

## **General Instructions for the Candidate:**

The candidate recruited shall have pay scale/allowances and any other service benefits as allowed by ICAR. These positions are 100% funded by ICAR and all expenditures for these positions will be borne out of ICAR funds.

The candidate recruited can be transferred to another KVK running under the Host Institute.

Posts are temporary and are likely to continue so long as sanction of the scheme continuance is available from ICAR. In case of the closure of the KVKs, their services will be terminated automatically and after the termination of the scheme, the Institute will not absorb the candidate in any capacity.

The Institute reserves the right to withdraw advertised posts at any time without assigning any reason thereof.

All applicants must fulfill the essential requirement of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves, before applying, that they possess at least the essential qualification laid down for the post.

### **HOW TO APPLY;**

Application fee for all the posts, Bank Draft of Rs 1000/- (Rupees one Thousand only) for General, OBC candidates and Rs 750/- (Rupees Seven Hundred and Fifty only) for SC/ST in Favour of “General Manager, Deendayal Research Institute, Delhi” payable at Jhandewala, Delhi.

The application fee will be non-refundable.

Interested and eligible candidates have to submit duly filled fresh application form available on KVK website: [www.chitrakoot.kvk4.in](http://www.chitrakoot.kvk4.in) in prescribed format along with Bank Draft and other essential and supporting documents, either personally on any working day or through registered post/speed post only to “ **General Manager, Deendayal Research Institute, 7E, Swami Ram Tirth Nagar, Jhandewala Extension, New Delhi 110055**. The institute will not entertain applications received after due date. The last date for receipt of application will be 30 days from the date of publication of advertisement in Employment News.

The envelope carrying application should clearly mention, in underlined text, “**Application Form for the Post of**” ..... on the top right-hand corner.

Persons already in employment (In Service Candidate) should apply, “**through Proper Channel**”. Their application through proper channel, must reach the Institute within 30 days from the closing date. However, Advance copy of application along with Bank Draft of Application fee should reach the Institute before the closing date.

Prescribed age limit should be restricted to closing date of application: For the post of Subject matter Specialist, the age should not exceed more than 35 years and for the post of Program Assistant (Lab. Technician) the age should not exceed more than 30 years as on the last date of application.

Fulfilment of the essential qualifications will not entitle an applicant to be called for interview for the post of Subject matter Specialist. Only shortlisted candidates will be called for interview. The candidates will be shortlisted for interview in a ratio of 10 times for one post. In case of Program Assistant (Lab. Technician), the Institute will conduct a written examination for the purpose of screening before interview.

The applicants, who wish to apply for more than one post, should submit separate Application forms in separate envelopes accompanied by relevant enclosures and bank draft for each post.

The information uploaded on the website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the website shall remain for a specific period only. Therefore, the

candidates are advised to download the information and keep them for future reference. Midway through the recruitment process no application under RTI Act, 2005 shall be entertained, nor shall any information be provided. Factual information under the RTI Act shall be provided only after declaration of final result. Reply of inferential (Speculative) questions shall not be provided.

Acceptance of documents submitted by an applicant shall be subjected to verification by the competent authority. If any documents are found to be false/fake/incorrect/ malafide either before or after the appointment, the document shall be summarily rejected and action may be initiated against the candidate and the appointment shall be cancelled/ terminated forthwith.

The service conditions and age of superannuation shall be as per Institute rules/ICAR guidelines, as applicable.

In case of any inadvertent mistakes in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

The applicants serving in Government/ Semi-Government organizations/ Public Sector Undertakings/ Autonomous Bodies must bring “**No Objection Certificate (NOC)**” from their present employer at the time of Verification of Documents, failing which their candidature/selection may stand cancelled.

Canvassing in any form may lead to cancellation of candidature.

In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Institute shall be final.

The Institute will not be responsible for loss of e-mail sent due to invalid wrong e-mail ID provided by the candidate or for delay/ non-receipt of any information, if candidate fails to access his/her email in time.

Applicants should clearly note that the Institute will not, under any circumstance, be responsible for non-submission of their application, or for any delay in receipt thereof on any account. Applications after the last date will not be accepted.

