



# भारतीय डेयरी विकास निगम लिमिटेड Dairy Development Corporation of India Limited

श्रम एवम् सेवायोजन विभाग

**Trikoot - 2 Bhikaji Cama Place, New Delhi - 110066**

Name of the Recruitment Authority: DAIRY DEVELOPMENT CORPORATION OF INDIA LIMITED Applications are invited for recruitment to the following posts.

## Number Of Vacancies:

\*Adv. No. Recruitment /HR & Adm./2025-26/01

SR. No.	Post Code	Post	Educational Qualification	Pay Scale	Position (Regular / Contractual)	Vacancy					Total	Age as on		Experience
						UR	EWS	SC	ST	OBC-NCL		Min.	Max.	
1.	21	Project Manager	Post-Graduation (Any Stream)	123100-215900 & Allowances (As per Pay Level-13 Of 7th CPC Matrix)	Regular	13	6	8	14	15	56	30	45	5 YEARS
2.	22	Regional Manager	Graduation (Any Stream)	78800-209200 & Allowances (As per Pay Level-12 Of 7th CPC Matrix)	Regular	34	9	13	6	23	85	30	45	3 YEARS
3.	23	Marketing Manager	Graduation (Any Stream)	67700-208700 & Allowances (As per Pay Level-11 Of 7th CPC Matrix)	Regular	42	10	16	8	28	104	25	40	2 YEARS
4.	24	Executive Manager	Graduation (Any Stream)	56100-177500 & Allowances (As per Pay Level-10 Of 7th CPC Matrix)	Regular	104	26	39	20	70	259	25	40	1 YEARS
5.	25	Divisional Manager	Graduation (Any Stream)	53100-167800 & Allowances (As per Pay Level-9 Of 7th CPC Matrix)	Regular	126	31	47	23	84	311	25	40	1 YEARS
6.	26	District Manager	Graduation (Any Stream)	47600-151100 & Allowances (As per Pay Level-8 Of 7th CPC Matrix)	Regular	247	61	92	46	165	611	18	40	1 YEARS
7.	27	Tehsil Manager	Intermediate (10+2)	44900-142400 & Allowances (As per Pay Level-7 Of 7th CPC Matrix)	Regular	356	88	132	66	238	880	18	40	1 YEARS
8.	28	Sales Manager	Intermediate (10+2)	35400-112400 & Allowances (As per Pay Level-6 Of 7th CPC Matrix)	Regular	111	27	41	20	74	273	18	40	1 YEARS
9.	29	Asst. Sales Manager	Intermediate (10+2)	29200-92300 & Allowances (As per Pay Level-5 Of 7th CPC Matrix)	Regular	111	27	41	20	74	273	18	40	-
10.	30	Accountant	Graduation (Commerce)	29200-92300 & Allowances (As per Pay Level-5 Of 7th CPC Matrix)	Regular	63	16	23	12	42	156	18	40	-
11.	31	Clerk	Intermediate (10+2)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	46	11	17	9	31	114	18	40	-
12.	32	Computer Operator	Intermediate (Computer Diploma)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	91	22	34	17	61	225	18	40	-
13.	33	Milk Center Manager	Intermediate (10+2)	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	198	49	73	37	132	489	18	40	-
14.	34	Field Officer	High-School (10th Pass)	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	101	25	37	19	67	249	18	40	-
15.	35	Trainee Officer	High-School (10th Pass)	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	50	12	19	9	33	123	18	40	-
16.	36	Apprentice	High-School (10th Pass)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	305	75	113	57	204	754	18	40	-
17.	37	Store Supervisor	High-School (10th Pass)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	59	14	22	11	39	145	18	40	-
18.	38	Lab Attendant	Intermediate (Science)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	58	14	21	11	39	143	18	40	-
19.	39	Helper	8th	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	113	28	42	21	76	280	18	40	-
20.	40	Driver	8th (Valid D.L.)	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	36	9	14	7	24	90	18	40	-
21.	41	Peon	8th	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	31	8	12	6	21	78	18	40	-
22.	42	Guard	8th	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	84	21	31	16	56	208	18	40	-
23.	43	Multi-Tasking Staff (MTS)	High-School (10th Pass)	19900-63200 & Allowances (As per Pay Level-2 Of 7th CPC Matrix)	Regular	95	23	35	18	63	234	18	40	-
24.	44	Electrician	ITI (Diploma)	18000-56900 & Allowances (As per Pay Level-1 Of 7th CPC Matrix)	Regular	65	16	24	12	43	160	18	40	-

\*As on 31.03.2025, including Basic Pay, DA, CCA, HRA, Special Pay and Special Pay DA.

