

	 सत्यमेव जयते	Directorate of Administration & H.R. Khadi Reforms and Development Programme (KRDP) Ministry of Micro, Small & Medium Enterprises (Government of India) 46, Lokhandwala Circle Lokhandwala, Andheri West Mumbai - 400068 Official website:www.krdp.org.in
---	---	---

RECRUITMENT NOTICE

Advt. No.Adm. I-/NGR/KRDP/2 (117)/2026-27

The Khadi Reform and Development Programme (KRDP). It is a comprehensive initiative launched by the Government of India and backed by the Asian Development Bank (ADB) to revitalize the, traditional khadi and Village Industries Sector. Is a statutory body established by an Act of Parliament. The KRDP is charged with the planning, promotion, organization and implementation of programs for the development of Khadi and other 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, KRDP invites Online Applications from eligible Indian citizens for direct recruitment in Group B and C category of posts as per details mentioned below:

Established in 1959, the Khadi Reform and Development Programme (KRDP) has been committed to promoting the sustainable growth and modernization of the khadi and village industries sector across India. KRDP works towards preserving India's rich heritage of khadi and traditional village industries while fostering rural entrepreneurship, generating employment opportunities, enhancing the livelihoods of artisans, and strengthening the sector through skill development, financial inclusion, technology adoption, infrastructure support, and market linkage initiatives. In collaboration with various government departments, institutions, and implementing agencies, KRDP undertakes programmes aimed at capacity building, entrepreneurship development, digital transformation, product innovation, quality enhancement, marketing support, and the overall promotion of khadi and village industries.

To strengthen its workforce, KRDP invites applications from eligible Indian citizens for direct recruitment to the following posts.

1. IMPORTANT DATES:

Particulars	Date
Opening Date & Time for Online Registration of Applications (Step-I)	26-10-2026 to 25-11-2026 (Up to 18:00 HRS)
Last Date of Submission of online Applications (Step-II)	26-11-2026 to 30-11-2026 (Up to 18:00 HRS)
Corrections in Registration/Application forms	02-12-2026 to 04-12-2026 (Up to 18:00 HRS)
Tentative date of computer based online Examination	TO BE NOTIFY LATER

Note : (i) Detailed instructions may be referred at the time of applying On- line applications.

(ii) 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 for the last date of submission of applications with fee. KRDP shall not be held responsible, if candidates are not able to submit their applications due to last time rush.

CATEGORY OF POST & ELIGIBILITY CRITERIA : GROUP - B & C

Sr. No.	Post & Pay Level with Pay Scale	Minimum Educational Qualification	Age Limit
1.	Khadi Development Officer Pay Level - 7 Pay Scale - 44900-142400	Master Degree in Any Subject from recognized University	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
2.	Khadi Inspector Pay Level - 6 Pay Scale - 35400-112400	Graduation in any subject from a recognized University Or Diploma in Handloom & Textile from a recognized University/Institution	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
3.	Account Officer Pay Level - 6 Pay Scale - 35400-112400	B. Com./M. Com. from a recognized University	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
4.	Technical Officer Pay Level - 6 Pay Scale - 35400-112400	B.E./B.Tech in Textile/Mechanical /Chemical/ Khadi and Village Industries Engineering from a recognized University	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
5.	Field officer Pay Level - 6 Pay Scale - 35400-112400	Graduation in any subject from a recognized University Or Bachelor of Engineering from a recognized University Or Diploma in Textiles & Handicraft from a recognized University/Institution	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
6.	Executive (Khadi) Pay Level - 6 Pay Scale - 35400-112400	Bachelor of Engineering / Bachelor of Technology in Textile Engineering or Textile Technology or Fashion Technology from a recognized University	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
7.	Executive (Village Industries) Pay Level - 6 Pay Scale - 35400-112400	Bachelor of Engineering / Bachelor of Technology from a recognized University, Or Master of Science from a recognized University, Or Master of Business Administration with Bachelor of Science from a recognized University.	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.

