



Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,

Raja Pancham Singh Marg, Behind LNUPE, Gwalior – 474002 (M.P.)

Dr. S.K. Sharma
Director Instructions &
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No./DI/CT/2023-24/3748

Dated – 14/02/2024

Notice

Various posts of contractual/ retired teacher including sports teacher have been advertised by RVSKVV, Gwalior vide advertisement No./DI/CT/2023-24/3680 dated 08/02/2024. Application for these posts may be submitted in **online mode only** on the RVSKVV portal www.rvskvv.net or <https://rvskvv-rms.krishimegh.in> with paying the prescribed fee of Rs 100 only. The application shall be submitted from 15.02.2024 to 29.02.2024 (upto 05:00 pm). Candidates are advised to upload softcopies of the relevant documents only. **THERE IS NO NEED TO SEND ANY HARD COPY TO THE UNIVERSITY.** All other terms and conditions remain same.


Director Instructions

Instructions for filling the application form of contractual teacher

1. To apply online for the various posts of contractual teacher advertised vide the advertisement No./DI/CT/2023-24/3680 dated 08/02/2024, please visit the link <https://rvskvv-rms.krishimegh.in>.
2. You can select Hindi or English language for your convenience.
3. Click on "New Registration" for the first time. **If you have already registered then click "log in"**.
4. After clicking "New Registration", read the instructions given on the next page carefully and enter your email and mobile number and enter the OTP received on your email and mobile number. Do not share your OTP with any other person.
5. Thereafter, go to the profile section for filling your required information. Upload your latest passport size photograph and your signature in jpg, png or jpeg format(maximum size – 100 KB).
6. Upload your caste certificate, birth certificate and other necessary records as pdf file (maximum size 4 MB).
7. After selecting the password and submitting it in the profile section, your registration will be successful.
8. Your Email address will be your log-in ID. You can log in using you email and the password given in the profile section by you and then you will be able to fill the application form. Do not share your User ID and password to others.
9. Read the instructions carefully after login and view your profile by clicking on the profile tab given on the left. If necessary, you can edit and update the profile.
10. Click on "Create New Application" on the left side and select the advertisement number and name of the post for you want to apply.
11. As the new application is created, the Application ID will appear in the pop-up message and the post will be added to "My Account" section given on the left.
12. After this, click on "Proceed to Fill Application" to fill the pending application in "My Account" section and go through different Section, Tabs, Headings and fill your information carefully.
13. The colour of the section/heading/tab will change as soon as the information is filled. If you want to fill any information later, you can go to the next section/heading/ tab by clicking on "Skip". Please note that before submitting the application finally, go to each tab and check the filled information then only go for final submission.

14. Along with the information, it is mandatory to upload all relevant records/ certificates/ evidence as per requirement, which can be scanned and uploaded as PDF file (maximum size 4 MB). You are requested to upload only those certificates/ records, which are necessary for the application. Your application will be rejected or cancelled, if unnecessary/irrelevant documents are uploaded, objection in respect of which will not be considered.
15. After filling all the information, finally give the information of two references *i.e.* two well-known persons to whom you are known. Along with this, upload the two testimonials received from two well-known persons in the pdf format (it is not mandatory).
16. Application fee can be paid any time after the creation of application form till the filling up the application (upto the last date of application). For this, click on "Fee Payment" on the left side and pay the prescribed fee according to the post applied in online mode only.
17. NOC for working candidates and character certificate may be asked before final submission. Character certificate may be obtained from present employer (if any) or from the college last attended. Candidates are in contractual service may select "No" in "Are you serving at present".
18. **It is mandatory to submit the application form finally after fee payment.** For final submission of your application for please click on "Application Submission" on the left side. And follow the instructions. Please check your filled application thoroughly before final submission because after this no correction is possible in any case.
19. As soon as the application is submitted, you will receive a notification that the application has been submitted on your registered email and mobile number.
20. In case you face any problem while filling the application form, please send the details of the problem with screenshot, application ID, your mobile number etc. to support.rms@rvskvv.net during working days. Remember, it shall not be possible to solve the problem if sent on any other email.
21. **THERE IS NO NEED TO SEND THE PRINTOUT OF THE APPLICATION OR ANY DOCUMENT TO THE UNIVERSITY. ONLY ONLINE FORM WILL BE CONSIDERED.**