Abbreviations : UR: Unreserved, EWS: Economically Weaker Section, SC: Scheduled Castes, ST: Scheduled Tribes, OBC-NCL: Other Backward Classes-Non-Creamy Layer

**Note:**

- OBC candidates belonging to 'Non-Creamy Layer' are entitled to reservations and age relaxation under OBC category. OBC 'Creamy Layer' candidates should indicate their category as 'GEN'.
- The total number of vacancies and reservations mentioned above are provisional and it may be increased /decreased depending upon actual requirement of the department. **DDCIL** reserves the right to draw wait-list of candidates and consider such wait listed candidate(s) for meeting actual requirement.
- Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they must fulfill all the eligibility conditions Applicable to unreserved category.
- The maximum age specified is applicable for General Category candidates. Relaxation in Upper age will be available to reserved category candidates.

Sr. No.	Category of Candidate	Age Relaxation
(A)	Scheduled Caste and Scheduled Tribe	5 Years
(B)	Other Backward Class (Non-Creamy Layer)	3 Years

**Note:**

- Maximum upper age of the candidate applying for All **Regular Post** shall not exceed 45 years as on 31.03.2025 after considering all possible age relaxations.
- Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with Photocopies at the time of interview and at any subsequent stage of the recruitment process as required by the Department.

**These guideline are subject to change in terms GOI guideline/ certifications, if any, from time to time.**

**Minimum Educational/Professional Qualification and Mandatory Experience Required for the following post  
(As on 31.03.2025)**

Post	Minimum Educational /Professional Qualification	Minimum Mandatory Experience (as on 31.03.2025)
<b>Project Manager</b>	Mandatory educational qualifications: Post Graduate degree From a Recognized University/ Institution	Mandatory experience: Minimum of Five Years experience in similar post.
<b>Regional Manager</b>	Mandatory educational qualifications: Graduation degree From a Recognized University/ Institution	Mandatory experience: Minimum of Three Years experience in similar post.
<b>Marketing Manager</b>	Mandatory educational qualifications: Graduation degree From a Recognized University/ Institution	Mandatory experience: Minimum of Two Years experience in similar post.
<b>Executive Manager</b>	Mandatory educational qualifications: Graduation degree From a Recognized University/ Institution	Mandatory experience: Minimum of One Years experience in similar post.
<b>Divisional Manager</b>	Mandatory educational qualifications: Graduation degree From a Recognized University/ Institution	Mandatory experience: Minimum of One Years experience in similar post.
<b>District Manager</b>	Mandatory educational qualifications: Graduation degree From a Recognized University/ Institution	Mandatory experience: Minimum of One Years experience in similar post.
<b>Tehsil Manager</b>	Mandatory educational qualifications: Intermediate (10+2) From a Recognized Board/ Institution	Mandatory experience: Minimum of One Years experience in similar post.
<b>Sales Manager</b>	Mandatory educational qualifications: Intermediate (10+2) From a Recognized Board/ Institution	Mandatory experience: Minimum of One Years experience in similar post.

**Desirable Experience:** Empathy with tribal communities and weaker sections, Willingness to travel extensively in rural areas and stay in remote villages. Adequate Computer skills and proficiency in English. Should know local dialect of the respective state.