Sr. No.	Post & Pay Level with Pay Scale	Minimum Educational Qualification	Age Limit
8.	Supervisor Grade III Pay Level - 5 Pay Scale - 29200-92300	1. Graduation in any Subject from a recognized University 2. Two Year experience in supervisor/Field work	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
9.	Junior Assistant Pay Level - 4 Pay Scale - 25500-81100	1. 12th Passed from a recognized Board/Institution 2. Typing speed:Hindi 25WPM /English 30 WPM + Basic Computer knowledge	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
10.	Village Industries worker Pay Level - 3 Pay Scale - 21700-69100	1. 12th Passed from a recognized Board/Institution	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
11.	Lower Division Clerk Pay Level - 2 Pay Scale - 19900-63200	1. 12th Passed from a recognized Board/Institution 2. Typing speed:Hindi 30WPM /English 35 WPM + Basic Computer knowledge	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
12.	Driver Pay Level - 2 Pay Scale - 19900-63200	1. 10th Passed from a recognized Board/Institution 2. Valid Driving License-LMV/HMV 3. 3 Years Experience with valid driving Licencse	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.
13.	Multi Tasking Staff (MTS) Pay Level - 1 Pay Scale - 18000-56900	10th Passed from a recognized Board/Institution Or ITI Passed from a National Council for Vocational Training (NCVT)	Age : 18-40 years. The upper age limit is relaxable up to 45 years for Government servants, subject to the applicable recruitment rules.

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 Schedule Castes or Schedule 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.

Note-2:

1. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates i.e. 30.11.2026.
2. The applicant should possess the minimum qualification as on the closing date of application i.e. 30.11.2026 & therefore appearing cases, incomplete qualification (or less experience, if applicable) will not be accepted.
3. The benefit of age relaxation in respect of employees of Khadi Reforms and Development Programme (KRDP) Village Industries Commission shall be available to only those employees who were appointed in Khadi Reforms and Development Programme (KRDP) before the notification of these rules, to a post covered under these rules.

Sr. No.	Category of the Post	Number of Vacancies (Tentative)					
		Total	SC	ST	OBC (NCL)	EWS	UR
Group - B							
1	Khadi Development Officer	410	86	08	111	41	164
2	Khadi Inspector	421	88	08	114	43	168
3	Account Officer	405	85	08	109	41	162
4	Technical Officer	596	125	12	161	60	238
5	Field Officer	1026	216	21	277	102	410
6	Executive Khadi	308	65	06	83	31	123
7	Executive Village Industries	436	92	09	118	43	174
Group - C							
1	Supervisor Grade - III	834	175	17	225	83	334
2	Junior Assistant	1206	253	24	326	121	482
3	Village Industries Worker	2140	449	43	578	214	856
4	Lower Division Clerk	1232	259	24	333	123	493
5	Driver	152	32	03	41	15	61
6	Multi Tasking Staff (MTS)	3712	595	102	952	524	1539
	Total :	12878	2520	285	3428	1441	5204

Note : Number of vacancies is tentative and may increase or decrease as per requirement in final Selection :

3. **SELECTION PROCESS AND OTHER DETAILS :**

Before applying, candidates must ensure that they fulfill the eligibility criteria as on the last date of submission of application. Admission to computer based on-line examination will be provisional. Candidature is subject to verification of details/documents at the time of Interview/Joining.

- i) - **Exam Cities :** The computer based on-line examination will be held in 21 cities i.e. **Delhi/NCR, Mumbai, Bangalore, Hyderabad, Jaipur, Pune, Thiruvananthapuram, Lucknow, Patna, Ranchi, Ahmadabad, Jammu, Bhubaneswar, Varanasi & Shilong.** Candidates have to opt/choose 3 examination cities in order of their preference. The city(s) opted will not be changed at a later stage after submission of application form. However, KRDP reserves the right to allocate any examination city or change the city(s) opted by the candidates.

ii) - **SCHEME OF EXAMINATION :**

- a) The scheme of the examination shall be as follows:

