing model.
	Institution And Instruments Of Financial Markets	Rbi, commercial banks, nbfcs, insurance companies, pension funds, sebi regulations, venture capital, private equity, hedge funds capital markets, capital market and money market.	
	Source Of Finance And Cost Of Capital	Long term and short term sources, cost of capital and weighted average cost of capital.	

Tools Of Financial Analysis	Ratio analysis, cash flow and funds flow analysis.	
Financing Decisions	Capital budgeting, working capital management, inventory management, receivable and payable management, financing working capital, leverage analysis, ebit and eps analysis, dividend decisions and dividend theories, npv and irr, sensitivity analysis lease decisions, securitization.	
Security Analysis And Portfolio Management	Equity and bond valuation and performance evaluation, mutual funds, portfolio theory, asset pricing theories, risks in financial markets, financial derivatives, international finance, digital finance.	
Business Data Analytics	Data science for business decisions making, types of data in finance and costing, digitization of data and information, data analysis and modelling, cloud computing, business intelligence, artificial intelligence, machine learning.	
5	Financial Reporting	Valuation of share, goodwill, accounting of financial instruments, nbfcs, accounting for business combination and restructuring, consolidated financial statements, separate financial statements.
6	Cost And Management Audit	Companies (cost records and audit) rules, cost accounting standards, management audit, internal control and internal audit.
7	Strategic Cost Management	Activity based costing, just in time, quantitative techniques in decision making, transfer pricing.
8	Corporate Laws	The companies act 2013, corporate governance, social responsibility and sustainability, sebi regulation, laws relating to banking, insurance, msme sector.

MEDICAL DISCIPLINE

Indicative Syllabus for Computer Based Test (CBT) Salient Points

- a. **Pattern of question paper:** The question paper will be bilingual i.e. both in **English and Hindi of Professional Knowledge Test (Objective) (PKT)**.
- b. **Duration of the computer-based test** – Total duration would be **2 hours** comprising of the Professional Knowledge Test (PKT).
- c. **No. of questions in Professional Knowledge Test (PKT):** There will be 100 numbers of question in Professional Knowledge Test (PKT). All the questions will be objective/MCQ type and shall have 4 options of which one option will be correct.
- d. **Marks of each question and total marks of the question paper** – Each question would carry **1 mark** and the total marks of the paper (Professional Knowledge) would be **100**.
- e. **Negative marking** - There will be a negative marking of **0.25 mark** for each wrong answer. However, no mark will be deducted for not attempting the question by candidate.

INDICATIVE SYLLABUS FOR PROFESSIONAL KNOWLEDGE TEST

Sl no	Subject	Syllabus
1	ANATOMY	General Anatomy, General Embryology, Upper Limb, Lower Limb, Thorax, Head and Neck, Brain and Spinal Cord, Abdomen, Pelvis and Perineum, Genetics.
2.	BIOCHEMISTRY	Proteins, Carbohydrates, Lipids, Metabolism of Lipids, Metabolism of Amino acids, Haemoglobin, Vitamins, Mineral Metabolism, Maintenance of Homeostasis, Nucleic Acids and Molecular Biology, Plasma Proteins and Immunoglobulins, Biochemistry of Cancer, Clinical Chemistry
3	HUMAN PHYSIOLOGY INCLUDING BIO-PHYSICS	Haematology, Cardiovascular System, Respiratory System, Gastrointestinal System, Renal System, Skin and Temperature regulation, Nerve - muscle physiology, Nervous System, Special, Senses, Audition, Endocrinology, Physiology of Reproduction
4	MICROBIOLOGY	General microbiology, Systematic bacteriology, Virology, Immunology, . Parasitology, Mycology
5	PATHOLOGY	General Pathology, Systemic Pathology, Practical-- Cell injury Infectious diseases, Circulatory disturbances, Growth disturbances, Miscellaneous disorders, Hematopathology, Cardiovascular pathology, Respiratory pathology, Renal and urinary tract pathology, Pathology of gastrointestinal tract, Liver and Biliary tract pathology, Lymphoreticular system. Reproductive system. Osteopathology, Endocrine Pathology, Neuropathology, Dermato-pathology,
6	PHARMACOLOGY	General pharmacology and basic concepts of clinical pharmacology, Autonomic nervous system, Autacoids and related drugs, Central nervous system, Cardiovascular system, Drugs affecting blood, and blood formation, Respiratory system, GIT, Drugs acting on Endocrine system, Chemotherapy, Toxicology, Miscellaneous, National health programmes, Infective/Parasitic conditions, Medical emergencies.
7	COMMUNITY MEDICINE	Concept of health and disease, Social and behavioural sciences, Environment and Health- Behavioural Sciences, Health Education, Environment, Biostatistics, Epidemiology, Nutrition, Maternal & Child Health, Rehabilitation, Epidemiology of Communicable Diseases and Non-communicable Diseases, Important National Health Programmes, Occupational Health, Health Administration, Health Economics, Geriatrics, Counselling