**Notes:**

- i. Candidate should be proficient in computers, good in inter-personal communication skills, analytical skills and drafting skills, give attention to details, have multi-tasking and team building capability, have impressive and unblemished service track records.
- ii. All the educational qualifications mentioned should be full time course from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
- iii. Candidate should indicate the percentage obtained in Graduation /post graduation calculated to the nearest two decimals in the online application. Where Universities/Institutes awarded Aggregate Grade Points (e.g. CGPA/OGPA etc.) the same should be converted into percentage and indicated in online application. If called for Interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the criteria of the University regarding conversion of Aggregate Grade Points into percentage and the percentage of marks scored by the candidate in terms of criteria.
- iv. Calculation of Percentage: The percentage marks shall be calculated by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional/additional optional subject, if any. Same will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only.
- v. The candidate must possess valid Mark-sheet/ Degree Certificate/ Professional qualification certificate stating that he/ she is a graduate/post-graduate/Chartered Accountant/ICWAI/etc. as on 31.03.2025 and indicate the percentage of marks obtained in Graduation/Post-graduation/professional qualifications while registering on line.
- vi. The Post-qualification experience will only be considered for determining the minimum experience.
- vii. In cases the certificate of degree/diploma does not specify the field of specialisation, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialisation.
- viii. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field.
- ix. The **DDCIL** reserves the right to raise or modify the eligibility criteria pertaining to educational, professional qualification and/or post - qualification experience. Depending upon the requirement, **DDCIL** reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.
- x. Experience through an outsourcing vendor, service provider, Knowledge Process Outsourcing (KPO)/Business Process Outsourcing (BPO) or IT support services provider for the above posts will not be considered.

Merit list for selection will be prepared in descending order on the basis of scores obtained in Interview. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

**Interview:** Mere fulfilling of minimum educational ,professional qualification and post-qualification experience will not vest any right in candidate for being called for Interview. The Recruitment Management of the **DDCIL** will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the **DDCIL** will be shortlisted and called for Interview. The decision of the **DDCIL** to call the candidates for the Interview shall be final. No correspondence will be entertained in this regard. Merely satisfying the eligibility norms does not entitle a candidate to be called for Interview. **DDCIL** reserves the right to call only the requisite number of candidates for the Interview after preliminary screening/ short -listing with reference to candidate's qualification, suitability, experience etc.

### **Scheme of Selection, Probation Period And Posting / Transfer:**

Post	Selection Method	Probation Period	Posting/Transfer
Project Manager	Shortlisting and Interview (For all posts)	The selected candidate will be on probation for a period of 1 year of active service from the date of his/her joining the Department which is extendable at the discretion of the Department.	The selected candidate will be liable to be posted / transferred at the sole discretion of the Department to various places from time to time and on such terms and conditions as may be decided by the Department.
Regional Manager			
Marketing Manager			
Executive Manager			
Divisional Manager			
District Manager			
Tehsil Manager			
Sales Manager			
Asst. Sales Manager			
Accountant			
Clerk			
Computer Operator			
Milk Center Manager			
Field Officer			
Trainee Officer			
Apprentice			
Store Supervisor			
Lab Atendent			
Helper			
Driver			
Peon			
Guard			
Multi-Tasking Staff (MTS)			
Electrician			



**Note:** Roll No. of the candidates shortlisted for Interview will be published on **DDCIL** website. Details regarding date, time and venue of interview will be informed to the shortlisted candidates in the e-Call Letter. Candidates are required to download their interview e-Call Letters from the official website [www.ddcil.org.in](http://www.ddcil.org.in) Please not that any request regarding change in date, time venue etc. of Interview will not be entertained. However, the **DDCIL** reserves the right to change the date/venue etc. of Interview at its discretion, under unforeseen circumstances, if any. Candidate may opt for Interview either in Hindi or English.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below.**

**In the absence of documents candidature of the candidate shall be cancelled.**

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview failing which the candidate may not be permitted to appear for the Interview. Non submission of requisite documents by the candidate at the time of Interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview e-Call Letter.
- (ii) Valid system generated printout of the online application form registered.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in identity verification para of the notification.
- (v) Mark-sheets or certificates for Graduation, Post-graduation, Professional qualification etc. proper document from Board/ University has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to Creamy Layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-Creamy Layer clause should be issued during the current Financial Year (FY). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. At the time of Interview, OBC candidate should bring the caste certificate containing the Non Creamy Layer clause issued during the period 31.03.25 to the date of Interview.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (vii) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings are required to produce a "No Objection Certificate" from their respective employer at the time of Interview in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise dismissible, will not be paid.
- (viii) Post qualification Experience certificates.
- (ix) Any other relevant documents in support of eligibility.

