



दामोदर घाटी निगम/Damodar Valley Corporation
मानव संसाधन विभाग/Human Resource Department
डीवीसी टावर्स, वीआईपी रोड, कोलकाता-७०००५४/
DVC Towers, VIP Road, Kolkata – 700054



No. PLR- FTE/Contractual/2023/04

Date: 30/04/2023

**NOTICE FOR ENGAGEMENT OF EXPERIENCED PROFESSIONALS ON FIXED TERM
CONTRACT BASIS**

Damodar Valley Corporation (DVC), Under the Ministry of Power, Government of India and one of the premier power utilities in India engaged in Thermal/Hydel Power Generation, Transmission & Distribution requires **Experienced Professionals on Fixed Term Contract Basis** for various Plants/ Stations of DVC situated across West Bengal and Jharkhand. For details of Plants/Stations of DVC, please visit www.dvc.gov.in. The details of the positions are as below

1. Category-wise vacancy details

Table-A

Name of the Post & Post No.	#Total Vacancy	SC	ST	OBC	EWS	UR
Assistant Engineer (IT)- Contractual, Post No. 2023/C04	25	04	01	06	02	12
Assistant Engineer (Commn)- Contractual Post No. 2023/C05	05	-	-	01	-	04
Assistant Director (HR)- Contractual Post No. 2023/C06	15	02	01	03	01	08
Assistant Manager (CSR)- Contractual Post No. 2023/C07	04	-	-	01	-	03
Assistant Manager (PR)- Contractual Post No. 2023/C08	03	-	-	-	-	03

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

Horizontal Reservation

PwBD Reservation and Identification #

3 (Three) Nos of Vacancies reserved for PwBDs.

Benchmark Disability details are as follows:

a. Low Vision (LV)

b. Deaf (D) and Hard of Hearing (HH)

c. Locomotor disability (OA, OL) including leprosy cured (LC), dwarfism(Dw)and acid attack victims (AAV)

2. Qualification & Experience required-

Table-B

Sl No	Name of the Post	Required Qualification	Required Experience Profile
1	Assistant Engineer (IT)- Contractual, Post No. 2023/C04	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Information Technology/Computer Science 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 formula of the concerned University/Institution.	Minimum Two years post qualification experience in implementation/upgradation/Application design and architecting of web/windows-based software development/PL-SQL/ enhancement of e-Business suite/ ERP/Advanced Data Structures/ Operating Systems/ computer Networks/ Database, Weblogic/ SAN/ NAS/Storage/ Cyber Security/LAN Maintainance
2	Assistant Engineer (Commn)- Contractual Post No. 2023/C05	Full-time Bachelor's Degree in Engineering or Technology/AMIE* in Electronics/ Electronics & Tele-Communication/ Tele-Communication Engg./ Electronics & Communication/ Electronics & Power/ Power Electronics/ Electrical & Electronics Engg. 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 formula of the concerned University/Institution.	Minimum Two years post qualification experience in Networking / IT/ SCADA/ Digital Communication/LAN Maintainance
3	Assistant Director (HR)- Contractual Post No. 2023/C06	Two years full-time Post Graduate Degree/ Two years full-time Post Graduate Diploma in HR/ Personnel Management & Industrial Relations/ Social Work (with specialization in Personnel Management & Industrial Relations)/ HRM and Labour Relations/ Labour and Social Welfare from recognized University/ Institute with not less than 65% marks General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwBD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.	Minimum Two years post qualification experience in HR function in area(s) such as Manpower Planning, Policy Interventions, Recruitment, Training & Development, Succession Planning, Employee Engagement, Performance Appraisal, Career Progression, Industrial Relations and Related HR Functions etc.
4	Assistant Manager (CSR) Contractual Post No. 2023/C07	Two years full-time Post Graduate Degree/ Two years full-time Post Graduate Diploma in the following areas "Rural Management/ Community Development/ Rural Development/Community Organisation & Development Practice/ Urban and Rural Community	Minimum Two years post-qualification experience in evaluation, implementation and monitoring of social work/rural development/community development projects

