

General Instructions for Filling the Application form

How to apply

Candidates satisfying the eligibility criteria as mentioned above may submit their application in the enclosed format along with self-attested copies of the certificates regarding qualification, date of birth, community/caste (if needed), experience, etc. The application duly completed in all aspects be sent to **The Secretary, Krishi Vigyan Kendra Gumla, Vikas Bharti Bishunpur, PO-Bishunpur, Dist- Gumla (Jharkhand) PIN-835231** along with application fee (refer general instructions). On the top of the envelope containing the application please mention the following in block letters;

Application for the post of : _____

General instructions

1. The candidates must be a citizen of India.
2. Hindi and English language is preferable.
3. **Maximum Age Limit**
 - (a). 47 years for the post of Senior Scientist and Head
 - (b). 18-27 years for the post of Stenographer

The upper age limits prescribed above will also be relaxable as detailed below:

Age relaxation for SC/ ST, OBC & PWD candidates and other categories can be followed as per Gol norms (For SC, ST=5 Years, BC=3 Years, Physically Handicapped=5 Years)

4. Application Fee

A non-refundable application fee should be paid through Demand Draft of Nationalized Bank in favor of "**Krishi Vigyan Kendra Gumla**" Payable at **Bank of India, Bishunpur (Branch Code No. 4922)**.

- (a). For the post of Senior Scientist and Head Rs.1000/- (Rs.500 for SC/ST/PWD).
- (b). For the post of Stenographer Rs.500/- (Rs.250 for SC/ST/PWD).
5. Prescribed age limit should be restricted to Closing Date of Application.
6. No TA/DA will be paid for appearing in Exam and Interview
7. The Organization reserves the right not to fill up the vacancy advertised without assigning any reason thereof.
8. The Organization reserves the right of rejection of any application due to non-observance of these instructions.
9. Application not received through prescribed process shall be rejected and no correspondence in this regard will be entertained.

10. In order to avoid last minute rush, the candidates are advised to apply early enough. The organization will not be responsible for any kind of postal delay or any other problem of this nature in submission of application last date.

11. Applicant have to submit two self-addressed envelope containing postage stamp of Rs. 45/- (Forty-five) for future communication.

12. Candidates already in service should submit their applications through their Employer. They should also ensure that the application reaches the organization on or before the last date prescribed. If any delay in sending the application through proper channel is anticipated, an advance copy of the application should be sent within the last date prescribed. However application through proper channel should reach within 10 days after the last date prescribed.

13. Applicants, if called for interview should be prepared to appear before the selection committee, at their own cost at the place indicated.

14. Applications received after the due/last date and incomplete will be rejected.

15. KVK is functioning under the Acts and Statutes of Vikas Bharti Bishunpur (NGO) and not under ICAR.

16. Any pressure brought on the selection committee or the members of the Board of Directors by a candidate will disqualify the candidature for the post.

17. If the number of applicants is large, the organization may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.

18. The Organization reserves the right to

a. To fix criteria for screening the applications so as to reduce the number of candidates to be called for Qualifying tests/ Written tests/ Interview.

b. To conduct Qualifying/ Written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received.

19. The process of selection may be Qualifying test/ Written test/ Presentation/ Interview or a combination thereof.

20. The original certificates and photocopy of self-attested certificates must be bought at the time of interview along with Photo, Identity proof i'e Identity Card/ Driving License/ Passport/ Voter ID Card/ PAN Card/ Aadhar Card etc.

21. The candidates will be called for interview after thorough screening of the application along with relevant documents.

22. The candidates who have studied under Trimester system and other than 10-point grading system are required to produce the equivalent percentage certificate obtained from the respective university.

23. The application form must be submitted typed in MS word, maintaining the margins which are required for official use.

24. Do not change the format, sequence and numbering of the information asked in the form.

25. No point should be omitted. If a point is not applicable to a candidate, 'Not applicable' may be written against it.
26. If the space provided in any columns is found insufficient, information may be supplied on a separate sheet indicating the enclosure number at the suitable place.
27. Every page of the application form must be signed by the candidate at the bottom of the page in the space provided.
28. Every page of the application form, including enclosures, must be numbered.
29. Whole text of publication need not be enclosed. Attach only first page/ pages showing the necessary details of publication like title, author(s), date/ year of publication and name of journal/ publication.
30. In case an 'Advance Copy' is sent, the DD for application fee and all enclosures must be attached with the 'Advance Copy'.
