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

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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.

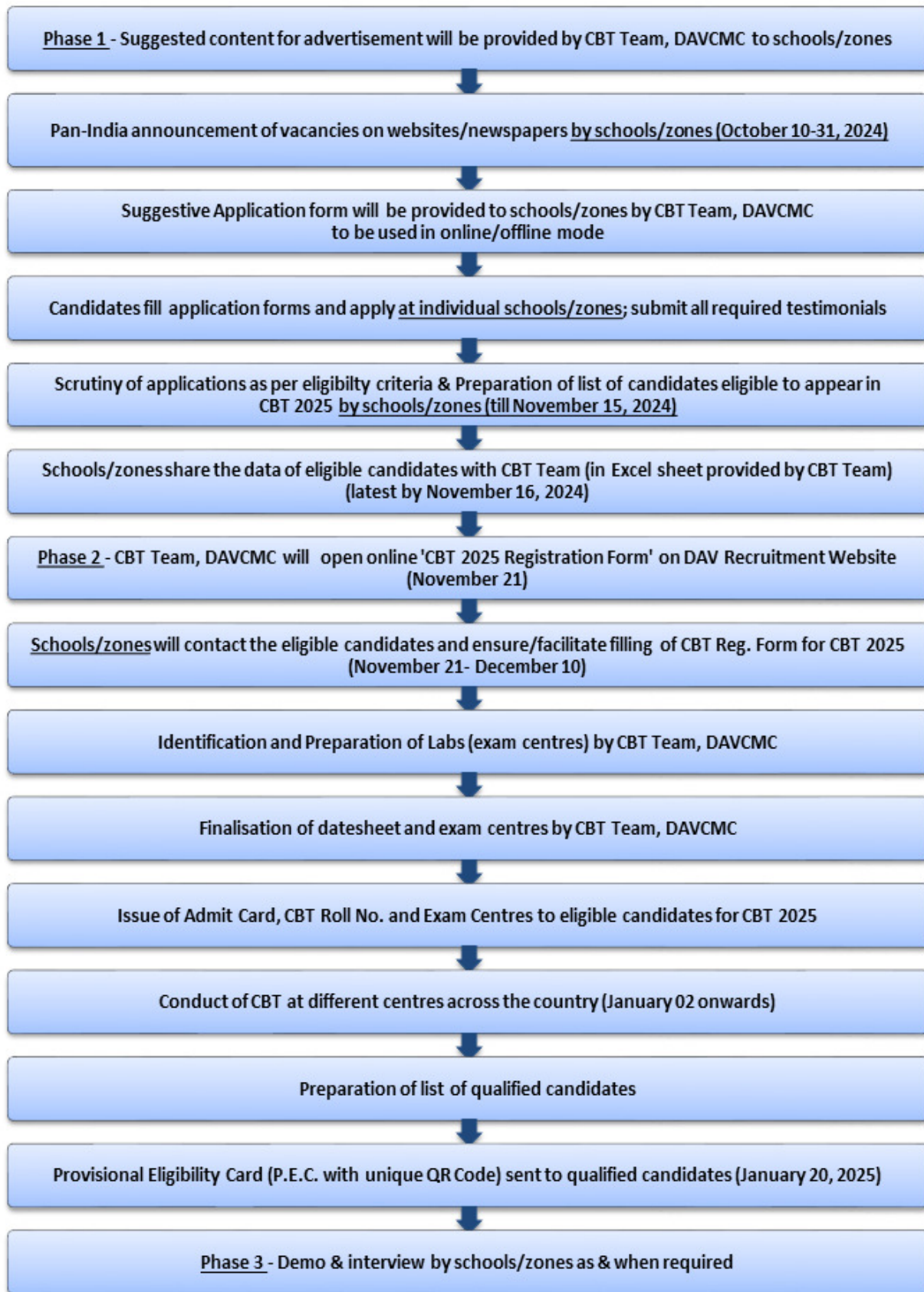
The first pan-India conduct of CBT (Computer-based Test) in 2024 was a mountainous planning & execution process with more than 1 lakh aspirants. However, several candidates could not reach us in time/could not qualify and are waiting to appear in the next CBT. Additionally, keeping in view the urgent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

