
 <p>कामये दुखतमानाम्। प्राणिनाम् अतिनिश्चयम्॥</p>	 <p>सत्यमेव जयते</p>	<p><b>Directorate of Administration &amp; H.R.</b>  <b>Khadi and Village Industries Commission (KVIC)</b>  <b>Ministry of Micro, Small &amp; Medium Enterprises</b>  <b>(Government of India)</b>  <b>"Gramodaya", 3 Irla Road, Vile Parle (West),</b>  <b>Mumbai-400 056.</b></p>
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### **RECRUITMENT NOTICE**

**Advt. No.Adm.-I/NGR/KVIC/2(30)/2017-18**

The Khadi and Village Industries Commission (KVIC) is a statutory body established by an Act of Parliament. The KVIC is charged with the planning, promotion, organization and implementation of programs for the development of Khadi and other village industries in the rural areas in coordination with other agencies engaged in rural development wherever necessary. In order to accelerate future growth and transformation challenges, KVIC invites Online Applications from eligible Indian citizens for direct recruitment in Group B and C category of posts as per details mentioned below:

#### **1. IMPORTANT DATES :**

Particulars	Date
Opening Date & time for Online Registration of applications (Step-I)	<b>22.10.2017 (From 10:00 hrs.)</b>
Last Date & time of closing of registration (Step-I) and submission of application (Step-II)	<b>19.11.2017 (Upto 18:00 hrs.)</b>
Last Date & time of closing of submission of on-Line application fees through Debit Card/Credit Card/Net Banking through SB collect system of State Bank of India (SBI) (Step-III)	<b>21.11.2017 (Upto 18:00 hrs.)</b>
Tentative Date of Computer Based on-line Examination	<b>Likely to be held on 23/24.12.2017</b>

Note : (i) Detailed instructions may be referred at the time of applying On-line applications.

(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying on-line. They should register well within the time for the last date of submission of applications with fee. KVIC shall not be held responsible, if candidates are not able to submit their applications due to last time rush.

**CATEGORY OF POST & ELIGIBILITY CRITERIA :****a. GROUP – B (I) – PB2 in Pay Scale of (Rs. 9300-34800 with Grade Pay of Rs. 5400) (Pre-revised)**

**(Age Limit :** *Not exceeding thirty five (35) years {relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission}.*

<b>Sl. No.</b>	<b>Post</b>	<b>Post Code</b>	<b>Minimum Educational Qualification</b>	<b>Experience</b>
1.	Assistant Director Grade-I (Khadi)	11	Bachelor of Engineering/Bachelor of Technology in Textile Engineering or Textile Technology or Fashion Technology from a recognized University.	Five years' experience in the relevant field.
2.	Assistant Director Grade-I (Admn. & HR)	12	Masters degree in any subject from a recognized University.	Five years' experience in the relevant field.
3.	Assistant Director Grade-I (Training)	13	Bachelor of Engineering/ Bachelor of Technology from a recognized University, <b>or</b> Master of Science from a recognized University; <b>or</b> Master of Business Administration with Bachelor of Science from a recognized University. <b>Desirable:</b> Certificate Course of at least three months' duration from a Departmental Training Centre of Khadi and Village Industries Commission.	Five years' experience in the relevant field.
4.	Assistant Director Grade-I (Finance Budget Audit and Accounts)	14	Chartered Accountant; <b>or</b> Master of Business Administration (Finance) from a recognized University; <b>or</b> Master of Commerce from a recognized University.	Three years' experience in the relevant field.
5.	Assistant Director Grade-I (Economic Research)	15	Masters degree in Economics/Statistics/Commerce (with Statistics and Economics as a subject) from a recognized University.	Three years experience in the relevant field.
6.	Assistant Director Grade-I (Village Industries)	16	Bachelor of Engineering/Bachelor of Technology from a recognized University; <b>or</b> Master of Science from a recognized University; <b>or</b> Master of Business Administration with Bachelor of Science from a recognized University;	Five years' experience in the relevant field.