Opening Date of Application: 25.04.2025

Closing Date of Application: 24.05.2025

Official Website: [www.ddcil.org.in](http://www.ddcil.org.in)

In case of any queries / complaint you can write us on [support@ddcil.org.in](mailto:support@ddcil.org.in)

Application Process: Apply Online no other mode of application will be accepted.

**For better response please use Google Chrome.**

1. In case of major / minor specialization, major specialization should be in the stream prescribed.
2. All the educational qualifications mentioned should be from a University / Institution / Board recognized by Govt. Of India / approved by Govt. Regulatory Bodies and the final result should have been declared on or before **31.03.2025** Proper document from Board / University for having declared the result on or before **31.03.2025** has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document / certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
3. Candidates can apply for only one post. Multiple applications will be summarily rejected.

**Age:** The age of all applicants will be calculated from **31.03.2025**.

**Application Fees:**

Sr. No.	Category	Amount*
1.	SC/ST/OBC/EWS	Rs. 390/- (Intimation Charges only)
2.	Other than SC/ST/OBC/EWS	Rs. 675/- (Application Fee including Intimation Charges)

**Selection Process:** The selection will be based on short-listing and Interview. In case the number of candidates who apply and fulfil the eligibility criteria are more, a preliminary screening of the applications by the Screening Committee, will be carried out for short-listing eligible candidates to be called for the interview.

Selection will be on the basis of educational, professional qualification, post-qualification experience and performance in Interview. However, the selection for the post will be based on their position in respective category rank list for that post. Interested and eligible candidates required to fill the online form of DAIRY DEVELOPMENT CORPORATION OF INDIA LIMITED via visiting the Official website of [www.ddcil.org.in](http://www.ddcil.org.in)

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by Dairy Development Corporation of India Limited. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for CRP/ appearing for and being shortlisted in the off-line examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Participating Organizations. No request for considering the candidature under any category other than the one in which one has applied will be entertained.**

**Notes:** Candidates will not be allowed to appear for the Interview if he/ she fails to produce the relevant Eligibility documents as mentioned above. Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further processes of recruitment.

The Competent Authority for the issue of the certificate to SC/ST/OBC/EWS is as notified by Government of India from time to time. Candidates belonging to SC/ST/OBC/EWS categories have to submit certificates in support of it at the time of Interview.

Candidates to submit certificates in support of SC/ST/OBC/EWS categories in the format prescribed by Government of India at the time of Interview etc. Certificates of SC/ST/OBC/EWS/ categories in format other than prescribed by Government of India shall be rejected.

For regular posts: Besides emoluments as per the pay scale given above, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the respective Scale as per the **DDCIL** rules, prevalent at the time of joining. Perquisites include facilities like office's accommodation, subject to availability, reimbursement of expenses for medical/hospitalization/telephone /mobile charges, newspapers / magazine/ book grant, residential furnishing, maintenance of vehicle for official purpose etc. as per eligibility. Other benefits such as housing loan, vehicle loan, festival advance, LTC, gratuity, leave encashment, etc. shall be as per rules.

**Selected candidate is liable to be posted in any department and transferred to anywhere in India.**

## **Identity Verification :**

### **i. Documents to be produced**

At the time of Interview, the e-Call Letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the e-Call Letter) such as Passport/ Permanent Driving Licence/ Voter's Card /Aadhar/ E-Aadhar card with a photograph should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the e-Call Letter and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the interview.

- **Ration Card and Learning Driving License will not be accepted as valid id proof.**
- **In case of candidates who have changed their name, they will be allowed only if they produce necessary proof like their original marriage certificate / affidavit in original etc.**

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ e-Call Letter and submit photocopy of the photo identity proof along with Interview e-Call Letter while attending the interview , without which they will not be allowed to take up the interview.**

### **ii. Biometric Data–Capturing and Verification**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates during Interview and subsequent stages of recruitment processes.

Please note: The biometric data and photograph will be captured / verified on the following occasions

- (i) At the time of document verification before the interview if shortlisted it will be captured and verified on spot.
- (ii) At the time of joining , it will be captured and verified on spot.

Decision of the **DDCIL** with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process-

- If fingers are coated (stamped ink/mehandi/coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority at the interview venue.

