



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

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 :

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!



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