b. **GROUP– B (II) – PB2 in Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4200 (Pre-revised)**

**(Age Limit :** *Not exceeding thirty (30) years {relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission}.*

Sl. No.	Post	Post Code	Minimum Education Qualification
1	Senior Executive (Economic Research)	17	Master degree in Economics/Statistics/Commerce (with Statistics and Economics as a subject) from a recognized University.
2	Senior Executive ( Legal)	18	Bachelor of Law from a recognised University.
3	Junior Translator	19	<p>(a) Masters degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>Masters degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; <b>or</b></p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; <b>or</b></p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; <b>or</b></p> <p>Masters degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; <b>and</b></p> <p>(b) Recognised Diploma or Certificate course in translation from Hindi to English and vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government, including Government of India Undertaking.</p>

**C. GROUP-C**

<b>Sl. No.</b>	<b>Post &amp; Pay Scale with Grade Pay</b>	<b>Post Code</b>	<b>Minimum Educational Qualification</b>	<b>Age Limit</b>
1	Executive (Khadi) PB-1, (Rs. 5200 – 20200) G.P. Rs. 2,800/- (Pre-revised)	20	Bachelor of Engineering/Bachelor of Technology in Textile Engineering or Textile Technology or Fashion Technology from a recognised University.	18-27 years (relaxable upto thirty three (33) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)
2	Executive (Village Industries) PB-1, (Rs. 5200 – 20200) G.P. Rs. 2,800/- (Pre-revised)	21	Bachelor of Engineering/Bachelor of Technology from a recognised University, <b>or</b>  Master of Science from a recognised University, <b>or</b>  Master of Business Administration with Bachelor of Science from a recognized University.	18-27 years (relaxable upto thirty three (33) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)
3	Executive (Training) PB-1, (Rs. 5200 – 20200) G.P. Rs. 2,800/- (Pre-revised)	22	Bachelor of Engineering/Bachelor of Technology from a recognised University, <b>or</b>  Master of Science from a recognised University, <b>or</b>  Master of Business Administration with Bachelor of Science from a recognized University. <b>Desirable:</b> Certificate Course of at least three months' duration from a Departmental Training Centre of Khadi and Village Industries Commission.	18-27 years (relaxable upto thirty three (33) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)

Sl. No.	Post & Pay Scale with Grade Pay	Post Code	Minimum Educational Qualification	Age Limit
4	Junior Executive (FBAA) PB-1, (Rs. 5200 – 20200) G.P. Rs. 2,400/- (Pre-revised)	23	Bachelor of Commerce from a recognised University. <b>Desirable:</b> Chartered Accountant / Cost and Management Accountant/Master of Business Administration (Finance)/Master of Commerce from a recognized University.	18-27 years (relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)
5	Assistant (Training) PB-1, (Rs. 5200 – 20200) G.P. Rs. 1,900/- (Pre-revised)	24	Diploma in Engineering or Bachelor of Science from a recognised University/Board/Institute. <b>Desirable:</b> Certificate Course of at least three months' duration from a Departmental Training Centre of Khadi and Village Industries Commission.	18-27 years (relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)
6	Assistant (Village Industries) PB-1, (Rs. 5200 – 20200) G.P. Rs. 1,900/- (Pre-revised)	25	Diploma in Engineering <b>or</b>  Bachelor of Science from a recognized University/Board/Institute.	18-27 years (relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)
7	Publicity Assistant (II) PB-1, (Rs. 5200 – 20200) G.P. Rs. 1,900/- (Pre-revised)	26	Passed Intermediate (XII <sup>th</sup> standard) from a recognized Board/ University with Diploma in Library Science; and Two years' experience in a Library of a reputed organization. <b>Or</b>  Diploma in Journalism from a recognized University/Board/Institution; <b>or</b>  Diploma in Applied/ Commercial Arts (three years' duration) from a recognized Institute.  <b>Desirable:</b> Knowledge of Computer Applications especially Photoshop /Corel Draw/Illustrator/Multi Media/ Quark Express.	18-25 years (relaxable upto forty (40) years for Government servants. No age limit for employees of Khadi and Village Industries Commission.)

