



खादी और ग्रामोद्योग आयोग
KHADI AND VILLAGE
INDUSTRIES COMMISSION
3, Irla Road. Vile Parle (W), Mumbai-400056
सूक्ष्म, लघु और मध्यम उद्यम
मंत्रालय, भारत सरकार
Ministry of Micro, Small &
Medium Enterprises,
Govt. of India.

Advt. No. ADM/RW/VACANT POSTS/D.R./31/2023-24

Notice

Khadi and Village Industries Commission (KVIC) is a Statutory Body established by an Act of Parliament and functioning under the administrative control of Ministry of Micro, Small and Medium Enterprises (Govt. of India). In order to accelerate future growth and transformation challenges, KVIC invites Online Applications **for filling up of 12 posts of Assistant Director-I in Level 09 (as per 7th CPC) reserved for persons belonging to Other Backward Class (OBC) category under Direct Recruitment.**

Opening date and time for submission of online applications	01.09.2023 (From 15: 00 Hrs.)
Last Date & Time of closing of Registration and submission of application	30.09.2023 (Upto 23:45 Hrs.)
Schedule of Computer Based Examination	October/November, 2023 (Tentatively)
Dates of Personal Interview	To be notified later

Note: Candidates in their own interest are advised not to wait till the last date and time for submission of online applications. They should register well within the time before the last date of submission of application. KVIC shall not be held responsible, if candidates are not able to submit their applications due to last time rush.

GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY.

2. Details of the Posts: Followings are the likely posts that will be filled up through written examination followed by personal interview:

Sr. No.	Name of Post	Group of Post	Tentative Vacancy (OBC)	Age Limit
1.	Assistant Director-I (Village Industries)	'B'	04	* Not exceeding thirty five (35) years.
2.	Assistant Director-I (Adm. & HR)		03	
3.	Assistant Director-I (FBAA)		04	
4.	Assistant Director-I (Ec.R)		01	

Note:-(i) Number of vacancies is tentative and may increase or decrease as per requirement at the time of final selection.

(ii) * Not exceeding thirty five years for the above mentioned posts on the last/closing date of applications.

(iii) No posts is reserved for Person with Disability (PwD) and Ex-Serviceman (ESM). However, PwD candidates may apply for the above posts which is identified suitable for PwD candidates issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment, vide notification dated 04.01.2021 will apply to the posts given in **Annexure-I**. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies.

3. Nationality/Citizenship: A citizen of India can only apply for the mentioned posts.

4. Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Code No	Category	Age-relaxation permissible beyond upper age limit
01	OBC	03 years
02	PwD (OBC)	13 years [^]
03	Central Govt. Civilian Employees(OBC) who have rendered not less than 03	Upto 43 years of age

	years regular and continuous service as on closing date for receipt of application.	
04	Additional permissible relaxation in upper age limit for KVIC Employee	**No age limit for KVIC Employee.

^ The post is not reserved for PwD candidate, however, the post is suitable for PwD, therefore, the age relaxation for PwD candidates (OBC) is admissible as per Govt. Guidelines.

** 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 KVIC Group 'A', 'B' and 'C' posts Recruitment Rules, 2016, to a post covered under these Rules.

5. Process of Certification and Format of Certificates:

(i) Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite Certificate from the competent authority, in the prescribed format when such certificates are sought by this Offices at the time of Document Verification/Interview. Otherwise, their claim for OBC/PwD category will not be entertained and their candidature/application will be rejected without assigning any reason. The formats of the Certificates are annexed with the advertisement. The Certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

(ii) Crucial date for claim of OBC/PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. 30.09.2023.

(iii) A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

(iv) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim for the OBC/PwD status or avail any other benefit.

6. Provision of Compensatory Time and assistance of scribe:

(i) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

(ii) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution (as per proforma at **Annexure-II**) at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf.

(iii) The facility of scribes/ passage reader will be provided to the PwD candidates only if he/she has opted for the same in the online application form.

(iv) The candidate will have the discretion of opting for his/her own scribe or to avail the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.

(v) In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate appearing in the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-III**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will have to be submitted along with proforma at Annexure-III. If subsequently, it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

(vi) If a candidate opts for his/her own scribe, in that case, the scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

(vii) Compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed to use of scribe as described at Para (i) and (ii) above.

