



## D.A.V. CENTRE FOR ACADEMIC EXCELLENCE

### D.A.V. College Managing Committee

Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2024-25/309

### DAV RECRUITMENT 2025 : CIRCULAR 3

10/10/2024

Dr. (Mrs.) Nisha Peshin  
Director (Academics-CAE)

All ROs, DROs, AROs, CHs, Principals & School Heads

Dear Sir/Madam

This is in extension to CBT Circular No. 1 & 2 dated 23 August 2024 and 07 October 2024 respectively. Please note the REVISED timeline to be followed by all stakeholders for CBT 2025.

October 15, 2024 Tuesday	<ul style="list-style-type: none"><li>Advertisement of vacancies by zone/school in national/regional newspapers (Suggested content shared by CBT Team)</li><li>Process to be supervised by State/Zone Coordinators</li></ul>
November 05, 2024 Tuesday	<ul style="list-style-type: none"><li>Last date for submission of applications by candidates at school/zonal level (Application format shared by CBT Team)</li></ul>
November 06-18, 2024	<ul style="list-style-type: none"><li>Scrutiny of forms &amp; development of Excel sheet (with required data) by school/zones</li><li>Process to be supervised by State/Zone Coordinators</li></ul>
November 19, 2024	<ul style="list-style-type: none"><li>Excel sheet to be shared by schools/zones with CBT Team</li><li>Readiness of Exam centres</li><li>Process to be supervised by State/Zone Coordinators</li></ul>
November 21 - December 10, 2024	<ul style="list-style-type: none"><li>CBT Registration Form &amp; Payment gateway go live on DAV website</li><li>Daily follow-up with State/Zone Coordinators by CBT Team for registration of all eligible candidates</li></ul>
December 11-14, 2024	<ul style="list-style-type: none"><li>Checking of final candidate lists/data by CBT Team</li><li>Finalization of Date-sheet by CBT Team</li></ul>
December 15-31, 2024	<ul style="list-style-type: none"><li>Issue of Admit Cards, Roll numbers, Exam Centres by CBT Team</li><li>Final machine audit at centres by CBT Team</li></ul>
January 02, 2025 onwards	<ul style="list-style-type: none"><li>Conduct of CBT 2025 by CBT Team in two shifts (morning &amp; afternoon)</li></ul>
January 20, 2025	<ul style="list-style-type: none"><li>Issue of P.E.C. to qualified candidates by CBT Team</li></ul>

**Important : All concerned are requested to adhere to the timeline.**

Note : Dates are tentative and subject to change due to unforeseen reasons. Please keep checking DAV Recruitment Website <https://davrecruit.davcmc.in/> for updates.

## **The Role of State/Zonal Coordinators**

**CBT Coordination Team will be in direct contact with State/Zonal Coordinators to ensure that timelines are met at all stages.**

**All State/Zonal Coordinators must ensure that :**

- 1. Application Form for Candidates (Phase 1 - at school/zonal level) must be ready before October 15, 2024 i.e. before the advertisement goes in the newspaper/websites.**
- 2. The advertisement must be published on/around October 15, 2024 in national/regional newspapers by zone/schools, as per suggested ad-content.**
- 3. Zones/schools must ensure vigorous and wide publicity of CBT 2025 so that there is no dearth of candidates in Phase 2 & 3.**

### **WHO HAS TO APPLY -**


- 4. Non-CBT ad-hoc/temporary candidate must appear in CBT 2025.**
- 5. Regular staff member aspiring for upgradation to a higher post/designation (if there is a vacancy in the school), must appear in CBT 2025.**
- 6. CBT qualified candidate, who has got employment at a DAV school by virtue of CBT 2024, need not appear in CBT 2025, ONLY IF he/she continues to work in the same school at the same post. However, for joining another DAV school, the candidate will have to appear in CBT 2025.**
- 7. Scrutiny of Application Forms to be done and excel sheet with data of eligible candidates to be prepared by schools/zones BY NOVEMBER 18, 2024. Duplicacy of forms to be checked and removed as no candidate must apply for more than 1 post.**
- 8. Final Excel sheet with candidates eligible to appear in CBT 2025 to be shared with CBT Coordination Team ON NOVEMBER 19, 2024.**
- 9. All schools/zones will contact all eligible candidates and get the CBT Registration Form filled from NOVEMBER 21, 2024 to DECEMBER 10, 2024. CBT Registration Form will be available on DAV Recruitment Website <https://davrecruit.davcmc.in/>**
- 10. All exam centres must have the required systems, internet bandwidth, CCTVs & other logistics for CBT to be conducted as per the prescribed format.**
- 11. Daily updates and correspondence with the CBT Coordination Team will be done to ensure smooth conduct of the CBT exam.**