**Note-1:**

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The Qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Schedule Castes or Schedule Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Note-2:**

1. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates i.e. 21.11.2017.
2. The applicant should possess the minimum qualification as on the closing date of application i.e. 21.11.2017 & therefore appearing cases, incomplete qualification (or less experience, if applicable) will not be accepted.
3. The benefit of age relaxation in respect of employees of Khadi and Village Industries Commission shall be available to only those employees who were appointed in Khadi and Village Industries Commission, before the notification of these rules, to a post covered under these rules.

**2. DETAILS OF NUMBER OF VACANCIES (TENTATIVE) :-**

Sr. No.	Category of the Post	Number of Vacancies (Tentative)					
		Total	UR	OBC (NCL)	SC	ST	Type of disabilities identified for the post*
Group-B (I)							
1	Assistant Director Gr.I (Khadi)	03	02	01	0	0	
2	Assistant Director Gr.I (Adm. & HR)	11	07	03	01	0	1-OH
3	Assistant Director Gr.I (Training)	02	02	0	0	0	
4	Assistant Director Gr.I (FBAA)	16	09	04	02	01	1-OH
5	Assistant Director Gr.I (Economic Research)	04	02	01	01	0	
6	Assistant Director Gr.I (Village Industries)	18	11	04	02	01	
Group-B (II)							
1	Senior Executive (Ec.R)	37	20	09	05	03	1-OH
2	Senior Executive ( Legal)	07	05	02	0	0	1-OH
3	Junior Translator	02	01	01	0	0	

Sr. No.	Category of the Post	Number of Vacancies (Tentative)					
		Total	UR	OBC (NCL)	SC	ST	Type of disabilities identified for the post*
Group-C							
1	Executive (Khadi)	31	16	08	05	02	
2	Executive (Village Industries)	109	55	30	16	08	
3	Executive (Training)	23	13	06	03	01	
4	Junior Executive (FBAA)	67	34	18	10	05	1-OH 2-HH
5	Assistant (Training)	04	02	01	0	01	
6	Assistant (Village Industries)	07	04	02	01	0	
7	Publicity Assistant (II)	01	01	0	0	0	1-HH
	Total :	342	184	90	46	22	
Abbreviation:OH -Orthopedic Handicapped, HH-Hearing Handicapped,							

**\*Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms against the identified posts.**

**Note:** Number of vacancies is tentative and may increase or decrease as per requirement in final Selection.

### **3. SELECTION PROCESS AND OTHER DETAILS :**

Before applying, candidates must ensure that they fulfill the eligibility criteria as on the last date of submission of application. Admission to computer based on-line examination will be provisional. Candidature are subject to verification of details/documents at the time of Interview/Joining.

- i) **Exam Cities** : The computer based on-line examination will be held in 21 cities i.e. **Delhi/NCR, Mumbai, Kolkata, Chennai, Guwahati, Bangalore, Hyderabad, Jaipur, Chandigarh, Bhopal, Nagpur, Pune, Thiruvananthapuram, Lucknow, Patna, Ranchi, Ahmadabad, Jammu, Bhubaneswar, Varanasi & Shilong.** Candidates have to opt/choose 3 examination cities in order of their preference. The city(s) opted will not be changed at a later stage after submission of application form. However, KVIC reserves the right to allocate any examination city or change the city(s) opted by the candidates.

ii) **SCHEME OF EXAMINATION:**

a) The scheme of the examination shall be as follows:

