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D.A.V. CENTRE FOR ACADEMIC EXCELLENCE D.A.V. College Managing Committee

Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2024-25/230

DAV RECRUITMENT 2025 : CIRCULAR 1

23/08/2024

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

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

Dear Sir/Madam

Greetings!

DAVCMC's New Recruitment Process is a manoeuvre to give a fair chance to all and recruit the best and deserving staff members in our schools, with a **futuristic vision** to lend a glorious brand value to DAV organizations.

The first pan-India conduct of CBT (Computer-based Test) in 2024 was a mountainous planning & execution process with more than 1 lakh aspirants. However, several candidates could not reach us in time/could not qualify and are waiting to appear in the next CBT. Additionally, keeping in view the urgent need for more eligible (CBT-qualified) candidates in the next session, DAVCAE is going to start the Recruitment Process for 2025 soon.

The Recruitment Process has been modified to make it more expeditious and expedient, and has three phases in 2025 :

THE THREE-PHASE D.A.V. RECRUITMENT PROCESS - 2025

- PHASE 1: Scrutiny of Career Graph/Eligibilityand selection of candidates eligible for CBT (managed at school/zonal level)
- PHASE 2 :Conduct of Computer-Based Test (CBT) for eligible candidates by CBT Team,
 DAVCMC
- PHASE 3 :Demo, Interview and Selection by the Selection Committee (presided over by the Chairperson/s at school/zonal level)

The NEW FLOW of events for CBT 2025 is given below.

Phase 1 - Suggested content for advertisement will be provided by CBT Team, DAVCMC to schools/zones

Pan-India announcement of vacancies on websites/newspapers by schools/zones (October 10-31, 2024)

Suggestive Application form will be provided to schools/zones by CBT Team, DAVCMC to be used in online/offline mode

Candidates fill application forms and apply at individual schools/zones; submit all required testimonials

Scrutiny of applications as per eligibilty criteria & Preparation of list of candidates eligible to appear in CBT 2025 by schools/zones (till November 15, 2024)

Schools/zonesshare the data of eligible candidates with CBT Team (in Excel sheet provided by CBT Team) (latest by November 16, 2024)

Phase 2 - CBT Team, DAVCMC will open online 'CBT 2025 Registration Form' on DAV Recruitment Website (November 21)

Schools/zones will contact the eligible candidates and ensure/facilitate filling of CBT Reg. Form for CBT 2025 (November 21- December 10)

Identification and Preparation of Labs (exam centres) by CBT Team, DAVCMC

Finalisation of datesheet and exam centres by CBT Team, DAVCMC

Issue of Admit Card, CBT Roll No. and Exam Centres to eligible candidates for CBT 2025

Conduct of CBT at different centres across the country (January 02 onwards)

Preparation of list of qualified candidates

Provisional Eligibility Card (P.E.C. with unique QR Code) sent to qualified candidates (January 20, 2025)

Phase 3 - Demo & interview by schools/zones as & when required

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

Please note the timeline to be followed by all stakeholders for CBT 2025.



TENTATIVE TIMELINE for CBT 2025



October 10, 2024	-Advertisement of vacancies by zone/school in national/regional newspapers (Suggested content will be shared by CBT Team) -Process to be supervised by State/Zone Coordinators
October 31, 2024	-Last date for submission of applications by candidates at school/zonal level(Application format will be shared by CBT Team)
November 01-15, 2024	-Scrutiny of forms & development of Excel sheet (with required data) by school/zones -Process to be supervised by State/Zone Coordinators
November 16, 2024	-Excel sheet to be shared by schools/zones with CBT Team & Minerva -Readiness of Exam centres -Process to be supervised by State/Zone Coordinators
Nov.21-Dec.10, 2024	-CBT Registration Form & Payment gateway go live on DAV website -Daily follow-up with State/Zone Coordinators by CBT Team for registration of all eligible candidates
December 11-14, 2024	-Checking of final candidate lists/data by CBT Team -Finalization of Datesheet by CBT Team
December 15-31, 2024	-Issue of Admit Cards, Roll numbers, Exam Centres by CBT Team -Final machine audit at centres by CBT Team
January 02, 2025 onwards	-Conduct of CBT 2025 by CBT Team in two shifts (morning & afternoon)
January 20, 2025	-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 :

- Important: Application Form for Candidates (Phase 1 at school/zonal level) must be ready before October 10, i.e. before the advertisement goes in the newspaper/websites. The format of the Phase 1 Application Form will be shared by CBT Team by the first week of September 2024.
- The advertisement must be published on/around October 10 in national/regional newspapers by zone/schools, as per suggested ad-content.
- Zones/schools must ensure vigorous and wide publicity of CBT 2025 so that there is no dearth of candidates in Phase 2 & 3.
- 4. All Non-CBT ad-hoc/temporary staff must appear in CBT 2025. Regular staff eligible for upgradation to a higher post/designation may appear in CBT 2025 (in consultation with the Principal).
- 5. Scrutiny of Application Forms is done and excel sheet with data of eligible candidates is prepared by schools/zones BY NOVEMBER 15.
- 6. No candidate must apply for more than 1 post.
- 7. Excel sheet is shared with CBT Coordination Team ON NOVEMBER 16.
- 8. All schools/zones contact all eligible candidates and get the CBT Registration Form filled from NOVEMBER 21 to DECEMBER 10.
- All exam centres have the required systems, internet bandwidth, CCTVs & other logistics for CBT to be conducted as per the prescribed format.
- 10. Daily updates and correspondence with CBT Coordination Team.