(viii) The candidates referred at Para (i) and (ii) above who are allowed to use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(viii) No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

(ix) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

(x) The PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

7. Essential Educational Qualifications:

Sr. No.	Name of Post	Educational and other qualification required for direct recruits
1.	Assistant Director-I (Village Industries)	(i) Bachelor of Engineering/Bachelor of Technology from a recognised University; or Master of Science from a recognised University, or Master of Business Administration with Bachelor of Science from a recognised University; and (ii) five years' experience in the relevant field.
2.	Assistant Director-I (Adm. & HR)	(i) Master's degree in any subject from a recognised University; and (ii) five years' experience in the relevant field.
3.	Assistant Director-I (FBAA)	(i) Chartered Accountant; or Master of Business Administration (Finance) from a recognised University; or Master of Commerce from a recognised University; and (ii) three years' experience in the relevant field
4.	Assistant Director-I	(i) Master's degree in Economics/Statistics/Commerce (with

	(Ec.R)	Statistics and Economics as a subject) from a recognised University; and (ii) three years' experience in the relevant field.
--	--------	---

Note: - (i) Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

(ii) Wherever Cumulative Grade Point Average (CGPA)/ Overall Grade Point Average (OGPA) or a letter grade in Degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by University/ Institutes. Candidates will be required to submit proof / certificate to this effect from the Institute at the time of verification of documents, if called for the same.

(iii) Internship training shall not be considered as work experience. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.

(iv) **No Objection Certificate:** Employed persons are required to produce Relieving Order from the present employer at the time of joining in KVIC. As such, candidates working in Government/ Semi-Government/PSU/Statutory Body/Autonomous Body should seek prior approval from their Competent Authority and submit NOC at the time of interview for the purpose of counting of past service. During document verification, the candidates will have to produce their original certificates along with one set of photocopies duly self-attested and a copy of forwarding of application/ NOC.

(v) All the candidates who are called for documents verification will be required to produce the relevant Certificates such as Mark sheets for all years / Provisional Certificate/ Degree of Graduation/Post-Graduation etc. in original as proof of having acquired the minimum educational qualification on or before the stipulated date, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfil the EQ requirement.**

(vi) In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Appointing Authority.

8. General Instructions for filling up of Application Form:

a) The candidate shall apply through Online mode only, as per 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) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Call Letter while attending the Interview, without which they will not be allowed to appear in the Interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof; the candidate will not be allowed to appear for the examination.

d) Before starting to fill-up the online application, keep ready with you the following details/documents/ information:

i. E-Mail ID (valid till recruitment process is over)

ii. Mobile No. (Valid till recruitment process is over)

iii. Personal and Educational qualification details

iv. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format having size between 50 kb-80 kb)

v. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format having size between 50kb-80 kb)

vi. Write-up (200 words) about experience to feed in online application form.

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 100 kb to 300 kb).

- Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable (having size between 100 kb to 300 kb).

- OBC Caste Certificate in respect of reserved categories in prescribed proforma (having size between 100 kb to 300 kb).

- Experience Certificate in the prescribed format (having size between 100 kb to 300 kb).

viii. A candidate can apply for only one post. Application of candidate applying for more than one post will be summarily rejected.

9. How to apply:

(i) Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. **www.kvic.gov.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, submission of application and payment of fees is 30.09.2023 (Upto 23:45 Hrs.)

(A) Steps for Applying: STEP-I (SIGN UP): a) Candidates are now ready to apply online by visiting the KVIC website and going to the tab "**VACANCIES**" on KVIC website: www.kvic.gov.in

b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking '**I Agree**' in the Checkbox given before and pressing the '**Start**' button.

c) Applicants need 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 registered mobile number and email id provided. So candidates are advised to verify the correctness of the mobile number and email id before proceeding.

STEP- II: a) Candidates are now ready to apply online by revisiting the Online Application website at www.kvic.gov.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 online 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 online 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, In case of multiple applications for same post, one application with latest Registration no. will be considered

STEP- III: Submission of Application Fees on completion of Step-II, click on **“Make Payment”** link and deposit the Rs. 1000/- plus Bank Charges (non-refundable) as applicable as requisite examination fee through On-line mode only.

(ii) 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:

(A) 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-80kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 80kb.

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.

(B) Signature image: a) The applicants 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-80kb in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 80 kb.

(C) Category/Educational Qualification & other relevant Certificates: a) The relevant scanned certificates (issued by competent authority), should be clearly visible.

b) Size of file should be between 100kb-300kb in jpg/jpeg/PDF format only. Ensure that the size of the scanned image is not more than 300kb. The candidate should upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs.

(D) 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.