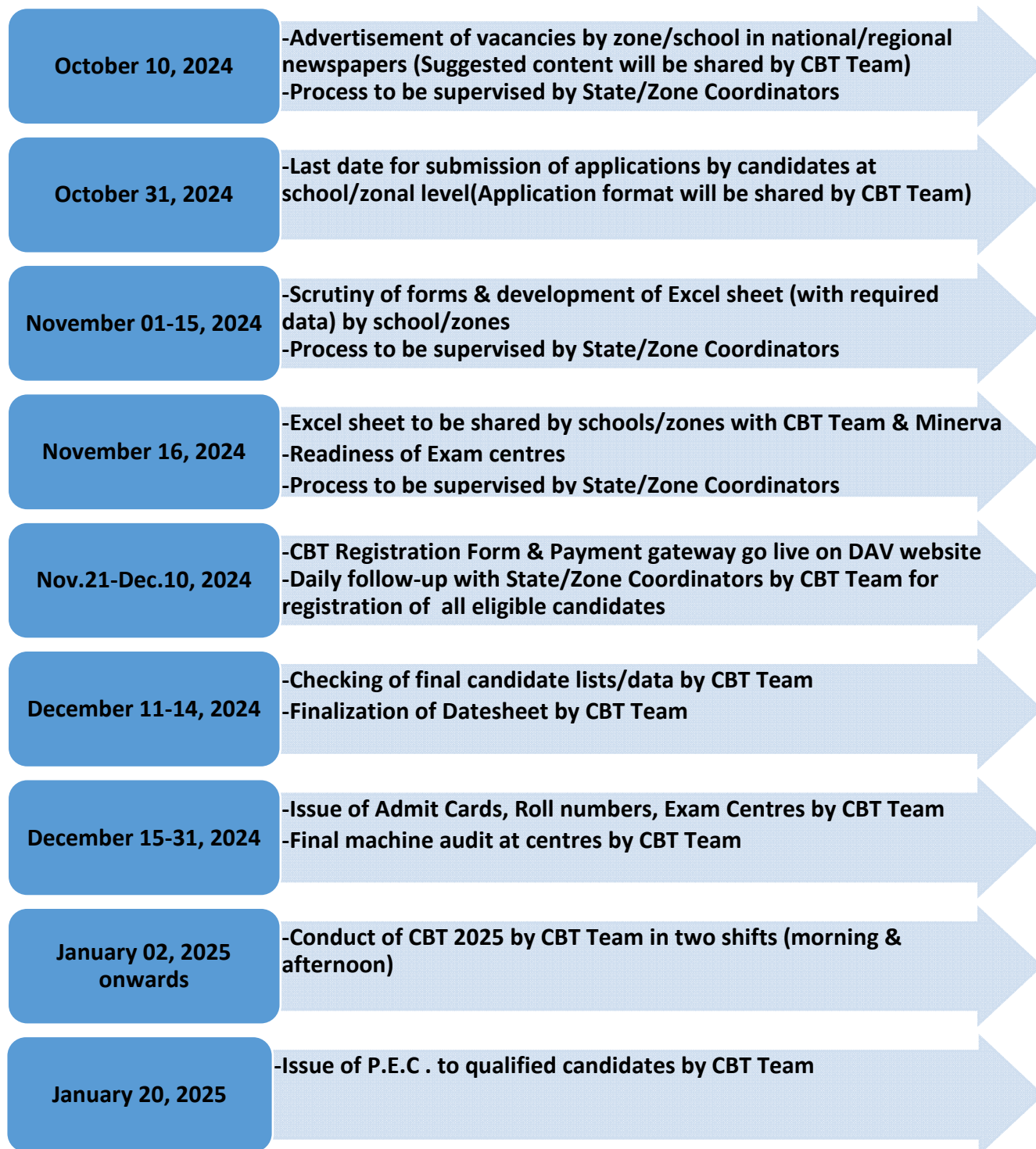
The NEW FLOW of events for CBT 2025 is given below.