Post	Scheme
Group - B Khadi Development Officer Khadi Inspector Account Officer Technical Officer Field Officer Executive Khadi Executive Industries	Computer Based Test on-line examination for a duration of 2 hours. consisting 120 questions (Objective type). Part-I (40 Questions : General Knowledge/ Awareness, Numerical ability and General English Part-II (80 Questions : Professional Knowledge/ knowledge(Discipline related).
Group - C Supervisor Grade-III Junior Assistant Village Industries Worker Lower Division Clerk Driver Multi Tasking Staff (MTS)	
For the post of junior Assistant/ Lower Division Clerk	Stage - II Skill test/Typing test Qualifying in nature: 1. English Typing: 35 words per minute for 10 minutes, Hindi Typing : 30 words per minute for 10 minutes, 2. Mode : Computer Based Test Note : Qualifying Marks must be secured. Marks obtained in skill test will not be counted for final merit. Candidates failing to qualify will not be considered for appointment.

- b) Each multiple type question (MCQ) will carry 1 mark and there is no penalty for wrong answer. No mark will be awarded for unattempted question.
- c) The question paper will be in bilingual language i.e. English and Hindi. In case of any typographical error in Hindi, the English version of the question shall be considered as valid.
- d) The selection for the post of Group-B & Group C will be made as per merit on the basis of performance in the computer based test. Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.
- e) During document verification, the candidates will have to produce their original certificates along with on set of self attested photocopies. No additional time will be given and the candidature of candidates for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.

Note :

- i. Calculator, Mobile phone pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other Electronics/computing/communication devices will not be permitted inside the examination centre.
- ii. Appointment of successful candidates will be subject to verification of various original documents relating to age, qualifications, Caste, Experience & Medical fitness certificate issued by the medical authorities as prescribed under the rules of KRDP.
- iii. In case of tie of marks obtained by more than one Candidate, the resolution will be done in following order:
 - a) The candidate with earlier/order Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
 - b) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.
- iv) It is compulsory for candidate to carry a photo ID such as voter's ID, Driving License, Pan Card, passport, Aadhaar card, candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.
- iii) Application Fee : Candidates belonging to General/OBC (Creamy Layer & Non Creamy Layer categories) and SC/ST/PWD candidates are required to pay non-refundable application fee as per table given below:-

Sr. No.	Name of the post	For UR/EWS/ OBC (NCL)*	For SC/ST
Group - B			
1	Khadi Development Officer	Nill	Nill
2	Khadi Inspector		
3	Account Officer		
4	Technical Officer		
5	Field Officer		
6	Executive Khadi		
7	Executive Village Industries		
Group - C			
1	Supervisor Grade - III	Nill	Nill
2	Junior Assistant		
3	Village Industries Worker		
4	Lower Division Clerk		
5	Driver		
6	Multi Tasking Staff MTS		

- iv) **No Objection Certificate:** Employed persons working in Government/Semi-Government/Public Sector Undertaking/Autonomous Body are required to produce **"No Objection Certificate"** from the present employer at time of document verification/joining at KRDP, Mumbai. As such, candidates working in Govt./PSU/Autonomous bodies should seek prior approval from their Competent Authority before applying for online registration form. In the absence of 'No Objection Certificate', the candidature of such candidates will be forfeited/will not be allowed to appear in the interview/document verification. During document verification, the candidates will have to produce their original certificates along with one set of photocopies duly attested.
- v) **Compensation/Pay Scale:** Selected candidates will be placed as per category of post in the corresponding pay scale with pay level as mentioned against the post in the eligibility criteria. There will be probation of two years. On successful completion of probation, they shall be regularized in the cadre. Selected candidates are entitled to all other perks and allowances as per rules and regulation of KRDP, to be governed by CDA rules.
- vi) **Posting:** Candidates may be posted anywhere in the office of KRDP in India. Only

candidates willing to serve anywhere in India should apply.

- vii) **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 Board will be final and binding.