10. Application Fee:

- (i) Fee payable: Rs.1000/- (Rupees One Thousand Only.)
- (ii) Persons with Disabilities (PwD) and women candidates are exempted from payment of fee.
- (iii) Fee can be paid only through online mode. Online fee can be paid by candidates up to 30.09.2023 (Upto 23:45 Hrs.).
- (iv) Candidates who are not exempted from fee payment must ensure that their fee has been deposited with KVIC. If the fee is not received by KVIC, such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Advertisement shall be entertained.
- (v) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

11. Centres of Examination:

Sr. No.	Examination Centres	Sr. no.	Examination Centres
1.	Delhi/NCR	2.	Mumbai
3.	Kolkata	4.	Chennai
5.	Chandigarh	6.	Bhopal
7.	Nagpur	8.	Raipur
9.	Goa(Panaji)	10.	Dehradun
11.	Vijayawada	12.	Thiruvananthapuram
13.	Lucknow	14.	Patna
15.	Ranchi	16.	Ahmadabad

17.	Jammu	18.	Bhubaneswar
19.	Shilong	20.	Guwahati
21.	Bangalore	22.	Jaipur
23.	Hyderabad		

(i) A candidate has to give option for three centres, in the order of priority. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

(i) The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

12. Scheme of the Examination:

(i) The selection process will be conducted in two stages as indicated below:

A. Computer Based Examination (CBE).

B. Personal Interview.

(ii) The schedule of examinations indicated in the Advertisement is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

(iii) In the question papers, wherever necessary, the Metric systems of weights and measures will be used.

(iv) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

13. Scheme of Stage-I and stage-II Examination:

Stage	Subject	Number of Question	Maximum Marks	Time allowed
--------------	----------------	---------------------------	----------------------	---------------------

I	A. General Intelligence and Reasoning	35	35	02 hour (02 hour and 40 minutes for the candidates eligible for scribe as Para 6 (i) and (ii) above.)
	B. General Awareness	35	35	
	C. Quantitative Aptitude	35	35	
	D. English Comprehension	15	15	
	Total	120	120	
II	Personal Interview		100 marks	

Note: Weightage of Computer Based Examination: Personal Interview will be 85:15.

- (i) Stage-I will consist of Objective Type, Multiple choice questions.
- (ii) The questions will be set both in English & Hindi except for English Comprehension in stage-I
- (iii) There is no negative markings for incorrect answer and no marks will be awarded for unattempted question.
- (iv) Personal Interview will be for only those candidates who are shortlisted in stage-I (CBE).
- (v) The selection for the post of Assistant Director-I will be two stage process i.e. Computer Based Examination followed by personal interview. Candidate will be shortlisted for interview in the ratio of 1:5 of post advertised.

14. Indicative Syllabus (Stage-I)

(i) General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

(ii) General Awareness: Questions in this component will be aimed at testing the candidates' on general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(iii) Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Degree and Radian Measures, Standard Identities, Bar diagram & Pie chart.

(iv) English Comprehension: Candidates' ability to understand correct English, his/her basic comprehension and writing ability etc. would be tested.

Note: The questions in Parts (i), (ii), & (iv) will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-(iii) will be of 10th standard level.

15. Admission to the Examination:

(i) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Advertisement will be assigned Roll numbers and issued

Admission Certificates (AC) of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stage of selection process i.e. Personal Interview.

(ii) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. Medical standards will be ascertained by the Commission after the declaration of result. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

(iii) Admission Certificates for all stages of examination will be issued through online/e-mail/by post.

(iv) In case the candidate does not get Admission Certificate after successful submission of application form, Candidate must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

(v) In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:

- A. Aadhaar Card/ Printout of E-Aadhaar,
- B. Voter's ID Card,
- C. Driving License,
- D. PAN Card,
- E. Passport,
- F. ID Card issued by University/ College,
- G. Employer ID Card (Govt./ PSU),
- H. Any other photo bearing ID card issued by the Central/ State Government.

(vi) If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation

Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

(vii) PwD candidates availing the facility of scribes as per Para 6(i) and (ii) shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above mentioned documents will not be allowed to appear in the examination.

(viii) Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

(ix) Applications with blurred photograph and/or signature will be rejected.

(x) Calculator, Mobile phone, pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other Electronics/computing/communication devices will not be permitted inside the examination centre.

16. Mode of Selection:

(i) Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted to appear in Stage-II (Personal Interview).

(ii) Final Merit list will be prepared on the basis of overall performance of candidates in Stage-I and Stage-II of selection process. Final selection of candidates will be made on the basis of aggregate marks scored by them in 'Stage-I and Stage-II of selection process.

(iii) Success in the examination confers no right of appointment unless KVIC is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.

(iv) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled.

(vi) Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

17. Resolution of Tie Cases:

(i) In the event of tie in scores of candidates in Stage-I + Stage-II of selection process, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

- a) Total marks of relevant Papers in Stage-I Examination.
- b) Total marks in Stage-II (Personal Interview).
- c) Date of birth, with older candidate placed higher.
- d) Alphabetical order in which the names of the candidates appear.

18. Important Instruction:

(i) KVIC will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.

(ii) Admit Card will not be sent by post. It should be downloaded by the candidates from the website.

(iii) Candidates will be allowed to appear for the Written Test only with Admit Card and not with the copy of Online submitted Application form.

