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Website : <http://davcae.net.in/>  
<https://davrecruit.davcmc.in/>

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

Ref. No. DAVCAE/2025-26/381

**DAV RECRUITMENT 2026**

26/09/2025

**CIRCULAR 1**

**Dr. (Mrs.) Nisha Peshin**  
**Director (Academics-CAE)**

**All ROs, DROs, AROs, RAs, CHs, Principals & School Heads**

Dear Sir/Madam

Greetings!

**DAVCMC's Recruitment Process** aims to provide equal opportunities to all candidates and to ensure a fair and unbiased selection of the most capable and deserving staff for our schools. With a forward-looking approach, this initiative is designed to enhance the brand value of DAV institutions.

Since 2024, DAVCMC successfully conducts its pan-India Computer-Based Test (CBT), a massive undertaking involving lakhs of aspirants. Despite the extensive reach, some candidates were either unable to participate or did not qualify, and are now eagerly awaiting the next opportunity.

Recognizing the urgent need for a greater pool of eligible (CBT-qualified) candidates for the upcoming academic session, DAVCAE will soon be launching the Recruitment Process for 2026.

**The process has been refined and modified for greater efficiency and ease, and consists of three phases :**

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

- **PHASE 1 :** Advertisement by Zones/Schools; Online Application by candidates (given by DAVCMC); 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 Coordination Team, DAVCAE, DAVCMC
- **PHASE 3 :** Demo, Interview and Selection by the Ad-hoc Selection Committee (presided over by the Chairperson/s of the school)

## **The Role of ROs/DROs/AROs/RAs**

CBT Coordination Team will be in direct contact with ROs/DROs/AROs/RAs to ensure that timelines are met at all stages.

Please ensure the following :

1. Please ensure that all schools are covered in the advertisement For schools where ROs/DROs/AROs/RAs are not there, Cluster heads are requested to do the needful, with intimation to Director (Academics)/DAV CBT Team.
2. Please share if any school in your zone need not be in the list of DAV schools near me.
3. Please share the changes, the new process and verification process with all school heads of your zone asap.
4. The advertisement must get published any time between October 6 & 12, 2025 in national/regional newspapers by zone/schools, as per suggested ad-content.
5. Zones/schools must ensure vigorous and wide publicity of CBT 2026, so that there is no dearth of candidates in Phase 2 & 3.
6. All contractual/visiting employees (whose contract is going to expire in 2026 (and are willing to continue in DAV) have to appear in CBT 2026.
7. Regular staff eligible for upgradation to a higher post/designation have to appear in CBT 2026 if there is a vacancy (in consultation with the Principal).
8. No candidate must apply for more than 1 post.
9. All schools/zones must get all eligible candidates to fill the CBT Registration Form filled before October 31, 2026.
10. Scrutiny of Application Forms is done and online forms of eligible candidates are “VERIFIED & APPROVED” at nearby DAV school LATEST BY NOVEMBER 26, 2025.
11. Please appoint a suitable person, with knowledge of eligibility criteria for the task and share the checklist (given below) with him/her.
12. All exam centres have the required systems, internet bandwidth, CCTVs & other logistics for CBT to be conducted as per the prescribed format.
13. If any more CBT centre/s need to be added in the zone (based on last year’s experience).
14. Daily updates on CBT Recruitment Website and correspondence with CBT Coordination Team.

**Please note the timeline to be followed by all stakeholders for CBT 2026.**

*Note : Dates are tentative and subject to change due to unforeseen reasons. Please keep checking DAV Recruitment Website <https://davrecruit.davcmc.in/> for updates.*