		Development / Rural and Tribal Development/ Development Management/ Rural Development Management from recognized University/ Institute with not less than 65% marks General/OBC(NCL)/EWS] & 60% marks (SC/ST/PwBD) in aggregate of all years/semesters as per conversion formula of the concerned University/Institution.	
5	Assistant Manager (PR)- Contractual Post No. 2023/C08	Two years full-time Post Graduate Degree/ Two years full-time Post Graduate Diploma in Journalism / Mass Communication / Public Relations from a recognized 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 formula of the concerned University/Institution.	Minimum Two years post qualification experience in PR and Corporate Communications Department in a Government / Semi Government, CPSE / PSU / Private Sector

* In terms of the AICTE Public Notice dated 31.10.2017 & Circular Dated 23.11.2020, candidates who were enrolled with various Professional Bodies/Institutions such as AMIE, etc. with permanent recognition up to 31.05.2013, stand recognized in accordance with MHRD O.M Dated 06.12.2012.

3. Monthly Consolidated Pay (in Rs.)- Rs 56,100/- (**Rupees Fifty-Six Thousand One Hundred Only**)

4. Place of Posting: DVC HQ or any Field formation/establishment (i.e BTPS, CTPS, Durgapur, KTPS, MTPS, RTPS, Maithon , Panchet, Hazaribagh etc)

5. Terms & Conditions

- i. Age Limit: 45 years as on closing date of online application.
- ii. Period of Engagement: The appointment initially will be for 03(Three) years which may be extended for another 02(two) years. The performance will be reviewed annually. The extension will however be considered after evaluation of performance every year.
- iii. Conveyance Allowance- As applicable for regular employees.
- iv. Travelling Allowance: For journeys in connection with duties will be guided by TA Rules of the Corporation
- v. Medical facilities: The incumbent (no other family members) will get medical facility only in DVC Hospitals, but there will be no reimbursement of medical expenses.
- vi. Termination of contract: The assignment shall remain terminable by giving one months' notice from either side.
- vii. Accommodation: Accommodation may be provided, if available, subject to deduction of licence fee, electricity and water charge as applicable to the DVC employees. However, no HRA/FCA/Energy Allowances is admissible in any case.
- viii. Leave: Only 8 (eight) days' Casual Leave, 2(two) days' Restricted Holiday and 10 days' Commuted Leave (against Medical Certificate) per year may be granted, but no encashment of leave is admissible. Maternity Benefit leave may be allowed as per Maternity Benefit Act 1961. No other leave is admissible. Prior permission from the controlling officer is to be obtained before availing leave.

- ix. Miscellaneous
 - (a) During the period of engagement in DVC, whatsoever, it may be as in case of regular employee, Leave Travel Assistance (LTA) will not be applicable.
 - (b) Their services are transferable to any DVC Project/Field formation.
 - (c) This engagement is purely contractual basis.
 - (d) Such contractual engagement does not confer any right for regular absorption in future.
 - (e) EPF provision as applicable to be complied with as per Employee Provident Fund & Miscellaneous Provisions Act 1952 & rules made thereunder.
- x. **Selection Process:** Through Interview. The shortlisted candidates shall be intimated later through notice in the DVC website www.dvc.gov.in (**Career->Recruitment->Recruitment Notices**) for the date and venue of the Interview.
- xi. Candidates should make their own arrangements for stay if the Interview continues on the next day.
- xii. No expenses towards travelling (TA/DA) will be given for attending the Interview. Selected candidates shall have to produce/appear for medical fitness prior to joining.