#### **How to fill online form:**

1. Candidates can apply online only from **25.04.2025** to **24.05.2025** and no other mode of application will be accepted.
2. Scan and save your photo and signature first.
3. Login to [www.ddcil.org.in](http://www.ddcil.org.in)
4. Click “Apply for a job” which will direct you towards the form where the general details about the candidate are asked.
5. Upload your saved photograph and signature scan here in their respective containers.
6. After carefully entering all the fields in the application form, you need to submit it by clicking the submit button.
7. A new window will open where the candidate will be asked to pay their application fee via e-transfer mode.
8. **Fees:** SC/ST/OBC/EWS Rs. **390/-**, Other than SC/ST/OBC/EWS Rs. **675/-**
9. Your form will be submitted.
10. Note that your e-mail address, phone number are carefully entered in the form because any new notification through **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** will be directed to your email or phone address automatically.
11. Candidates should carefully fill in the details in the On-Line Application form at the appropriate places very carefully and click on the “SUBMIT” button at the end of the On-Line Application format. Before pressing the “SUBMIT” button, candidates are advised to verify every field filled in the online application form. The name of the candidate or his / her father / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature. In case the candidate is unable to fill in the online application form in one go, he / she can save the data already entered. When the data is saved, a provisional registration number and password will be generated. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will be sent. They can reopen the saved data using Provisional registration number and password. Once the application is filled in completely, candidate should submit the data.

#### **Mode of Payment:**

1. Candidates have the option of making the payment of requisite fees / intimation charges through ONLINE mode only.
2. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
3. The payment can be made by using Debit Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets by providing information as asked on the screen.
4. After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

5. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees / Intimation Charges online.

6. On successful completion of the transaction, an e-receipt will be generated.

7. Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

**Note:** After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge For Credit Card users. All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates. To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the **DAIRY DEVELOPMENT CORPORATION OF INDIA LIMITED**.

#### **GENERAL INSTRUCTIONS:**

1. Candidates will have to invariably produce and submit the requisite documents such as valid call- letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations and interview respectively. No document shall be directly sent to **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** by the candidates before or after examination.

2. Before applying for the mentioned specialist posts, the candidate should ensure that he / she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application form.

3. A Candidate's admission to the examination / short listing for interview / and subsequent processes is strictly provisional. The mere fact that the call letter(s) / provisional allotment has been issued to the candidate does not imply that his / her candidature has been finally cleared by **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is / are detected after appointment in a Participating Organization, his / her services are liable to be summarily / terminated.

4. A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited.

5. Multiple attendance / appearances in the off-line examination and / interview will be summarily rejected / candidature cancelled.



6. Online applications once registered will not be allowed to be withdrawn and / or the application fee / intimation charges once paid will not be refunded nor be held in reserve for any other examination.
7. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at NEW DELHI.
8. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
9. Any request for change of address, details mentioned in the online application form will not be entertained.
10. Any request for change of date, time and venue for examination and interview will not be entertained.
11. A recent, recognizable photograph (4.5cm × 3.5cm) with signature should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification. Photo uploaded should be of appropriate size and clearly visible.
12. Intimations will be sent by email and / or sms only to the email ID and mobile number registered in the online application form
13. **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** shall not be responsible if the information / intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** and candidates are advised to keep a close watch on the authorized **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** website [www.ddcil.org.in](http://www.ddcil.org.in) for latest updates.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application form. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

1. Using unfair means or
2. Impersonating or procuring impersonation by any person or
3. misbehaving in the examination / interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
4. Resorting to any irregular or improper means in connection with his / her candidature or (v) obtaining support for his / her candidature by unfair means, or
5. Carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution

**CALL LETTERS:** The Centre, venue address, post applied for, date and time examination and interview shall be intimated in the respective Call Letter. An eligible candidate should download his / her call letter from the authorized website [www.ddcil.org.in](http://www.ddcil.org.in) by entering his / her details i.e. Registration Number and Password. No hard copy of the call letter / Information will be sent by post / courier.

**ANNOUNCEMENTS:** All further announcements / details pertaining to this process will be published/ provided on authorized **DAIRY DEVELOPMENT CORPORATION OF INDIA LTD.** website [www.ddcil.org.in](http://www.ddcil.org.in) or on your registered mobile no or email address from time to time.

**DISCLAIMER:** Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he / she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect .



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