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D.A.V. CENTRE FOR ACADEMIC EXCELLENCE
D.A.V. College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

on school website / fact book.

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.

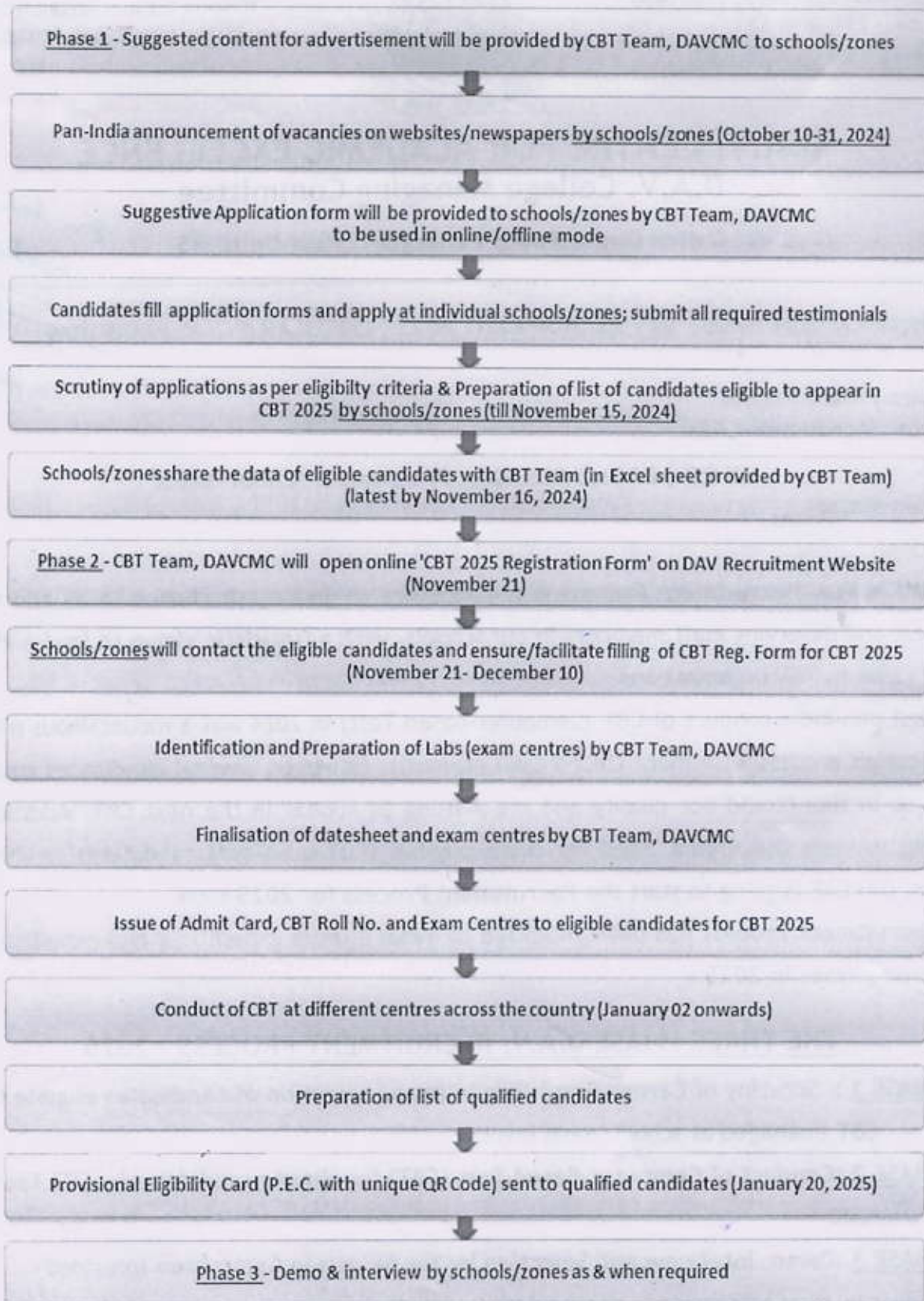
The first pan-India conduct of CBT (Computer-based Test) in 2024 was a mountainous planning & execution process with more than 1 lakh aspirants. However, several candidates could not reach us in time/could not qualify and are waiting to appear in the next CBT. Additionally, keeping in view the urgent 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/Eligibility and 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.



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.

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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. **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. 
2. The advertisement must be published on/around October 10 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.
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. 
9. 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.