The list of state/zonal coordinators is attached below :

Zone/State	Zone/State CBT Coordinator for candidate forms/data in excel format (last date - 18 November)  <b>To compile all data from the whole zone/state and share with CBT Team on November 19, 2024</b>	Zone/State CBT Coordinator for readiness of Exam centres/labs  <b>To start checking readiness and fitness of probable CBT exam centres as per location/accessibility in the state/zone for convenience of candidates</b>
South	Mr.VNNK Sheshadri Mrs.K.Anandvalli	Mr.VNNK Sheshadri Mrs.K.Anandvalli
Bihar	Mr. S. K. Jha Mr. Niraj Kumar Mr. V. Anand Ms. Sabita Singh Mr. Asis Kr. Jana	Mr. S. K. Jha Mr. Niraj Kumar Mr. V. Anand Ms. Sabita Singh
Chandigarh	Ms. Jaya Bhardwaj	Ms. Jaya Bhardwaj
Panchkula	Ms Anuja Sharma	Ms Anuja Sharma
Chhattisgarh	Mr. Prashant Kumar Mr. B.P. Sahu Dr. Chetna Sharma Ms. Vidhu Sharma Ms. Mollika Mukherjee	Mr. Prashant Kumar Mr. B.P. Sahu Dr. Chetna Sharma Ms. Vidhu Sharma Ms. Mollika Mukherjee
Delhi NCR	Ms. Aparna Erry Ms. Shalini Arora Ms. Archana Koul Ms. Mala Sood	Ms. Aparna Erry Ms. Shalini Arora Ms. Archana Koul Ms. Heemal Handoo Bhat
Gujarat & MH	Ms. Simmi Juneja Ms. Seema Maindiratta	Ms. Simmi Juneja Ms. Seema Maindiratta
Haryana	Mr V.K. Mittal Ms Deepti Jagota Ms.Geetika Jasuja Dr. Vikas Kohli	Mr. V. K. Mittal Ms. Deepti Jagota Ms.Geetika Jasuja Dr. Vikas Kohli
HP	Mr. K.S. Guleria Ms.Kamna Beri Ms. Masooma Singha Mr. Namit Sharma	Mr. K.S. Guleria Ms. Kamna Beri Ms. Masooma Singha Mr. Namit Sharma
Jammu	Mr. Brij Mohan Babbar	Mr. Brij Mohan Babbar
Jharkhand	Ms. Pragya Singh Mr. Sujeet Sharma Mr. S.K. Sinha Mr. M.K. Sinha	Ms.Pragya Singh Mr. Sujeet Sharma Mr. S.K. Sinha
MP	Mr S.K. Sinha	Mr S.K. Sinha

	Mr Amitabh Srivastava	Mr Amitabh Srivastava
Odisha	Dr. K.C. Satpathy Ms. Sujata Sahu Ms. Ipsita Das Ms. Rashmi Mishra	Ms. Sujata Sahu Ms. Ipsita Das Mr. Balaram Mohapatra
Punjab	Mr Yogesh Gambhir Ms. Anjana Gupta Ms Jaswinder Sidhu Ms Ritu Bhatnagar	Mr. Yogesh Gambhir Ms. Anjana Gupta Ms. Jaswinder Sidhu
RJ	Ms Sarita Ranjan Mr. M.P. Singh Mr. Navneet Thakur	Ms Sarita Ranjan Mr. M.P. Singh Mr. Navneet Thakur
UP	Mr. Anand Saraswat Mr. Manoj Kapil Ms. Alpana Sharma	Mr. Anand Saraswat Mr. Manoj Kapil Ms. Alpana Sharma
UK	Mr P.C. Purohit	Mr P.C. Purohit
WB	Ms Papiya Mukherjee	Ms Papiya Mukherjee