4. RESERVATION AND RELAXATION :

- i) Reservations and relaxation for SC/ST/OBC (Non-Creamy Layer /PWD (Degree of Disability 40% or above) candidates will be provided as per guidelines of Govt. of India for the purpose.
- ii) Relaxations for employees of KRDP applying against advertisement will be as per the rules of KRDP i.e. age limit and no application fee.
- iii) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- iv) Age relaxation of 5 years applicable for candidates who have the domicile of J & C during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.
- v) The Upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy Layer) and 15 years for PWD-SC/ST candidates.
- vi) The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

5: GENERAL ELIGIBILITY AND SELECTION GUIDELINES:

Candidates are advised to carefully read the Vacancy Notice and ensure that they satisfy all the prescribed eligibility conditions before submitting the online application. The candidature of an applicant shall remain provisional throughout the recruitment process and shall be subject to verification of eligibility at every stage.

The recruitment process shall ordinarily comprise the following stages:

- i) **Computer Based Test (CBT):** Candidates shall be required to appear in the Computer Based Test comprising aptitude, reasoning, technical, or other subjects as prescribed for the respective post.
- ii) **Document Verification:** Candidates shortlisted on the basis of the Computer Based Test shall be called for verification of original documents to establish their eligibility. Candidate failing to produce the required documents or found ineligible shall have their candidature cancelled.

- iii) **Medical Examination:** Candidates who successfully complete the document verification process shall undergo a Medical Fitness Examination. Only those declared medically fit shall be considered for further selection.
- iv) **Final Merit and Appointment:** Appointment shall be offered only to candidates who successfully qualify all stages of the recruitment process and satisfy all eligibility requirements prescribed by KRDP.

Educational Qualification and Eligibility Conditions:

- i) The essential educational qualification prescribed for each post is mandatory and candidates must possess the same on or before the specified cut-off date.
- ii) Only qualifications obtained through **full-time regular course** from recognized institutions shall be considered, unless otherwise specified in this notification.
- iii) Only **Indian Citizens** who have attained the minimum age of 18 years as on the prescribed cut-off date are eligible to apply.
- iv) All educational qualifications must be obtained from university recognized by the University Grants Commission (UGC) or Institution approved by the All India Council for Technical Education (AICTE) or any other relevant statutory authority. Wherever applicable, claims of equivalent qualification without valid documentary recognitions shall not be accepted.
- v) Candidates claiming equivalence of any educational qualification shall be required to produce a valid Equivalence Certificate issued by the competent authority at the time of document verification.
- vi) In the case of Degree or Diploma programmes in **Management** having Dual Specialization, at least one of the specializations must be directly relevant to the discipline or functional area for which the candidate is applying.
- vii) Where the qualifying examination awards **CGPA, OGPA, CPI, Grade Point, or any other grading system** instead of percentage marks, candidates shall indicate the equivalent percentage as per the conversion formula adopted by the concerned University or Institution. Documentary proof of such conversion shall be produced during Document Verification or Medical Examination, if required.
- viii) All eligibility conditions, including educational qualifications, experience (where applicable), age, and other prescribed requirements, must be fulfilled as on **30**

November 2026. Failure to satisfy any of the prescribed eligibility conditions as on the cut-off date shall render the candidature liable for rejection.

1. Reservation, Concessions and Relaxations (Applicable Only for Reserved Category Vacancies)

Candidates claiming reservation under the SC, ST, or OBC-NCL categories must submit a valid caste certificate in the prescribed Government of India format. The certificate should be issued by the competent authority and must clearly specify the candidate's caste, the relevant Act/Order under which the caste is recognized as SC/ST/OBC-NCL, and the candidate's ordinary place of residence (Village/Town).

OBC candidates falling under the **Creamy Layer** are not eligible to avail the concessions or reservation benefits meant for **OBC - Non Creamy Layer (OBC-NCL)** candidates. Such applicants must apply under the **General (Unreserved)** category.

Candidates seeking reservation under the **Economically Weaker Section (EWS)** category must produce a valid **Income and Asset Certificate** for the current financial year. The certificate should be issued by the competent authority in the format prescribed by the Government of India and must be based on the gross annual income of the previous financial year. Candidates should ensure that the certificate has been issued on or after the commencement of the current financial year and is available at the time of the Medical Examination.

