



Advt. No.KVIC /Adm./Recruitment/Dir-Dy.Dir. (DR)/2(30)/2020-21

The Khadi and Village Industries Commission (KVIC) is a statutory body established by an Act of Parliament. The KVIC is charged with the planning, promotion, organization and implementation of programs for the development of Khadi and Village Industries in the rural areas in coordination with other agencies engaged in rural development wherever necessary.

In order to accelerate future growth and transformation challenges, KVIC invites Online Applications for Direct Recruitment from eligible Indian citizens for filling up the vacancies to the posts of **"Director"** and **"Deputy Director"**.

The Director and Dy. Director of KVIC being the cutting edge level Officers are posted at Central Office and Field Offices (all India). The Central Office monitors and prepares policies for the implementation of various KVI Schemes & Programmes entrusted by Government of India, issues guidelines, monitoring and implementations of various Schemes & Programmes etc., and Field Offices implement various Schemes & Programmes in co-ordination with various Government Departments/Institutions/State Khadi & Village Industries Boards, Banks/Nodal Agencies, NGOs/Self-Help Groups etc.,

Eligible / interested persons may apply ONLINE as per details mentioned below:-

1. IMPORTANT DATES :

Particulars	Date
Opening Date & time for Online Registration of applications.	16.11.2020 (From 10.00 hrs.)
Last Date & time of closing of registration and submission of application along with Application Fees	15.12.2020 (Upto 23.00 hrs.)

Note : Candidates in their own interest are advised, not to wait till the last date & time for applying on-line. They should register well within the time before the last date of submission of application.

2. DETAILS OF VACANCIES :-

Post Code	Category of the Post	Number of Vacancies (Tentative)					
		UR	OBC	EWS	SC	ST	Total
Group-A (Pay Matrix Level - 12)							
01	Director	10	04	01	02	01	18
Group-A (Pay Matrix Level - 11)							
02	Deputy Director	08	04	01	02	01	16

3. CATEGORY OF POST & ELIGIBILITY CRITERIA:-

3.1 GROUP- A – Director (Pay Matrix Level- 12 – Minimum Basic Pay Rs.78800 plus other Allowances as applicable to Central Government employees)

3.1.1 Age Limit: Not exceeding Fifty (50) years (relaxable upto fifty five years for Government servants. No age limit for employees of Khadi and Village Industries Commission). Age relaxation of Five (5) years for SC , ST category candidates and Three (3) years for OBC candidates.

Sl. No.	Name of the Post	Post Code	Minimum Educational Qualification and Experience
3.1.1	Director	01	(i) Bachelor of Engineering/ Bachelor of Technology from a recognized University; or (ii) Chartered Accountant; or (iii) Masters Degree in any subject from a recognized University; or (iv) Bachelors Degree in Law from a recognized University; and (v) Twelve Years experience in the relevant field.

3.2 GROUP-A –Deputy Director (Pay Matrix Level- 11 – Minimum Basic Pay Rs.67700 plus other Allowances as applicable to Central Government employees)

3.2.1 **Age Limit:** Not exceeding Forty (40) years (relaxable upto forty five years for Government servants. No age limit for employees of Khadi and Village Industries Commission). Age relaxation of Five (5) years for SC , ST category candidates and Three (3) years for OBC candidates.

Sl. No.	Name of the Post	Post Code	Minimum Educational Qualification and Experience
3.2.1	Deputy Director	02	(i) Bachelor of Engineering/ Bachelor of Technology from a recognized University; or (ii) Chartered Accountant; or (iii) Masters Degree in any subject from a recognized University; or (iv) Bachelors Degree in Law from a recognized University; and (v) Ten Years experience in the relevant field.

Note-1:

1. Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
2. The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stage of selection; the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill-up the vacancy reserved for them.
3. 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.

4. 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.
5. The candidates should hold the post on regular basis. Holding the Pay Matrix Level by virtue of ACP/MACP shall not be considered as eligibility criteria.