Post	Scheme
<b>Group-B (I)</b> Asstt. Director -Gr.1 (Khadi, Adm. & HR, Training, FBAA, Eco.R & Village Industry) (Sr. No.1 to 6)	<b>Computer Based Test</b> on-line examination for a duration of 2 hours consisting 120 questions (Objective type).  <b>Part-I</b> (40 Questions) :General knowledge/Awareness, Reasoning, Numerical ability and General English  <b>Part-II</b> (80 Questions): Professional knowledge (Discipline related).
<b>Group-B (II)</b> Sr. Executive (Economic Research and Legal), (Sr. No.1 & 2)	
<b>Group-C</b> Executives (Khadi, Village Industries and Training)  Junior Executive (FBAA), Asst. (Training, Village Industries) & Publicity Assistant (II) (Sr. No 1 to 7)	
<b>Group-B (II)</b> Jr. Translator (Sr. No.-3)	The exam will consist of two papers.  <u><b>Paper-I (Objective type)</b></u> <b>Computer Based Test</b> on-line examination for a duration of 2 hours consisting 200 questions (Objective type) related to General Hindi and General English  <u><b>Paper-II (Descriptive Type)</b></u> Descriptive Type examination for a duration of 2 hours related to Translation & Essay in Hindi & English.  Paper-I will consist of Objective Type-Multiple choice questions only. Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I or part thereof as may be fixed at the discretion of the KVIC. KVIC may at its discretion, fixed qualifying marks in paper-II.

- b) Each multiple type question (MCQ) will carry 1 mark and there is no penalty for wrong answer. No mark will be awarded for un-attempted question.
- c) The question paper will be in bilingual language i.e. in English and Hindi. In case of any typographical error in Hindi, the English version of the question shall be considered as valid.
- d) The selection for the post of Group-B (I) will be two stage selection processes i.e. Computer Based Test followed by Interview.



The selection for Group-B (II) & Group-C will be made as per merit on the basis of performance in the Computer Based Test. Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.

- e) During document verification, the candidates will have to produce their original certificates alongwith one set of self attested photocopies. No additional time will be given and the candidature of candidates for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.

**Note:**

- i. *Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other Electronics/computing /communication devices will not be permitted inside the examination centre.*
  - ii. *Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of KVIC.*
  - iii. *In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order:*
    - a) *The candidate with earlier/older Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher*
    - b) *In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.*
  - iv. *It is compulsory for candidates to carry a photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.*
- iii) **Application Fee:** Candidates belonging to General / OBC(Creamy Layer & Non Creamy Layer) categories) and SC/ST/PWD candidates are required to pay non refundable application fee as per table given below:-

<b>Name of the post</b>	<b>For General/ OBC (CL &amp; NCL)*</b>	<b>For SC/ST/ PWD*</b>
<b>Group-B (I)</b> Asstt. Director Gr.-I (Khadi, Adm. & HR, Training, FBAA, Ec.R & V.I.) (Sr. No.1 to 6)	Rs.1200.00	Rs.600.00
<b>Group-B (II)</b> Sr. Executive (Economic Research and Legal), Jr. Translator (Sr. No.1 to 3)	Rs.800.00	Rs.400.00
<b>Group-C</b> Executives (Khadi, Village Industries and Training) Junior Executive (FBAA), Asst. (Training, Village Industries) and Publicity Assistant (II) (Sr. No 1 to 7)	Rs.500.00	Rs.400.00

**Note : \* Bank Charges will be extra as applicable.**

Employees of KVIC are exempted from the payment of Application Fee. Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, KVIC will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.