(iv) It is compulsory for candidates to carry any one of the Original photo ID such as Voter's ID, 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.

(v) Candidates should retain printout of their Online submitted Application form for future reference.

(vi) Canvassing in any form will disqualify a candidate.

19. GENERAL INFORMATION AND INSTRUCTIONS:

(i) Only Indian Nationals are eligible to apply.

(ii) 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.

(iii) All qualifications should be recognized by University/AICTE/appropriate Indian Statutory Authorities.

(iv) No TA/DA will be paid to any candidate for appearing in the written/interview examination.

(v) 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.

(vi) 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.

(vii) 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.

(viii) 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 process.

(ix) All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the KVIC's 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.

In case of any problems faced by the candidates in filling up the online application form, they may contact the **Help Desk number: +917996339995 between 10 AM and 5 PM on working days.**

(x) 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.

(xi) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.

(xii) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai only.

20. Action against candidates found guilty of 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 “online” application.

(ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

- a) Impersonating or procuring impersonation by any person; or
- b) Misbehaving in the Document Verification/Interview; or
- c) Resorting to any irregular means in connection with his/her candidature during selection process; or
- d) Using undue influence for his/her candidature by any means;
- e) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- f) Giving wrong information regarding his/her category (PwD/OBC) while appearing for the Interview or thereafter; or
- g) In addition to above (mentioned at Point No. (ii) (a) to (f) above) rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - i) Disqualified from the Interview or ;
 - ii) Debarred either permanently or for a specified period from any 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.

The Commission may report the matter to Police/Investigating Agencies as deemed fit. Commission may also take appropriate action to get the matter examined by the authorities/forensic experts concerned.

21. Medical Examination:

Before joining service, the selected candidates will have to undergo an initial medical examination as per Medical Attendance Rules and the decision of the Medical Board will be final and binding.

22. Commission's decision final:

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

23. Disqualifications:

No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government 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 this rule.

Annexure-I

Post	Suitable category of Benchmark Disabilities	Functional Requirements
Assistant Director-I (Village Industries)	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF (Incumbent should be considered with aids and appliances as per needs.)
Assistant Director-I (Adm. & HR)	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW SE, H, C, MF (Incumbent should be considered with aids and appliances as per needs.)
Assistant Director-I (FBAA)	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF (Incumbent should be considered with aids and appliances as per needs.)
Assistant Director-I (Ec.R)	a)B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF (Incumbent should be considered with aids and appliances as per needs.)

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN= Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

Annexure-II

**CERTIFICATE REGARDING PHYSICAL LIMITATION OF AN EXAMINEE
TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o _____, a resident of _____(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

DECLARATION/UNDERTAKING BY PERSON WITH DISABILITIES (PWD)

CANDIDATES WHO WISH TO USE SCRIBE

(Letter of Undertaking for Using Own Scribe)

I, _____ a candidate with _____
(name of the disability) appearing for the _____
(name of the examination) bearing Application No./Roll No.
_____ at _____(centre name) in the
_____ (City), _____,(name of State). My highest
qualification is _____ and scribe's
highest qualification is _____ We (Candidate &
Scribe) together hereby declare that _____
(name of the scribe) will provide the service of scribe/reader/lab assistant
for the candidate for taking the aforesaid examination and also undertake
that we (Candidate & Scribe) have read/been read out the instructions of
'Guidelines regarding Persons with Disabilities (PWD) using the services of a
Scribe' issued by Department of Social Justice and Empowerment, Ministry
of Social Justice and Empowerment, Govt. of India and hereby undertake to
abide by them. It is also stated that the Scribe arranged by the candidates
should not be a candidate for the same examination and also cannot be a
Scribe for another candidate. We also understand that in case it is detected
at any stage of recruitment and even after recruitment that we do not fulfil
the eligibility norms and/or that the information furnished by us is
incorrect/false or that we have suppressed any material fact(s), or that
scribe's qualification is not as declared and I Shall forfeit my right to the
post and claims relating thereto.

Given under our signature:-

Signature and Left Hand
Thumb Impression of the Scribe

Signature and Left Hand Thumb
Impression of the Candidate

Correspondence Address
.....
.....

ID Proof Type: *.....

ID Number:

STD Code.....

Phone No.....

Mobile No., if any.....

Recent passport
size Photograph
of the Scribe. To
be signed by
Scribe and
candidate

Roll No.....

Seat No.....

Post Code.....

Post Name.....

Date of Exam.....

Shift.....

Exam Centre.....

Correspondence Address:

.....

.....

.....

STD Code.....

Phone No.....

Mobile No., if any.....

Signature of Test Administrator (TA)

Signature of Centre Coordinator

Cum Observer

***Scribe is required to carry his ID proof in original at the time of Examination.**