Note-2:

1. The crucial date for determining the age limit, educational qualification and experience shall be the closing date for receipt of Online application **i.e. 15.12.2020.**
2. 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 the Recruitment Rules, to a post covered under these rules.

Note-3: CONCESSIONS & RELAXATIONS:

(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above,** candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Government servants:** The upper age limit is relaxable for Govt. Servants up to 5 years as per Recruitment Rules of KVIC. Further, the age relaxation, for persons belonging to Scheduled Castes/Scheduled Tribes shall be 10 years and for persons belonging to Other Backward Classes shall be 8 years in respect of the posts reserved for them in accordance with the instructions or orders issued by the Government of India. A candidate claiming to belong to the category of Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **as attached at Form-I** from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and not on casual/ adhoc/ daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the KVIC.

(d) Age relaxation to Persons with Disability (PwD) persons:

i) Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons with disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'Person with Disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

4. **SELECTION PROCESS/CRITERIA AND OTHER DETAILS :**

Before applying, candidates must ensure that they fulfill the eligibility criteria as on the last date of submission of application. It may be noted that mere fulfilling the eligibility criteria does not confer any right for calling for document verification/Interview.

In the event of number of applications being large, KVIC will adopt short-listing criteria to restrict the number of candidates to be called for Interview to a reasonable number by any or more of the following methods:-

- (i) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (ii) On the basis of higher education qualification than the minimum prescribed in the advertisement.

The final selection for the above posts will be made on the basis of weightage to academic qualification, experience and performance in the Personal Interview. The candidates will be called for an Interview in accordance with vacancies and reservation rules taking into consideration their previous Experience and Educational Qualification which shall be at the sole discretion of the KVIC.

If numbers of candidates are more, candidates will be called for an interview by giving preferential weightage to the candidates who have working experience in the Government / Khadi and Village Industries Sector. In such situation, the preferential weightage for short listing criteria to be called for personal interview can also be on the following basis:

A) Candidates applying from the Central Government/State Government/ Statutory Authorities/ Autonomous Bodies

A1) For the post of Director: Officers of the Central Government/State Government/ Statutory Authorities/ Autonomous Bodies working in the pay-scale

- (i) Holding analogous posts on regular basis; or
- (ii) With Five (5) Years regular service in a post in Pay Matrix Level-11; or
- (iii) With Seven (7) Years regular service in a post in Pay Matrix Level-10 or 9; or
- (iv) With Ten (10) Years regular service in a post in Pay Matrix Level-8

A2) For the post of Dy. Director: Officers of the Central Government/State Government/ Statutory Authorities/ Autonomous Bodies working in the pay-scale

- (i) Holding analogous posts on regular basis; or
- (ii) With Five (5) Years regular service in a post in Pay Matrix Level- 10 or 9; or
- (iii) With Six (6) Years regular service in a post in Pay Matrix Level- 8; or
- (iv) With Seven (7) Years regular service in a post in Pay Matrix Level- 7; or
- (v) With Ten (10) Years regular service in a post in Pay Matrix Level- 6.

B) CANDIDATES APPLYING FROM THE PRIVATE SECTOR/

PROFESSIONALS: Wherever the Government pay-scale / pay matrix is not at par in case of Private Sector candidates/ Professionals, preference will be given for the candidates drawing minimum Gross Salary of Rs.80,000/- p.m. or more for the post of Director and the candidate should be holding a post in a responsible and of comparable status. For the post of Deputy Director the candidates drawing minimum Gross Salary of Rs.70,000/- p.m. or more and the candidate should be holding a post of comparable status. The above gross salary is the basis for equating the above pay-matrix level to commensurate at the minimum pay. For this purpose, the latest pay-slip, experience certificate **(As per the proforma Form-II/Form-III attached)** alongwith their Income-Tax Returns for the last 3 years, as a proof of their Income will be compared and verified.

4. Application Fee: All the Candidates irrespective of their categories belonging to are required to pay a non-refundable application fee of **Rs.1500/- (Rupees One Thousand Five Hundred Only)** for each post applied for. **Bank Charges will be extra if applicable.** KVIC employees are exempted from payment of application fees.

Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee and KVIC will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.

5. 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.

- 6. Compensation/Pay Scale:** Selected candidates are entitled to all other perks and allowances as per rules and regulation of KVIC.
- 7. Posting:** Candidates may be posted anywhere in the office of KVIC in India. Only candidates willing to serve anywhere in India should apply.
- 8. 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/KVIC will be final and binding.
- 9.** Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience, Character & Antecedent Certificate & Medical Fitness Certificate issued by the Medical Authorities as prescribed under the rules of KVIC. The selected candidates will be on probation for a period of One year for the post of Directors and two years for the posts of Deputy Director. On successful completion of probation, they shall be regularized in the cadre.

11. General Instructions for filling up of Application Form:

- a) The candidate shall apply through On-line 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/Interview.
- 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 Interview.

- 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-100 kb)
 - v. Scanned Copy of Signature with Black ink pen (in jpg/jpeg format having size between 10kb-50 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 50 kb to 1000 kb).
 - Final/Provisional Degree/Certificate for Graduation & Post Graduation, as applicable (having size between 50kb to 1000 kb).
 - SC/ST/OBC Caste Certificate/EWS Certificate in respect of reserved categories in prescribed proforma (having size between 50 kb to 1000 kb).
 - Experience Certificate in the prescribed format
 - viii. A candidate can apply for both the posts. If applicant applying for both the posts, he/she should apply by registering against each post with unique e-mail ID and generate and submit separate application against each post by paying Rs.1500/- plus Bank Charges as application fees.

12. How to Apply :

Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. www.kvic.org.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 Online Application by Postal/ Courier/By Hand/E-mail.

Online submission of the applications will be allowed on the website. The last date for Registration (Step-I), submission

of application (Step-II) and payment of Online Application Fees (Step-III) is 15.12.2020 up-to 23.00 Hrs.

12.1 Steps for Applying:

STEP-I (SIGN-UP):

a) Candidates are now ready to apply on-line by visiting the KVIC website and going to the tab **"VACANCIES"** on KVIC website : **www.kvic.org.in**

b) Applicants are to Sign-up first with their **Mobile No. and Password** with them while signing-up.

STEP- II :

a) Candidates are now ready to apply on-line by revisiting the Online Application website at **www.kvic.org.in**

b) 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 **"VIEW AND DECLARATION"**. Before submission of his/her Step-II details, the candidate should check his/her all details and make necessary corrections, under option **"UPDATE"** (if any), **Candidates are not allowed to change the Email -Id and Mobile Number under "UPDATE" option.**

c) On successful submission of on-line 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.

STEP- III: Submission of Application Fees

On completion of Step-II, Click on **"Make Payment"** link and deposit the amount of Rs. 1500/- plus Bank Charges (non-refundable) if applicable as requisite Application fee through On-line mode only.

12.2 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:-

i) 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-100kb in jpg/jpeg format only. Please ensure that the size of the scanned image is not more than 100kb.

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.

ii) Signature image:

a) The applicant 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-100k in jpg/jpeg format only. Ensure that the size of the scanned image is not more than 100 kb.

iii) Category/Educational Qualification & other relevant Certificates:-

a) Please scan the relevant certificates (issued by competent authority), should be clearly visible.

b) Size of file should be between 50kb-1000kb in jpg/jpeg/PDF format only. Ensure that the size of the scanned image is not more than 1000kb.

The candidate should upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:-

iv) 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.