General Instructions for filling Application Form:

- a) The candidate shall apply through online mode only, as per qualifications as per the 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.
- c) Before starting to fillup the online application, keep ready with you the following

details/documents/ information:

- i) E-Mail ID (valid at least for one year)
- ii) Mobile No. (valid at least for one year)
- iii) Personal and Educational qualification details
- iv) Details of Debit Card/Credit Card/Net Banking for making application fee (as applicable)
- v) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format having size between 50 kb-100 kb)
- vi) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format having size between 10kb-50 kb)
- 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) .
- Caste Certificate in respect of reserved categories in prescribed proforma (OBC Non Creamy Layer, SC/ST) (having size between 50 kb to 1000 kb)
- PWD Certificate in case of Persons with Disability candidates in prescribed format (having size between 50kb to 1000 kb)
- Service Certificate in case of Ex-servicemen (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)

viii) A candidate can apply for one post under each Group, any group will be summarily rejected. In case of multiple applications, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.

ix) If applicant applying for multiple posts under different Groups, **he/she should apply by registering against each post with unique e-mail ID and generate and submit separate application and applicable fee separately against each post.**

x) The last date and time for closing of Registration(Step-I)is 25-11-2026(up to 18:00 hrs.), and the last date and time for submission of online applications (Step-II) is 30-11-2026 (up to 18:00 hrs.). Corrections in Registration/Application Forms will be allowed from 02-12-2026 to 04-12-2026 (up to 18:00 hrs.). The date of the Computer-Based Online Examination will be notified later.

d) HOW TO APPLY:

Candidates satisfying the eligibility conditions have to apply through online registration

system of KRDP i.e. www.krdp.org.in Please go carefully through instructions under 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 KRDP in connection with the application.

Online submission of applications will be allowed on the website.

Registration (Step-I) will be open from 26/10/2026 to 25/11/2026 up to 06:00 PM. Submission of online applications (Step-II) will be allowed from 26/11/2026 to 30/11/2026 up to 06:00 PM. Corrections in application forms will be allowed from 02/12/2026 to 04/12/2026 up to 06:00 PM. The examination date will be notified later.

STEPS FOR APPLYING:

STEP-I (SIGN UP):

- a) Candidates are now ready to apply on-line by visiting the KRDP website and going to the tab "VACANCY" on KRDP website : www.krdp.org.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 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 email id provided, so candidates are advised to verify the correctness of the email id before proceeding.

STEP- II :

- a) Candidates are now ready to apply online by revisiting the Online Application website at www.krdp.org.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 online 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.

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 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 candidates' 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-100kb 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 certificate (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 in the following Certificate as per the instructions given paragraphs

iv) Uploading 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.

5. WINDOW FOR APPLICATION FORM CORRECTION

- (a) After the closing date for submission of online applications, a **three-day window has been kept for modification/editing the same**. During this two-day window, the

candidate may modify/edit registration/applications which were successfully submitted along with applicable fee payment, however, if the modifications involve any change in category requiring fee to be paid, such modifications will be applicable only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void, and merit would be decided based on the modified application.

- (b) Before submission of the modified application, applicants must check that they have filled correct details in each field of the form. After the expiry of 'Edit/Correction' window, no change/ correction/ modification will be allowed in the application under any circumstances. No request in this regard in any form like by post, fax, email, by hand, etc., shall be entertained by the Department.
- (C) During the edit/resubmission window, once a candidate resubmits the application, no further corrections shall be allowed thereafter. No request for correction in any form—such as by post, fax, email, by hand, or any other mode—shall be entertained by the Department.
- (d) If a candidate initiates modification of the application during the editing window but does not complete and finally submit the modified application, including payment (wherever applicable), within the prescribed time line, such modifications shall be treated as **null and void**, and the merit shall be decided based on the details furnished in the **previously submitted online application**.