6. General Information and Instructions:

- i) Only Indian Nationals are eligible to apply.
- ii) While appearing for the Interview, the candidates must ensure that he/she fulfills the eligibility criteria and other norms as mentioned in this Contractual Employment Notice displayed 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 fulfill 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 shortcoming(s) is/are detected even after the appointment, his/her services are liable to be terminated without any notice.
- iii) The candidature of candidates at all stages of the selection process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- iv) DVC reserves the right to cancel the Employment Notice, modify the Educational Qualification and Experience without assigning any reason thereof and any decision of DVC in respect of the shortlisting criteria/ selection process depending upon the number of valid applicants throughout will be final & binding.
- v) Selection of the eligible and shortlisted candidates shall be done on the basis of Interview. However, the DVC Management reserves the right to raise the minimum eligibility standards/ criteria, to restrict the number of candidates to be called for the Interview, if so required. DVC will prefer to call candidates with higher experience in the relevant fields, as the case may be. Candidates are expected to mention all relevant experiences & qualifications in online application.
Shortlisting of required number of candidates for interview will be based on the length of experience as reported by the candidate in the application, i.e., candidate with more experience will be shortlisted first.
- vi) A candidate can apply for 1(One) post only. If a candidate applies for more than one post, then it will be at the discretion of the DVC Management to shortlist the candidate for Interview against one of the posts for which the candidate has applied.
- vii) **Engagement is purely temporary, on a contract basis**, and can be terminated at any time by giving one month's notice, from either side.
- viii) No claim for regular appointment in DVC, by virtue of their having worked on contract basis shall be entertained.

- ix) Reservations and relaxations for **SC / ST / OBC (Non-creamy layer)/ EWS (Economically Weaker Sections)/ PWD (Degree of Disability 40% or above)/Ex-Servicemen** candidates will be as per Govt. of India Guidelines.
- x) The candidates claiming to belong to SC/ST/OBC (Non-creamy layer)/PwBD/EWS/Ex-Servicemen category has to submit attested copy of **requisite certificate/s in the prescribed format** issued by the Competent Authority specified by GOI Rules/Orders. **The benefit of reservation under EWS (Economically Weaker Sections) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.**
- xi) SC/ST candidates are required to submit **SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.**
- xii) In case of **OBC (Non Creamy Layer)/EWS** candidates, **latest caste certificate (not older than one year from the date of Interview)** needs to be submitted. **candidates are required to submit OBC caste certificate (Non-Creamy Layer) in the format as applicable for appointment to posts under Government of India. (Please refer to "Format of SC ST OBC Income Asset Certificate Disability Certificate" Annexure-1 to 4 in DVC website under Career->Recruitment Notices for prescribed Govt. of India format of Caste, Income & Asset Certificate & Disability Certificate). Also, OBC (NCL) will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category at the time of Interview.**
- xiii) The OBC candidates who belong to "**Creamy Layer**" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General.
- xiv) Candidature is liable to be rejected at any stage of recruitment process or even after recruitment, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria as mentioned in the Employment Notice.
- xv) The decision of DVC in all matters relating to eligibility, penalty for false information, mode of selection & interviews, selection and allotment of posts and places of postings to the selected candidates shall be final and binding on the candidate. No inquiry/correspondence or telephonic discussion will be entertained in this regard. If any shortcoming is detected even after appointment, the services of such candidates are liable to be terminated without notice.
- xvi) **All Original documents including Experience Certificate (if any) is mandatorily to be produced for being allowed in Interview.**
- xvii) It is brought to the knowledge of the candidates that if the situation so demands due to unforeseen reasons or otherwise, the Interview may continue even on the next working day(s) beyond the fixed dates, candidates should make their own arrangements for stay for attending the Interview.
- xviii) During physical verification, all signatures should be identical. Different styled Signature/s at various occasions during verification of documents may lead to the rejection of the candidature.
- xix) **Candidates whose final year result of Diploma/Degree as the case may be has been declared on or before the date of Interview are only eligible to apply. The candidates whose final year result is going to be declared after the date of interview are not eligible to apply. Candidates must be in a position to submit relevant Provisional Diploma/Degree Certificate or Diploma/Degree Certificate, as the case may be, at the time of the Interview.**
- xx) The eligibility of the candidate will be confirmed after Document Verification at the time of the Interview.
- xxi) Only ONLINE applications will be accepted. **Application forms not filled in correctly or incomplete application forms will summarily be rejected.**
- xxii) No request with respect to the change in any data entered by the candidate will be entertained once the online application is submitted successfully.
- xxiii) Candidates are advised to retain the system-generated **Unique Application No.** for future references.