- iv) **No Objection Certificate:** Employed persons working in Government/Semi-Government/Public Sector Undertaking/Autonomous Body are required to produce **"No Objection Certificate"** from the present employer at time of document verification/joining at KVIC, Mumbai. As such, candidates working in Govt./PSU/Autonomous bodies should seek prior approval from their Competent Authority before applying for online registration form. In the absence of 'No Objection Certificate', the candidature of such candidates will be forfeited/will not be allowed to appear in the interview/document verification. During document verification, the candidates will have to produce their original certificates along with one set of photocopies duly attested.
- v) **Compensation/Pay Scale** : Selected candidates will be placed as per category of post in the corresponding pay scale with grade pay as mentioned against the post in the eligibility criteria. There will be probation of Two years. On successful completion of probation, they shall be regularized in the cadre. Selected candidates are entitled to all other perks and allowances as per rules and regulation of KVIC, to be governed by CDA rules.
- vi) **Posting:** Candidates may be posted anywhere in the office of KVIC in India. Only candidates willing to serve anywhere in India should apply.
- vii) **Medical Examination:** Before joining service, the selected candidates will have to undergo an initial medical examination by the Commission as per Medical Attendance Rules and the decision of the Board will be final and binding.

#### **4. RESERVATION AND RELAXATION :**

- i) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (Degree of Disability 40% or above) candidates will be provided as per guidelines of Govt. of India for the purpose.
- ii) Relaxations for employees of KVIC applying against advertisement will be as per the rules of the KVIC i.e. no age limit and no application fee.
- iii) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.

- iv) Age relaxation of 5 years applicable for candidates who have the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- v) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC(Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- vi) **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.**

**General Instructions for filling up of Application Form:**

- a) The candidate shall apply through On-line mode only, as per qualifications as per the qualifications and eligibility criteria mentioned in the advertisement.
- b) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.
- c) Before starting to fill -up the online application, keep ready with you the following details/documents/ information:
  - i. E-Mail ID (valid at least for one year)
  - ii. Mobile No. (valid at least for one year)
  - iii. Personal and Educational qualification details
  - iv. Details of Debit Card/Credit Card/Net Banking for making application fee (as applicable)
  - v. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format having size between 50 kb-100 kb)
  - vi. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format having size between 10kb-50 kb)
  - vii. Scanned Copies of documents (in jpg/jpeg/pdf format), as follows:
    - Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate (having size between 50 kb to 1000 kb)
    - Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable(having size between 50kb to 1000 kb)
    - Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non Creamy Layer, SC/ST) (having size between 50 kb to 1000 kb)

- PWD Certificate in case of Persons with Disability candidates in prescribed format (having size between 50 kb to 1000 kb)
  - Service Certificate in case of Ex-servicemen (having size between 50 kb to 1000 kb)
  - Certificate in the prescribed format issued by the competent authority in respect of J&K domicile (having size between 50 kb to 1000 kb)
- viii. A candidate can apply for one post under each Group. Application of candidate applying for more than one post in any group will be summarily rejected. In case of multiple applications, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
- ix. If applicant applying for multiple posts under different Groups, **he/she should apply by registering against each post with unique e-mail ID and generate and submit separate application and applicable fee separately against each post.**
- x. The last date & time of closing of Registration (Step-I) and submission of application (Step-II) is **19.11.2017(Upto 18:00 hrs.)** and last date & time of closing of submission of on-Line application fees (Step-III) is **21.11.2017(Upto 18:00 hrs.)**.

d) **HOW TO APPLY :**

Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. [www.kvic.org.in](http://www.kvic.org.in). Please go carefully through instructions under 'HOW TO APPLY' in this advertisement and also detailed instructions given on the main page of online filling up of application.

No application through other mode will be accepted. No documents are required to be sent to KVIC in connection with the application.

***Online submission of the applications will be allowed on the website. The last date for Registration (Step-I) and submission of application (Step-II) is 19.11.2017 upto 06:00 PM and On-Line submission of application fees (Step-III) through Debit Card/Credit Card/Net Banking through SB collect system of State Bank of India (SBI) is 21.11.2017 upto 06:00 PM.***

**STEPS FOR APPLYING:**

**STEP-I (SIGN UP):**

- a) Candidates are now ready to apply on-line by visiting the KVIC website and going to the tab "VACANCY" on KVIC website : [www.kvic.org.in](http://www.kvic.org.in)

- b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking '**I Agree**' Checkbox given below and pressing the '**Start**' button.
- c) Applicants are needs to sign up first with their valid **E-mail ID** and **Mobile No.** with them while signing up.
- d) The One-time **Password** and **login details** will be sent to the email id provided, so candidates are advised to verify the correctness of the email id before proceeding.

