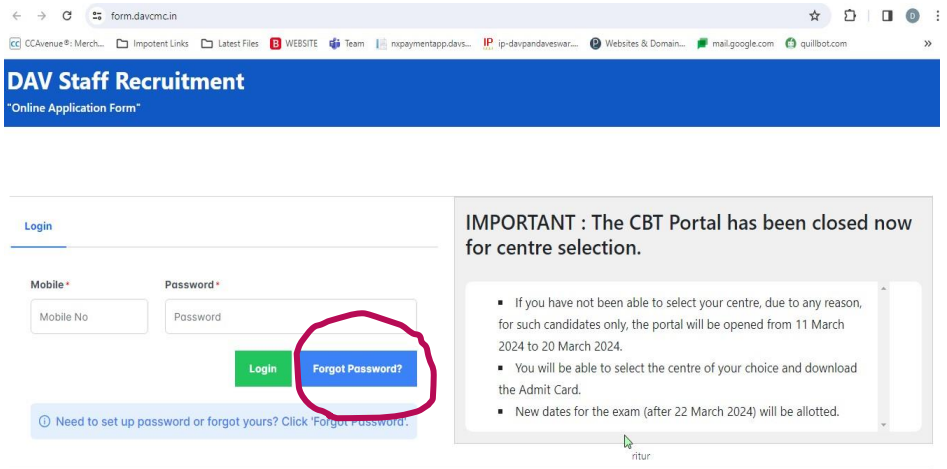
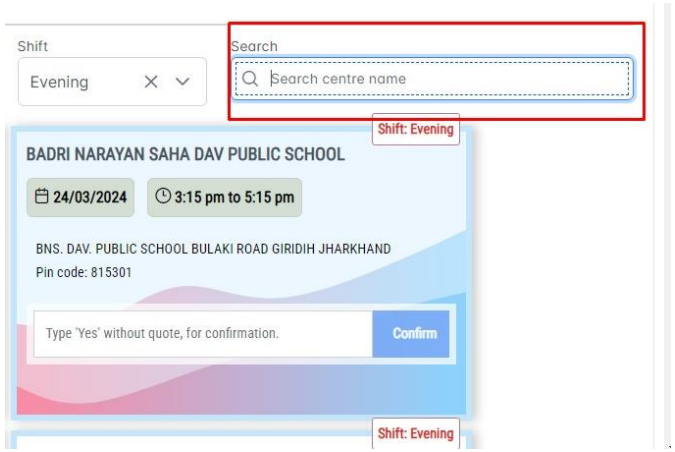
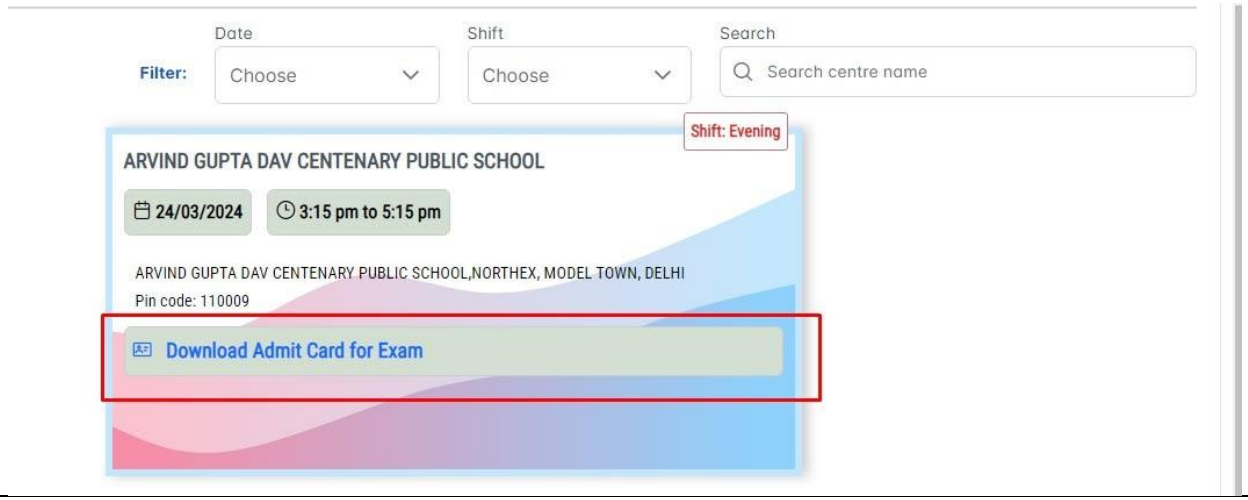
USER MANUAL

STEP 1	**LOGIN**	**Login in (https://form.davcmc.in/)**
STEP 2	**ENTER USERNAME**	**The mobile number on your application form is your username.**
STEP 3	**ENTER PASSWORD**	**FORGOT YOUR PASSWORD ????? Follow these steps -** ○ **Press "forgot password" button.** ○ **Add username (mobile number on the application form) .** ○ **Get OTP on the phone and email.** ○ **Add OPT and change password of yourchoice.** 
STEP 4	**CENTRE SELECTION**	**Once inside, select the exam centre of your choice. Center once selected cannot be changed.**

		
STEP 5	**DOWNLOAD ADMIT CARD**	**Download and take the printout of the Admit card.** 
If you want to change the personal info in the admit card, bring an affidavit by the notary (on Rs 10/- stamp paper) along with 2 passport size photographs, with the following details and submit to the Centre Superintendent before the exam, during checking of identity at the gate.		

Subject - Affidavit for change in Personal Information : DAV Staff Recruitment - 2024

I, Mr./Ms./Mrs…… S/D/W/o ……... hereby declare that I submitted my e-application form on DAV Staff Recruitment Website (https://davrecruit.davcmc.in) vide Application No. …… in February 2024 for the post of ……..……... (specify post & subject - PRT/TGT/PGT/NT/Ministerial Post).

I admit that I made some mistakes in the personal information and submitted wrong information to DAVCMC.

I hereby request DAVCMC to kindly allow me to sit for CBT and give rights to DAVCMC to rectify my personal information at the backend.

My correct personal details, as they should appear on the Admit Card are given below :

Name

Gender

DOB

Mother's Name

Father's/Husband's Name

Photograph **Signature** **Date**