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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.

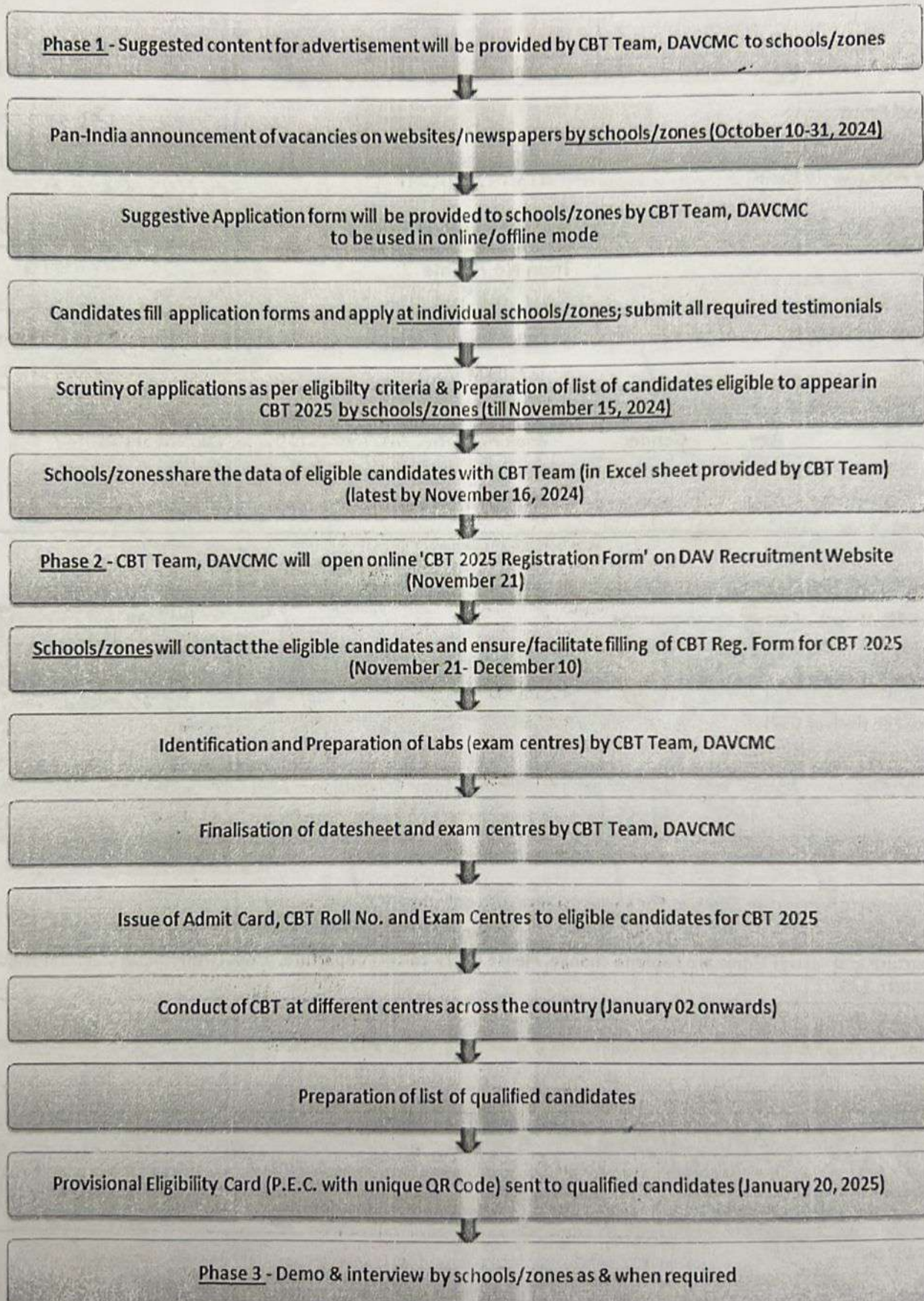
The Recruitment Process has been modified to make it more expeditious and expedient, and has three phases in 2025 :

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

- **PHASE 1** : Scrutiny of Career Graph/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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## IMPORTANT POINTS TO REMEMBER FOR CBT 2025

(To be conveyed by zone/school to all applicants)

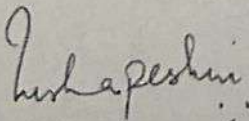
All ROs/DROs/AROs/CBT Coordinators/School Heads must ensure that following points are communicated to each applicant in black and white.

### 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)