#### **STEP- II :**

- a) Candidates are now ready to apply on-line by revisiting the On-line Application website at [www.kvic.org.in](http://www.kvic.org.in)
- b) After changing the One-time Password to a password of their choice, candidates can proceed further. The candidate should now login with the new password and fill up all the information asked in the on-line form about himself/herself correctly, and complete the Registration.
- c) The candidate should now fill up all the desired information in the online form about himself/herself correctly. The candidate will see his/her application under option PREVIEW Before submission of his/her Step-II details, the candidate should check his/her all details and make necessary corrections, under option EDIT (if any), **Candidates are not allowed to change the Email –id and Mobile Number under EDIT option.**
- d) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

#### **Instructions to upload Photo, Signature, Category (if applicable) and other relevant Certificates**

Applicants should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below:

##### **i) Photograph:**

- a) Photograph must be a recent passport size colour photograph (not older than 03 weeks).
- b) Make sure that the photograph is in colour, taken against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face. If the photograph is taken on a sunny day, have the sun behind you, or place yourself in

the shade, so that you are not squinting and there are no harsh shadows. If you have to use flash, ensure there's no "red-eye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

- c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-100kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 100kb.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning. Minimum resolution should be 200 dpi.

**ii) Signature image:**

- a) The applicant has to sign on white paper with Black ink pen.
- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Dimensions of the image should be approximately 140X60 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-100k in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 100 kb.

**iii) Category/Educational Qualification & other relevant Certificates:**

- a) Please scan the relevant certificates (issued by competent authority), should be clearly visible.
- b) Size of file should be between 50kb-1000kb in jpg/jpeg/PDF format only. Ensure that the size of the scanned image is not more than 1000kb.

The candidate should upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

**iv) Up-loading the photograph, signature, Category /Educational and other relevant certificates:**

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded.

If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

### **STEP- III: Submission of Application Fees**

On completion of Step-2, and after 24 hours candidate needs Login and Click on **"Make Payment"** link and deposit the requisite examination fee through On-line mode only.

#### **METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable):**

Candidate needs to re-login and click the link/tab "Make Payment" active after 24 hours of submission of the application. The candidates are required to click on **"Make Payment"** after 24 hrs of submission of online application and deposit the requisite examination fee online through **Internet Banking /Debit/Credit Card only** from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

#### **Guidelines for deposit of Examination Fee through State Bank Collect System (SBI) (Link will active minimum after 24 hrs of submission of online Application (Step-II))**

- Click on **"Make Payment"** tab. The candidate will be navigated to State Bank Collect (State Bank India) page.
- Select disclaimer check box and proceed.
- On next screen select Category 'KVIC RECTT 2017'.
- The candidate will be navigated to State Bank Collect (State Bank India) page of KVIC displaying their logo.
  - a. Please enter your KVIC application sequence number,
  - b. Date of birth (DD/MM/YY)
- On the next screen, (following Data will appeared automatically from database)
  - Application Sequence Number,
  - Date of Birth (DD/MM/YY)
  - Name of applicant,
  - Mobile number,
  - Post Applied
  - Social Category
  - Email ID,
  - Exam. Fees

- Verify the details and click on 'Confirm'.
- Now you will be taken to payment gateway
- Select appropriate '**Mode of Payment**' i.e Internet Banking/Credit Card/Debit Card
- Check the charges/commission applicable for selected 'Mode of Payment'
- Pay 'online' **using Internet Banking/Credit Card/Debit Card** and print the e-receipt for your record.