- xxiv)** 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**).
- xxv)** Any subsequent amendment/notice/clarification etc., will be made available in DVC website only. As such, candidates are advised to keep visiting DVC website www.dvc.gov.in from time to time till completion of recruitment process of the post.
- xxvi)** Canvassing in any form will be a disqualification.
- xxvii)** Only Xerox copy of documents will be retained. However, records of other than selected candidates are not maintained after completion of the recruitment process.
- xxviii)** Candidates may appear in **Hindi/English** in the Interview.

7. Certificates/Testimonials to be brought mandatorily at the time of Interview:

Candidates must bring all ORIGINAL Documents and Certificates (along with one set of Self-attested photocopies) at the time of the INTERVIEW:

- i. Print out of **ONLINE APPLICATION FORM**.
- ii. **Proof of Date of Birth** (Class Xth Board Certificate or Class Xth Passing Certificate).
- iii. Marksheets and Certificates of **Class Xth and XIIth**
- iv. Valid Certificates and Marksheets (semester-wise) of Degree or **Diploma**, etc.
- v. Proof of **Higher Qualification (if any)**.
- vi. **Experience Certificate(s)**.
- vii. Valid **SC/ ST/ OBC (NCL)/ EWS/ PwBD certificate** in the format as applicable for appointment to posts under **Government of India, if applicable**.
(In case of OBC (NCL)/ EWS certificate must not be older than one year from the date of Interview) (See ***“Format of SC ST OBC Income Asset Certificate Disability Certificate” Annexure 1 to 4 under Careers->Recruitment Notices on DVC website www.dvc.gov.in*** for prescribed GOI format of Caste, Income & Asset Certificate & Disability Certificate). The minimum degree of Disability for Persons with Disability candidate would be 40%.
- viii. **NOC (No Objection certificate)** from the current employer if working as a regular employee in a PSU/Central Govt./State Govt./Semi-Govt/etc.
- ix. **Four recent passport size colored photographs**.
- x. **Any one Photo Identity Proof** (PAN card/ Passport/ Driving License/ Voter ID card/ Aadhar Card).
- xi. Valid proof of change of name (in case, applicable).

8. Instructions On “How To Apply” For Online Application:

MODE OF APPLICATION: Interested and Eligible candidates shall have to apply only through ONLINE registration system of DVC. To apply log on to the DVC website www.dvc.gov.in → Careers → Recruitment → Recruitment Notices. The online registrations will remain activated from **11:00 hrs of 30/04/2023 to 23:59 hrs of 21/05/2023**. No other means/mode of application shall be accepted.

Before applying ONLINE, applicants are advised to read the detailed Advertisement/Notice carefully and must ensure that they fulfill the essential qualification, experience and other conditions as mentioned in the Notice.