No TA/DA will be paid to the candidates for appearing in the test/interview.

Original certificate of academic qualifications, certificates of experience, etc., have to be produced at the time of joining in case of selection.

A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy medical authority as required.

The following categories of persons shall not be eligible to apply for any position in the KVK under the Institute:

Who has been convicted by any court of Law, or if any criminal proceeding is pending against him/her.

Who has entered into or contracted a marriage with a person having spouse living, provided that the competent authority of the Institute may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

Who is not citizen of India.

Any other category of person disqualified for appointment by the Government/ICAR/ or any other Institute etc. from time to time.

Corrigendum of Addendum to this advertisement, if any, shall be published only on the KVK website [www.chitrakoot.kvk4.in](http://www.chitrakoot.kvk4.in) and will not be published in the newspaper. Therefore, candidates are advised to check the Institute website regularly.

No recommendation are to be sent or arranged to be forwarded to the Institute.

The selection procedure shall be in accordance with the statutes and Cadre & Recruitment Regulations of the Deendayal Research Institute. The score card for Recruitment of Subject Matter Specialist is available on website.

Following documents should be attached with the application form:

Bank draft of Application fee.

One latest coloured passport size, self attested photograph should be pasted on the application form.

Medical fitness certificate. (As per Annexure I)

Certificate from Personnel office (for in-service candidate). (As per Annexure II)

Forwarded Certificate from present employee. (As per Annexure III)

Reservation certificate. (if Applicable)

Attested copies of certificates of essential qualifications including testimonials, transcripts, certificates, degrees etc.

Other supporting documents.

Documents to be brought at the time of Interview:

All original certificates/ documents/ testimonials of educational qualifications and other document mentioned/and one set of self attested copies of all these certificates/ documents/testimonials.

Certificate for the candidate belong to ST/SC/OBC etc. category issued by the competent authority.

No objection certificate (NOC), from their present employer, in case of candidates who are in service.

An Application form will be summarily rejected in the following events:

If bank draft of prescribed application fee is not attached.

If a candidate makes more than one application form for a particular post.

If the application is not in the prescribed format.

If the application is unsigned/incomplete.

If the experience certificate is without detail of salary/emoluments per month received.

If the application form is received in the Institute after the closing date.

If the candidate does not possess the requisite academic qualification on the closing date.

If the candidate is overage on the closing date.

**Fake Institutions:** Candidates, who have obtained degree or diplomas or certificates for various courses from any Institutions declared fake by the University Grant Commission, New Delhi, shall not be eligible for being considered for recruitment to the advertised posts.

**General Manager  
Deendayal Research Institute**

**Annexure -1  
Medical Certificate**

**(May be provided in the format or on the letterhead of Hospital or medical Doctor)**

Medical Fitness Certificate to be issued by the Medical Doctor (MBBS or higher qualification)

I have personally examined the applicant, Name.....,  
S/D/of..... and found him/her medically fit/ unfit

Signature:.....

Date:.....

Name:.....

**Annexure II**  
**No Objection Certificate**

Certified that Mr./Ms/Mrs./Dr.....S/D/of.....  
is working as ..... in the pay scale/grade.....  
From..... To..... on regular/ad-hoc/ contractual basis. No  
vigilance enquiry/ disciplinary cases are pending against him/her. He/She have not been  
punished since last 5 years. His/her work of last 5 years is found satisfactory. If selected, he/she  
will be relieved.

Signature.....

Date.....

Name:.....

Designation with official seal:.....

**Annexure III**  
**No Objection Certificate**

**Forwarded Certificate from the present employer**

Certified that Mr./Ms/Mrs./Dr.....  
S/D/of.....  
Is working in this Department/ Institution/ Organization as.....  
.....w.e.f..... in the pay scale/grade of Rs.....

He/ She is at present drawing a basic pay of Rs..... Besides DA and other allowances amounting to Rs.....

We have no objection in forwarding his/her application for the post of .....

Signature.....

Date.....

Name:.....

Designation with official seal:.....