The suggested content for Newspaper Advertisement is attached below :



**D.A.V. SCHOOL...../Regional Office.....**  
**(Ph.no., website, email)**  
managed by  
**D.A.V. College Managing Committee,**  
**Chitragupta Road, New Delhi-55**

Applications are invited from **15/10/2024 (Tuesday) (08:00 am) to 05/11/2024 (Tuesday) (08:00 pm)** for various Teaching, Non-Teaching/Ministerial posts mentioned below.

- **(All CBT posts here)**
- **(any other details by the school)**

**Eligible candidates will be contacted by the school/zonal office to apply for the D.A.V. Computer-Based Test (DAV CBT-2025). Candidates must apply for 1 post only as CBT exams for multiple posts will fall on the same day. Candidates must use their Registered Mobile No. (RMN) and own email id and should not change it till the completion of Recruitment Process. Those who qualify in CBT 2025 shall be issued a Provisional Eligibility Card, with which they can apply at any D.A.V. school across the country, wherever there is a vacancy for that post. Final selection will be made on the basis of Demo & Panel Interview at School/Zonal level.**

To apply and know more about the DAV recruitment process, candidates should visit our website..... and <https://davrecruit.davcmc.in/>  
**(Please mention where to collect the form from and where to submit it)**  
**(Please mention that eligibility is as per DAVCMC & Govt. norms)**

**RO/ARO/Manager/Principal/.....**

## **IMPORTANT POINTS TO REMEMBER FOR CBT 2025**

*(To be conveyed by zone/school to all applicants)*

All ROs/DROs/AROs/CBT Coordinators/School Heads must ensure that following points are communicated to each applicant in black and white.

### **CBT 2025 : IMPORTANT POINTS TO REMEMBER (FOR CANDIDATES)**

1. No candidate will be allowed to appear in the CBT from the school (exam centre) where he/she or his/her spouse or relative is/are working.
2. Non-CBT ad-hoc/temporary candidates must appear in CBT 2025.
3. Regular staff members aspiring for upgradation to a higher post/designation (if there is a vacancy in the school), must appear in CBT 2025.
4. **IMPORTANT** : CBT qualified candidate, who has got employment at a DAV school by virtue of CBT 2024, need not appear in CBT 2025, ONLY IF he/she continues to work in the same school at the same post. However, for joining another DAV school, in the same/other state/city, the candidate will have to appear in CBT 2025.
5. **IMPORTANT** : The candidates must use their RMN (Registered Mobile Number) and their own email id to login and fill the CBT Registration form. The same mobile number & email id will be required to access the admit card or P.E.C. in the later stages. Hence, candidates are warned not to change their mobile number or use someone else's mobile number for registration.
6. Duplicate applications will not be accepted for CBT 2025. Each candidate must apply for ONE POST ONLY. The datesheet will be condensed and multiple exams will fall on a particular day/slot. Hence, candidates must apply for the post they are eligible for and confident about.
7. Scrutiny of applications will be done before CBT at school/zonal level. Non-eligible candidates can not appear in CBT 2025.
8. To appear in CBT 2025, CBT Registration Form will be filled by the eligible candidates and exam fee will be paid online on DAV Recruitment website - <https://davrecruit.davcmc.in/> . Keep checking for updates on the website.

**FAQs :**

**FAQs regarding CBT 2025 are available on this link :**

<https://docs.google.com/document/d/19ZkF89jBJpNk0Ps9aDW3tekfUlvsnBWiQ1fVOhHDs80/edit?usp=sharing>

With warm regards!



10/10/2024 15:19:40

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Dr. (Mrs.) Nisha Peshin  
Director (Academics)  
DAVCMC