8	FORENSIC MEDICINE AND TOXICOLOGY	Forensic Medicine- Definition of forensic medicine, forensic pathology and medical jurisprudence Introduction to the subject, historical aspects of forensic medicine ,Inquest procedures, Courts in India and their powers, Court procedures, Medical certificates and medico legal reports 2.Death sex, 3.Identification 4.Medico legal autopsy and exhumation Mechanical injuries or wounds , 5.Human sexual functions3. Biological fluids 6.. Forensic psychiatry 7. Medical jurisprudence 8. Forensic toxicology
9	ENT	Ear- Introduction to diseases of ear Topics, Diseases of middle ear, Deafness, Disease of inner ear. Nose & Nasopharynx- Rhinitis, sinusitis, epistaxis, DNS and nasal polyp (special emphasis on FESS) Tumours of nose and PNS. Throat - Tonsils and adenoids, Neck space infections, Hoarseness, Stridor, Malignant lesions of larynx and laryngo-pharynx, Dysphagia, Foreign bodies of aero-digestive tract, Instruments, Operative Procedures, X-ray, Oral cavity and oropharynx
10	OPHTHALMOLOGY	Acute conjunctivitis- different types, D/D of conjunctival and limbal nodule, Chronic conjunctivitis- different types, Corneal Inflammations, Scleritis, episcleritis, Iridocyclitis, Pan ophthalmitis, Endophthalmitis ,Systemic associations of uveitis, Choroiditis, Coloboma iris, ocular albinism, vitreous haemorrhage – causes, Synchronism, Asteroid hyalosis. Glaucoma, Cataract and management, Fundus changes in diabetes, hypertension, anaemias, pregnancy induced hypertension, haematological disorders, myopia Photocoagulation ,Retinal vascular diseases ,Central retinal artery occlusion, central retinal vein occlusion, retinal detachment, retinopathy of prematurity, retinitis pigmentosa, retinoblastoma, Papilledema, optic neuritis, optic atrophy Awareness of amblyopia, types of squint, paralytic, non-paralytic Common causes of proptosis, orbital cellulites, cavernous sinus thrombosis, diseases of eye lid, , refractive error, aphakia / pseudophakia, Anisometropia, overview of kerato-refractive surgery. Eye injuries, Siderosis bulbi, Chalcosis, medico legal aspects, Blindness, Eye donation, NPCB, Vision 2020 ,Eye camps ,Symptomatic disturbances of vision, overview of recent advances in ophthalmology Lasers in Ophthalmology ,Enucleation, Eye and systemic diseases including AIDS .Causes of sudden / partial / painless dimension of vision ,Ocular malignancy
11	MEDICINE AND ITS ALLIED SPECIALITIES	Nutrition and nutritional disorders, Fluid and electrolyte balance, Immunology, Disturbance of body temperature Infections, Primary Immune deficiency disorders, Genetics , Environmental and occupational problems, Medical disorders in pregnancy , GI system, Respiratory system, Haematology, Renal medicine, Central nervous system, Geriatrics, Rheumatology, Endocrine disease, Pain and principles of palliative care , Clinical pharmacy and therapeutics
12	PSYCHIATRY	Behavioural Sciences, Emotion and its application to health, Cognitive process and memory, psychiatric disorders, personality disorders, Schizophrenia, Bipolar disorders, Depression, Anxiety neurosis, phobia and OCD.
13	RADIOLOGY	Production of X-rays, Biological changes, Skeletal radiology chest and Mediastinum, Gastrointestinal system, Hepatobiliary system, Genitourinary system, Neuroimaging modalities
14	DERMATOLOGY	Infections of skin, Eczematous dermatitis, Bullous skin lesion collagen disorder, Pigmentary disturbances, Maculopapular, Squamous lesion ,Neoplastic lesions, Lesions of skin appendages, Goitrogenic disorders Leprosy and national leprosy control programmes