Note:-

- (1) Applicants are advised in their own interest to submit the online application much before the closing date and time and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.
- (2) The Department will not be responsible for the applicants not being able to submit their applications within the last date and time on account of the aforesaid reasons or for any other reason beyond the control of the Department.
- (3) Before submission of the online application, applicants must check through the Preview/ Print option and must ensure that they have filled in the correct detail in each field of the form. They should also check that the photograph and signature meet all the given requirements.

- (4) The cut-off time for submission of online applications shall be **up to 06:00PM. on the last date fixed for submission of the online application form.**

- (5) **Note:** It is the sole responsibility of the candidate to ensure that the online application is fully completed and finally submitted, within the date and time as prescribed in notification.

6. IMPORTANT INSTRUCTIONS :

- KRDP will not be responsible for any loss of email/admit card sent, due to invalid/wrong email id etc.
- Admit Card will not be sent by post. It should be downloaded by the candidates from the website.
- **Candidates will be allowed to appear for the Written Test only with Admit Card and not with the acknowledgement Slip (Online submitted Application form).**
- It is compulsory for candidates to carry an original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card, etc. Candidates should carry both the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidates will not be allowed entry into the examination hall/venues, in case any of these are not available.
- **Candidates should retain a photocopy of their acknowledgement slip (Online submitted Application form) for future reference.**
- 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) Using unfair means during the examination; or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Misbehaving in the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Using undue influence for his/her candidature by any means; or
 - f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - g) Giving wrong information regarding his/her category (SC/ST/OBC/PH/Ex-Servicemen) while appearing in the examination or thereafter; or
 - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
 - i) Being in possession of calculator, mobile phone, pager, Bluetooth, Headphone, Earplug, Laptop, Ipad and other Electronics/computing /communication devices;
 - j) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - k) Disqualified from the examination and /or ;
 - l) Debarred either permanently or for a specified period from any exam/recruitment and /or
 - m) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of KRDP.
-
- Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, Ipad and other electronics/computing/communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe. cannot be assured by KRDP /Examination Centre.
 - The original testimonials/documents will have to be produced at the time of joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
 - Serving Government/PSU 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. A valid Email ID is essential for submission of the

online application. KRDP will not be responsible for bouncing of any Email sent to the candidates.

- All information regarding this recruitment process would be made available in the '**VACANCY**' section of KRDP 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 expiry 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.krdp.org.in No further press advertisement will be given.
Hence prospective applicants are advised to visit KRDP website regularly for above purpose.
- No correspondence or personal enquiries shall be entertained by KRDP.

Note 1: Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill in 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 KRDP will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the examination, it is found that they do not fulfill any of the eligibility conditions or their candidature for the Examination will be cancelled by KRDP. If at any time before or after joining of the candidate in KRDP, 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 KRDP.

7. 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. All qualifications should be recognized by University /AICTE/ appropriate Indian Statutory Authorities.
- d. No TA/DA will be paid to any candidate for appearing in the written/Interview examination.
- e. 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.
- f. 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.
- g. Candidates employed with Government / PSUs / Autonomous bodies have to produce NOC at the time of interview/joining. If the candidate fails to provide the NOC at the time of Interview/joining, he/she will not be allowed to appear/join for the interview/post.
- h. KRDP reserves the right to raise the minimum eligibility standards. Further KRDP reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. KRDP also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- I. Any modifications/amendments/corrigendum in respect of the above advertisement shall be made available only on KRDP's Website. No further press advertisement will be published. Hence prospective applicants are advised to visit KRDP's Website regularly for this purpose.
- j. All correspondence/announcements with respect to above recruitment process shall be done through Email/notices on the KRDP website. Important information regarding recruitment will be available on the KRDP website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letters. KRDP 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 Email Id and Mobile No. should be valid for at least one year from the date of submission of application form.

- k. In case of any problems faced by the candidates in filling up the online application form. For queries other than those related to the online application form, candidates may send an Email to helpdesk@krdp.org.in & support@krdp.org.in **between 10 AM and 6 PM on all days.**
- l. The KRDP reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised conditions depending upon the circumstances.
- m. In case of any ambiguity/dispute arising on account of interpretation in English or Hindi version, the English version shall prevail.
- n. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Mumbai only.
