



**Advt. No.KVIC/Adm./Special Recruitment/ Deputy Director (PwD)
(DR)/2(30)/2021-22**

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 **"Deputy Director" posts under Pw.D Quota.**

The 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 various KVI Schemes & Programmes entrusted by Government of India, Issuance of 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 individuals may apply ONLINE as per details mentioned below:-

1. IMPORTANT DATES :

Particulars	Date
Opening Date & time for Online Registration of applications.	15.11.2021 (From 10.00 hrs.)
Last Date & time of closing of registration and submission of application	14.12.2021 (Upto 23.00 hrs.)

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

2. DETAILS OF NUMBER OF VACANCIES :-

Post Code	Name of post	Number of Vacancy (Tentative)	Type of disability identified for the post
		PWD	
Group-A (Pay Matrix Level - 11)			
01	Deputy Director	01 POST	OH (OL, OA)

OH – ORTHOPEDICALLY HANDICAPPED

OL – ONE LEG

OA – ONE ARM

3. CATEGORY OF POST & ELIGIBILITY CRITERIA:-

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

3.1.1 **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). Relaxable upto 10 years for PwBD candidates (15 years for SC/ST, 13 years for OBC).

Sl. No.	Name of the Post	Post Code	Minimum Educational Qualification and Experience
3.1.2	Deputy 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) 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.
6. Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
7. Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

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. 14.12.2021.**
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.

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.

The 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 Commission.

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 Government/State Government/ Statutory Authorities/ Autonomous Bodies / PSUs

A1) 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 and Rs.70,000/- p.m. or more and the candidate should be holding a post of comparable status. The above gross salary is based on equating the above

pay-matrix level and their commensurate at the minimum pay. For this purpose, the latest pay-slip, experience certificate along with their Income-Tax Returns for the last 3 years, as a proof of their Income will be compared and verified.

5. Application Fee: NIL

6. No Objection Certificate: 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.

7. Compensation/Pay Scale: Selected candidates are entitled to all other perks and allowances as per rules and regulation of KVIC.

8. Posting: Candidates may be posted anywhere in the office of KVIC in India. Only candidates willing to serve anywhere in India should apply.

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

10. 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 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 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/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).
 - Disability Certificate issued by Medical Authority (having size between 50 kb to 1000 kb).

- Certificate in the prescribed format issued by the competent authority in respect of J&K domicile (having size between 50 kb to 1000 kb).

13 How to Apply :

Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. www.kvic.gov.in under "**Vacancies**". 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 is 14.12.2021 up-to 23.00 Hrs.

13.1 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.gov.in
- b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking '**I Agree**' Checkbox given below and pressing the '**Start**' button.
- c) Applicants are needs 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 on-line 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 on-line 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 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.

13.2 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.

14 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 not be sent by post. It should be downloaded by the candidates from the website using the login and password.
- **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 "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; 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 Body/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, application once submitted cannot be altered. If multiple applications 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.gov.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 they do not fulfil any of the eligibility conditions; their candidature for the 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.

15. GENERAL INFORMATION AND INSTRUCTIONS :

- a) Only Indian Nationals are eligible to apply.
- b) Incomplete Online 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 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) In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.
- l) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai only.

[FOR ONLINE REGISTRATION, CLICK HERE](#)