15	SURGERY AND ITS ALLIED SPECIALITIES	<p>Principles of Surgery, genetics, history of surgery, surgical ethics, Trauma, Different types of wounds and their management, Surgical Sepsis, shock, Pre-operative and post-operative care,</p> <p>Principles of imaging techniques, Ulcers, sinus and fistula, cysts and benign tumours. Pre-malignant conditions, malignant tumours, skin cover</p> <p>Suture materials and anastomosis, Skin and soft tissues</p> <p>Immunology and organ transplantation, HIV and surgeon, Hepatitis B, Arteries, Veins, Lymph & Lymph Node, Inflammations, Thyroid and parathyroid thyroglossal cyst and fistula Breast, Chest, Abdomen- Gastrointestinal tract, oesophagus, Stomach and Duodenum, Vermiform appendix, liver, Pancreas, Small and large intestine, Rectum & Anal canal, Miscellaneous – Abdominal trauma, minimally invasive surgery, peritoneum and retroperitoneum, hernia and abdominal wall, mesentery, surgical audit and day care surgery Genito-urinary System.</p>
16	ORTHOPAEDICS	<p>Traumatology, Different types of fractures (upper limbs, lower limbs. Spine, pelvis, foot, hand, skull), different joint Dislocations, Meniscus tear and fracture patella, Leg fracture. Ankle injuries – Pott’s fracture, Hand injuries ,Extensor, mechanism injuries of knee ,Fracture of tarsal bones ,Cold orthopaedics ,CTEV and flat foot ,CDH ,Torticollis, congenital pseudoarthrosis of tibia and arthrgryphosis multiplex congenita osteomyelitis septic arthritis tuberculosis – spine, hip, knee, elbow, wrist and other sites. Perthe’s disease and slipped upper femoral epiphysis ,Rickets and osteomalacia ,Rheumatoid arthritis and ankylosing spondylitis ,Intervertebral disc prolapse Scoliosis and spondylothesis, Different types of bone tumours, cysts, osteogenesis imperfecta, nerve injuries.</p>
17	OBSTETRICS AND GYNAECOLOGY	<p>Pregnancy, Antenatal care, Clinical monitoring of maternal and foetal wellbeing, Common problems in Pregnancy, Ultrasound examination ,Foetal surveillance ,Normal Labour -stages, monitoring, delivery, different complications including, Hypertensive disorder-Preeclampsia, Eclampsia, Hypertonic contractions, hypotonic contractions and incoordinate uterine action ,CPD, obstructed labour ,Caesarean section (indications, complications) ,Vaginal delivery after caesarean ,Abnormal presentations and management: Occipito posterior position, Breech presentation, transverse lie, brow/face presentation ,Abortions, Recurrent pregnancy loss Ectopic pregnancy, Hyperemesis gravidarum, Abnormal puerperium, Post Natal Care, Intrauterine death ,PROM (Premature rupture of membranes) ,Preterm labor ,Post datism IUGR ,Elderly primi, grand multipara, Rh negative, Gynaecological disorders complicating pregnancy, MTP , Operative Obstetrics including Episiotomy, C.S., Vacuum Extraction , Cervical encirclage extra amniotic instillation and manual removal of placenta, Ultrasound MRI in obstetrics: diagnostic and interventional ,Foetus and newborn, Fetal distress, Breast feeding, Contraception, Dummy pelvis, Mannequins resuscitation of newborn. Obstetric Pharmacology, Different Medical & Surgical/ others complications in pregnancy.</p> <p>Gynaecology- Menstruation and different abnormalities, Hormonal therapy &ART, Genital injuries including fistulae, Genital Infections, Neoplasms of genital tract, STD’s, Endometriosis, Operative gynaecology-MTP, Hysterectomy, Ovarian tumours, Radical procedure for malignancy</p> <p>Correction of enterocele, diagnosis and operation for vault prolapse, Endoscopy in gynaecological practice, Laparoscopy in Gynaecology, Hysteroscopy, Colposcopy: Principles instrument, procedure</p> <p>Endocrinology, Post operative management: complications like burst abdomen, intraperitoneal bleeding and intra peritoneal collections, instruments, specimens etc.</p> <p>Acute abdomen, Adolescent medicine (Gynaecology)</p> <p>Analgesia, Urological problems</p>

18	FAMILY WELFARE	Applied anatomy of mechanical methods for prevention of conception In female, male, Physiology, endocrine and regulation of reproduction in the female. Community Medicine: The need for Family Welfare Planning, organization of Family Planning service, Health Education in relating to Family Planning, Nutrition, Physiological need of the mother, the child and the family Demography and the vital statistics. Paediatrics: Problems of child health in relation to large family: organization of paediatric services, nutritional problems of mother and child, childhood diseases due to overcrowding
19	Paediatrics	Infectious diseases, Gastro-intestinal tract & Liver disorders, Disorders of CVS, Genitourinary system, Endocrine system, Haemopoietic system , Respiratory System, Connective tissue disorders, Treatment of epilepsy, GBS, ADEM , Malignancies in children, Behavioural problems in children, Nutrition, National programmes, Common chromosomal disorders and genetic counselling, National programmes - IMNCI, RCH3, NRHM, Vitamin A, Iodine deficiency, IDSP, ARI, ADD, AFP & PPI, Innocent problems causing undue parental anxiety breath holding spell, evening colic, growing pain etc
20	RADIOTHERAPY	Cancer epidemiology and possible etiological factors, screening for cancer, Principles of cancer chemotherapy and chemotherapeutic agents used in the management of cancer, Hormone treatment in cancer, Principles of radiation oncology, radioactive sources – Teletherapy, Brachial therapy and nuclear medicine, Methods of radiotherapy and recent advances Common malignancies, diagnosis and treatment
21	ANAESTHESIOLOGY	Introduction – scope of Anaesthesiology, Pre-anaesthetic check-up ,General anaesthesia, Intravenous anaesthetic agents ,Regional analgesia. Equipment in anaesthesia and methods of oxygen therapy Intravenous fluid therapy, intraoperative monitoring. Complication in anaesthesia and post-operative period Cardio-pulmonary and cerebral resuscitation, basic cardiac life support (BCLS), advanced cardiac life support (ACLS) Methods of pain relief
22	PHYSICAL MEDICINE AND REHABILITATION	Introduction to physical medicine and rehabilitation disability process and progression of disabilities concept of Impairment / disability and hard cap ,Principles of physical therapy, Disability evaluation – principles people with disabilities Act – 1995 ,Pain management principles ,Principles of rehabilitation of people with disabilities .To understand the basic principles of disability conclusion and for certification purposes To get exposed to the potentials of social-vocation rehabilitation of the various describing conditions in the light of the 1995 Act people with disabilities (equal opportunities etc) Act 1995 .To get oriented to basic principles of community-based rehabilitation of people with disabilities