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 ⚠**










**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. **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.

The list of state/zonal coordinators is attached below :

Zone/State	Zone/State CBT Coordinator for candidate forms/data in excel format (last date - 16 November)	Zone/State CBT Coordinator for readiness of Exam centres/labs
South	Mr.VNNK Sheshadri Mrs.K.Anandvalli	Mr.VNNK Sheshadri Mrs.K.Anandvalli
Bihar	Mr. S. K. Jha Mr. Niraj Kumar Mr. V. Anand Ms. Sabita Singh Mr. Asis Kr. Jana	Mr. S. K. Jha Mr. Niraj Kumar Mr. V. Anand Ms. Sabita Singh
Chandigarh	Ms. Jaya Bhardwaj	Ms. Jaya Bhardwaj
Panchkula	Ms Anuja Sharma	Ms Anuja Sharma
Chhattisgarh	Mr. Prashant Kumar Mr. B.P. Sahu Dr. Chetna Sharma Ms. Vidhu Sharma Ms. Mollika Mukherjee	Mr. Prashant Kumar Mr. B.P. Sahu Dr. Chetna Sharma Ms. Vidhu Sharma Ms. Mollika Mukherjee
Delhi NCR	Ms. Aparna Erry Ms. Shalini Arora Ms. Archna Koul Ms. Mala Sood	Ms. Aparna Erry Ms. Shalini Arora Ms. Archna Koul Ms. Heemal Handoo Bhat
Gujarat & MH	Ms. Simmi Juneja Ms. Seema Maindiratta	Ms. Simmi Juneja Ms. Seema Maindiratta
Haryana	Mr V.K. Mittal Ms Deepti Jagota Ms.Geetika Jasuja Dr. Vikas Kohli	Mr. V. K. Mittal Ms. Deepti Jagota Ms.Geetika Jasuja Dr. Vikas Kohli
HP	Mr. K.S. Guleria Ms.Kamna Beri Ms. Masooma Singha Mr. Namit Sharma	Mr. K.S. Guleria Ms. Kamna Beri Ms. Masooma Singha Mr. Namit Sharma
Jammu	Mr. Brij Mohan Babbar	Mr. Brij Mohan Babbar
Jharkhand	Ms. Pragya Singh Mr. Sujeet Sharma Mr. S.K. Sinha Mr. M.K. Sinha	Ms.Pragya Singh Mr. Sujeet Sharma Mr. S.K. Sinha
MP	Mr S.K. Sinha Mr Amitabh Srivastava	Mr S.K. Sinha Mr Amitabh Srivastava

Odisha	Dr. K.C. Satpathy Ms. Sujata Sahu Ms. Ipsita Das Ms. Rashmi Mishra	Ms. Sujata Sahu Ms. Ipsita Das Mr. Balaram Mohapatra
Punjab	Mr Yogesh Gambhir Ms. Anjana Gupta Ms Jaswinder Sidhu Ms Ritu Bhatnagar	Mr. Yogesh Gambhir Ms. Anjana Gupta Ms. Jaswinder Sidhu
RJ	Ms Sarita Ranjan Mr. M.P. Singh Mr. Navneet Thakur	Ms Sarita Ranjan Mr. M.P. Singh Mr. Navneet Thakur
UP	Mr. Anand Saraswat Mr. Manoj Kapil Ms. Alpana Sharma	Mr. Anand Saraswat Mr. Manoj Kapil Ms. Alpana Sharma
UK	Mr P.C. Purohit	Mr P.C. Purohit
WB	Ms Papiya Mukherjee	Ms Papiya Mukherjee

The suggested content for Newspaper Advertisement is attached below :



**D.A.V. SCHOOL...../Regional Office.....**  
(Ph.no., website, email)  
managed by  
**D.A.V. College Managing Committee,**  
**Chitragupta Road, New Delhi-55**

Applications are invited from **10/10/2024 (Thursday) (08:00 am) to 31/10/2024 (Thursday) (08:00 pm)** for various Teaching, Non-Teaching/Ministerial posts mentioned below.

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(any other details by the school)

**Eligible candidates will be contacted by the school/zonal office to apply for the D.A.V. Computer-Based Test (DAV CBT-2025). Candidates must apply for 1 post only as CBT exams for multiple posts can fall on the same day.**

Those who qualify in CBT 2025 shall be issued a **Provisional Eligibility Card**, with which they can apply at any D.A.V. school across the country. Final selection will be made on the basis of **Demo & Panel Interview at School/Zonal level.**

To apply and know more about the DAV recruitment process, candidates should visit our website.....

**RO/ARO/Manager/Principal/.....**

## **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. Regular staff members aspiring for upgradation to a higher post/designation (if there is a vacancy in the school), can also apply.
3. **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.**
4. 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.
5. Scrutiny of applications will be done before CBT at school/zonal level. Non-eligible candidates can not appear in CBT 2025.
6. 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.

Hoping that our joint efforts will get the cream of the crop in 2025!

With warm regards!



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Dr. Nisha Peshin  
Director (Academics)