## TENTATIVE TIMELINE for CBT 2026

<b>STEP 1</b> October 06 to 12, 2025	<ul style="list-style-type: none"><li>• Advertisement of only those posts, which are vacant in the zone, will be published by the zone in national/regional newspapers (under the supervision of ROs/DROs/AROs/RAs)</li><li>• CBT Team, DAVCMC will provide suggested content.</li><li>• A Centralised ONLINE Registration Form will be given by DAVCMC on <a href="https://davrecruit.davcmc.in/">https://davrecruit.davcmc.in/</a>. Link of DAV Recruitment Website be given in the advertisement for form and other updates.</li></ul>
<b>STEP 2</b> October 06 to 31, 2025	<ul style="list-style-type: none"><li>• Candidates will fill and press "<b>SUBMIT FOR VERIFICATION</b>" to submit online Registration Form. Form will remain editable till step 3. <b>THIS IS NOT THE FINAL SUBMISSION.</b></li><li>• If there is any error, it can be edited at the nearest DAV School, where they will go for verification of testimonials, i.e. till "<b>VERIFIED &amp; APPROVED</b>" button is clicked by DAV school.</li><li>• Candidates will take print-out/hardcopy of their online form and go to nearest DAV School with original testimonials for verification. Form will have an option to search "<i>DAV school near me</i>".</li></ul>
<b>STEP 3</b> November 01 to 20, 2025	<ul style="list-style-type: none"><li>• Candidates will go to the nearest DAV School with original testimonials. Online Form will be opened by school.</li><li>• DAV School will verify the eligibility as per DAV Admn. Manual. Online form will be edited, if required.</li><li>• After all verification &amp; modification, if found eligible, DAV School will enter OTP provided by candidate from candidate's Registered Mobile No. (RMN). School will click a declaration to certify that the candidate is eligible for CBT 2026 &amp; press "<b>VERIFIED &amp; APPROVED</b>" FOR FINAL SUBMISSION.</li><li>• <b>AFTER THIS STEP, NO CHANGES CAN BE MADE.</b></li></ul>
<b>STEP 4</b> till November 26, 2025	<ul style="list-style-type: none"><li>• Payment Gateway will be activated as soon as "<b>VERIFIED &amp; APPROVED</b>" is clicked by DAV School.</li><li>• Candidate will make payment within 7 days after "<b>VERIFIED &amp; APPROVED</b>" is clicked.</li><li>• Rs. 300/- online payment will be made by the candidate. Only paid candidates will appear in CBT.</li></ul>
<b>STEP 5</b> December 2025	<ul style="list-style-type: none"><li>• DAVCAE will process paid applications and create datesheet for CBT 2026.</li><li>• On appointed date/s, online CBT portal on Recruitment website <a href="https://davrecruit.davcmc.in/">https://davrecruit.davcmc.in/</a> will open for selection of centre. Candidates will select centre, date and slot of CBT online, on first come-first serve basis.</li><li>• Admit Cards will be issued to candidates. CBT Centres will be audited and prepared for the test.</li></ul>
<b>STEP 6</b> January 2026	<ul style="list-style-type: none"><li>• CBT Test will be conducted all over India as per the datesheet.</li><li>• Result will be announced within 15-20 days after the last CBT Test.</li><li>• Qualified Candidates will be able to download their Provisional Eligibility Cards (PECs).</li></ul>
<b>POST CBT PHASE 3</b>	<ul style="list-style-type: none"><li>• Schools will advertise in newspapers, whenever they want to have demo-interview round (Phase 3).</li><li>• This phase will be presided over by the Chairpersons (Ad-hoc Selection Committee).</li><li>• A nominal handling fee may be charged by schools from candidates.</li></ul>

Important : All concerned are requested to adhere to the timeline.

The suggested content for Newspaper Advertisement is attached below. All ROs/DROs/AROs/RAs are requested to draft their newspaper ad and get it published in all leading national & regional newspapers from 06 to 12 October 2026.

**DAVCMC LOGO**

**ZONE/SCHOOL NAME**

**(Contact details - Address, Ph.no., website, email etc.)**

D.A.V. School / Schools, Zone-....., .....(state)..... invite Online Applications for DAV Recruitment Test (DAV-CBT) - January 2026 from ...../10/2025 (.....day) (08:00 am) to 31/10/2025 (Friday) (08:00 pm) for various Teaching, Non-Teaching/Ministerial posts mentioned below.

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*Eligibility as per DAVCMC/state/CBSE norms.*

*(Mention the schools in the zone. Add any other details, if required.)*

Candidates can apply for **1 post only** using their own **Registered Mobile Number (RMN)**. For the centralized, **ONLINE CBT Registration form**, visit the DAV Recruitment website <https://davrecruit.davcmc.in/>. Form submission can be done by following three steps -

- Step 1 - All eligible candidates are required to login and fill the online CBT form before 31 October 2026 and 'Submit for Verification'. (This is Partial submission only)
- Step 2 - Take a printout of the form. Carry it to the nearest DAV School along with testimonials for verification before 26 November 2026. (Mandatory for Final Approval & Submission)
- Step 3 - After Final Approval & Submission, online CBT exam fee to be submitted within 7 days of approval and submission by logging in to <https://davrecruit.davcmc.in/> only.

DAV-CBT (Computer Based Test) will be conducted for eligible candidates at different DAV Schools in January 2026. Updates regarding centre-selection, admit card etc. will be updated on DAV Recruitment Website <https://davrecruit.davcmc.in/> from time to time. Those who qualify in DAV-CBT shall be issued a Provisional Eligibility Card (P.E.C.).

P.E.C. Candidates can apply at any D.A.V. school across the country for a demo-interview (final) round, which will be advertised in the newspapers. Final selection will be made on the basis of Demo-Interview held at the respective schools.

To apply and know more about the DAV Recruitment Process, please visit - <https://davrecruit.davcmc.in/>

RO/ARO/Cluster Head/Principal/.....

Hoping that our joint efforts will get us the best candidates in 2026!

With warm regards!



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Dr. Nisha Peshin

Director (Academics)