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

- a) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 250 KB) and signature of size between 10 KB & 100 KB to be uploaded while applying.** The photograph should be with clear front view of the candidate without cap or sunglasses. **Photograph and signature are mandatorily to be uploaded.**
- b) Documents relating to **Academic qualification & Diploma/Degree**, etc. to be kept ready for entering marks.
- c) Scanned copy of documents to be uploaded
 1. Proof of Educational Qualifications (File type must be .pdf and File size should be less than 2 MB)
 2. Proof of Professional Qualifications (File type must be .pdf and File size should be less than 2 MB)
 3. Experience Certificate(s) (File type must be .pdf and File size should be less than 4 MB)
 4. NOC from present organisation , if applicable (File type must be .pdf and File size should be less than 1 MB)
 5. Last salary slip. If applicable (File type must be .pdf and File size should be less than 1 MB)
- d) Valid **E-Mail ID & Contact No.** of the candidate, which shall remain valid for at least 6(six) months from the date of this notice.
- e) 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. After filling in the details, the candidates can edit the data and update. **Step 2** is to upload the photograph and signature etc. **Step 3** is to Preview the application form and then final **Step 4** is to **SUBMIT** the application. **Application once submitted cannot be edited.** Only Submitted applications shall be accepted.
 - a. **Enter Details --->> View/Edit Details --->> Upload Documents ---->> Preview Details --->> Submit Application --->> Print Application**
- f) After successful submission of the online application including uploading of scanned photograph & signature etc, a **Unique Registration/Application Number** will be generated and thereafter the candidates need to take a printout of the application so made. Printout without system-generated number will not be accepted in any case.
- g) Candidates are advised to save the Online Application Form for future reference.
- h) Candidates are also required to **bring the ORIGINALS** of all the documents mentioned at **SL. No. 07 of this Notification** pertaining to Proof of DOB, Academic & Professional Qualification, Caste & Disability Certificate (if applicable) etc. **at the time of Interview. The self-attested documents submitted in hard copy along with online application will be verified with originals at the time of Interview.** If any candidate is found ineligible while verifying the documents, he/she shall not be allowed to appear for the further selection process.
- i) After receipt of online applications, the application may be scrutinized and eligible applications may be shortlisted for Empanelment after following due process.
- j) No request with respect to the change in any data entered by the applicant will be entertained once the application is submitted successfully.
- k) Only ONLINE applications will be accepted. Application forms not filled in correctly or incomplete application forms will summarily be rejected
- l) **No hard copy of the Online Application Form or certificates/testimonials to be sent to DVC Headquarters before appearing for the Interview.**
- m) 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.

10. Important Instructions:

Before appearing for the Interview, candidates are required to apply ONLINE only (which is mandatory) by clicking the "APPLY NOW" link available in the DVC website www.dvc.gov.in (Under Career-> Recruitment-> Recruitment Notices).The online registrations will remain activated from **11:00 A.M onwards of 30/04/2023 till 23:59 hrs of 21/05/2023.**

Candidates are also required to bring print out of the Online Application Form enclosing all supporting documents in ORIGINAL along with one set of self-attested photocopies of supporting documents at the time of Interview for verification.

Candidates are required to bring all documents in ORIGINAL as well as PHOTOCOPIES as mentioned at Sl. No. 5 of this Notification.

Before applying, candidates should keep marksheets of Xth, XIIth, Diploma, Graduation, Equivalent Degree/Certificates etc. as applicable for entering marks & a scanned copy of coloured photograph and signature ready to be uploaded while applying ONLINE.

11. IMPORTANT DATES:

Opening Date of ONLINE Application	30/04/2023 (From 11:00 A.M onwards)
Closing Date of ONLINE Application	21/05/2023 (Till 23:59 hrs)
List of Provisionally Shortlisted Candidates, Date, Time & Venue for Interview	Shall be intimated later on DVC website only www.dvc.gov.in (Under Careers->Recruitment-> Recruitment Notices)
Helpline No:- 033-6607-25-04/32/36/39 (For Eligibility related queries)/033-6607-2849 (For technical issues) (During Official working hours only)	
Email-ID: recruitment@dvc.gov.in	

Note: Any corrigendum and subsequent changes in the date of Interview/Skill Test, Venue, etc. shall be notified on the DVC website only. Therefore, all applicants are requested to visit the **Career Section (Recruitment Notices)** of the DVC website regularly for important updates.

Executive Director (HR)
(For & on behalf of DVC)