## **5. IMPORTANT INSTRUCTIONS :**

- KVIC will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.
- Admit Card will not be sent by post. It should be downloaded by the candidates from the website.
- **Candidates will be allowed to appear for the Written Test only with Admit Card and not with the acknowledgement Slip (*Online submitted Application form*).**
- It is compulsory for candidates to carry a Original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card, etc. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.
- **Candidates should retain a photocopy of their acknowledgement Slip (*Online submitted Application form*) for future reference.**
- Canvassing in any form will disqualify a candidate.
- **ACTION AGAINST MISCONDUCT:**
  - (i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
  - (ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
    - a) Using unfair means during the examination; or
    - b) Impersonating or procuring impersonation by any person; or
    - c) Misbehaving in the examination hall; or
    - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
    - e) Using undue influence for his/her candidature by any means; or
    - f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or



- g) Giving wrong information regarding his/her category (SC/ST/OBC/PH/Ex-Servicemen) while appearing in the examination or thereafter; or
  - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
  - i) Being in possession of calculator, mobile phone, pager, blue tooth, headphone, earplug, laptop, ipad and other Electronics/computing /communication devices;
  - j) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
    - i) Disqualified from the examination and /or ;
    - ii) Debarred either permanently or for a specified period from any exam/recruitment and /or
    - iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of KVIC.
- Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, ipad and other Electronics/computing/communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe cannot be assured by KVIC /Examination Centre.
  - The original testimonials/documents will have to be produced at the time of joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
  - Serving Government/PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
  - Candidates should submit only single application for each post and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. KVIC will not be responsible for bouncing of any e-mail sent to the candidates.
  - All information regarding this recruitment process would be made available in the '**VACANCY**' section of KVIC website only. Applicants are advised to check the website periodically.
  - Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
  - No application will be entertained after the expiry of last date of receipt of Online Application Form.
  - Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.kvic.org.in](http://www.kvic.org.in). No further press advertisement will be given. Hence prospective applicants are advised to visit KVIC website regularly for above purpose.
  - No correspondence or personal enquires shall be entertained by KVIC.

**Note 1:** Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill up their application form correctly.

**Note 2:** The candidates should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by KVIC will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after examination, it is found that they do not fulfill any of the eligibility conditions; their candidature for the Examination will be cancelled by KVIC. If at any time before or after joining of the candidate in KVIC, it is found that they do not fulfill any of the eligibility conditions; or their eligibility conditions are found to be false or misrepresented, their services will be terminated by KVIC.

## **6. GENERAL INFORMATION AND INSTRUCTIONS :**

- a. Only Indian Nationals are eligible to apply.
- b. Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
- c. All qualifications should be recognized by University/AICTE/ appropriate Indian Statutory Authorities.
- d. No TA/DA will be paid to any candidate for appearing in the written/Interview examination.
- e. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- f. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
- g. Candidates employed with Government / PSUs / Autonomous bodies have to produce NOC at the time of interview/joining. If the candidate fails to provide the NOC at the time of Interview/joining, he/she will not be allowed to appear/join for the interview/post.
- h. KVIC reserves the right to raise the minimum eligibility standards. Further KVIC reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. KVIC also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.

- i. Any modifications/ amendments/corrigendum in respect of the above advertisement shall be made available only on KVIC's Website. No further press advertisement will be published. Hence prospective applicants are advised to visit KVIC's Website regularly for this purpose.
- j. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the KVIC website. Important information regarding recruitment will be available in KVIC website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letters. KVIC will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year from the date of submission of application form.
- k. In case of any problems faced by the candidates in filling up the online application form, they may contact the **Help Desk number: 18002660793 between 10 AM and 6PM on all days** for queries other than online application form candidates may send email to **kvichelpdesk.2017@gmail.com**
- l. The KVIC reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
- m. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.
- n. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai only.

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