13. IMPORTANT INSTRUCTIONS :

- KVIC will not be responsible for any loss of email/Call Letter sent, due to invalid/wrong email id etc.
- Call Letter for Interview/Document Verification or any other information will be sent by Email.
- **Candidates will be allowed to appear for the Interview only with the Call Letter and not with the Acknowledgement Slip/copy of Online submitted Application Form.**
- It is compulsory for candidates to carry any one of the Original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar Card etc. Candidates should carry both, the printed copy of Call Letter and photo ID (as mentioned above) while coming to appear for the Interview/Document verification. Candidate will not be allowed to appear for the Interview/document verification, in case any of these are not available.
- **Candidates should retain printout of their Online submitted Application Form for future reference/till recruitment process is completed.**
- **Canvassing in any form will disqualify a candidate.**
- **ACTION AGAINST 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 "on-line" 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; or
 - e) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - f) Giving wrong information regarding his/her category (SC/ST/EWS/ 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.
- Laptop, ipad and other Electronics/computing/communication devices will not be permitted during Interview. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe cannot be assured by KVIC.
 - The original testimonials/documents will have to be produced at the time of document verification. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
 - Serving Government/PSU/Statutory Authorities /Autonomous Body officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
 - Candidates should submit only single application for each post and application once submitted cannot be altered. If multiple application are submitted, then the last application will be treated as valid and all other applications shall be null and void. A valid e-mail ID is essential for submission of the online application. KVIC will not be responsible for bouncing of any e-mail sent to the candidates.
 - All information regarding this recruitment process would be made available in the '**VACANCIES**' section of KVIC website only. Applicants are advised to check the website periodically.

- Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
- No application will be entertained after the closing of last date of receipt of Online Application Form.
- Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website **www.kvic.org.in**. No further press advertisement will be given. Hence prospective applicants are advised to visit KVIC website under "Vacancies" regularly for above purpose.
- No correspondence or personal enquires shall be entertained by KVIC.

Note 1: Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill-up their application form correctly.

Note 2: The candidates should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by KVIC will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If at any point of time before or after the Interview, if it is found that the candidate do not fulfil any of the eligibility conditions; their candidature will be cancelled by KVIC. If at any time before or after joining of the candidate in KVIC, it is found that they do not fulfill any of the eligibility conditions; or their eligibility conditions are found to be false or misrepresented, their services will be terminated by KVIC, without assigning any reasons.

14. GENERAL INFORMATION AND INSTRUCTIONS :

- a) Only Indian Nationals are eligible to apply.
- b) 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.
- c) No TA/DA will be paid to any candidate for appearing in the Interview or document verification.
- d) 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.
- e) 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/her candidature is liable to be rejected.

- f) 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.
- g) 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 under "Vacancies" regularly for this purpose.
- h) All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the KVIC 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 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.
- i) In case of any problems faced by the candidates in filling up the online application form, they may send email to : **documents.kvic@gov.in**
- j) The KVIC reserves the right to shortlist candidates for Interview/ Document Verification, reschedule the date & venue of Interview / Document Verification etc. or alter any of the advertised condition depending upon the circumstances.
- k) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai only.

**(Proforma for Government Servants Claiming Age
Relaxation)
(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....is a regularly appointed employee of this Organization/ Department/ Ministry and duties performed by him/her during the period(s) are as under :

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Further, it is certified that (whichever is applicable):

(a) Shri/Shrimati/Kum. holds substantively a permanent post ofin the Office/Department ofwith effect from

(b) Shri/Smt./Kum. has been continuously in temporary service on a regular basis under the Government in the post ofin the Office/ Department with effect from

Signature.....

Name.....

Designation

Ministry/Office.....

Address.....

Office Seal.....

Place:

Date:

(The Form of certificate to be produced by Candidates for claiming experience)

**Experience Certificate Proforma
Letter Head of the Institution/Issuing Authority**

Telephone No..... / Email ID

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)

Monthly remuneration (total)	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet)	Place of posting	Nature of work: a) Managerial (Lower/Middle/Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any
(7)	(8)	(9)	(10)	(11)

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature

Name of competent authority
Stamp of competent authority

**Experience Certificate Proforma
(For experience at Bar for Advocates)**

(Letter Head of the Institution/Issuing Authority)

Telephone No..... / Email ID

Name of Organization

Address of the Organization

Dated:

This is to certify that Shri/Ms..... (Registration No.....) S/o
D/o W/o Shri.....has been practicing /practiced as an Advocate
dealing with criminal/civil cases from.....to.....in the
CAT/Session/Court/High Court/Supreme Court at.....

2. It is certified that above facts and figures are true and based on
service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority