



F. No.:2-2/2021-NVS (Estt.I)/106

Dated: 27.01.2022

NOTIFICATION**LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF JUNIOR SECRETARIAT ASSISTANT (HQ/RO CADRE)**

Navodaya Vidyalaya Samiti (NVS) proposes to conduct Limited Departmental Competitive Examination [LDCE] for promotion to the posts of Junior Secretariat Assistant (HQ/RO Cadre) by inviting ONLINE applications from the eligible candidates. The eligibility conditions for the post as per Recruitment Rules in vogue are as under:

I. FOR JUNIOR SECRETARIAT ASSISTANT (LDC) [HQ/RO CADRE]:

Vacancies of JSA (LDC) will be filled on the basis of merit test from among eligible erstwhile Group 'D'/MTS in Level-1 of Pay Matrix of NVS HQ/RO cadre who have rendered 08 years of regular service in the grade in the Samiti and possess the typing qualifications as prescribed in Recruitment Rules (minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting) [corresponding to 9000 KDPH (for English Typewriting) or 7500 KDPH (for Hindi Typewriting) on an average of 5 key depressions for each word].

Note:

- (i) Typewriting Test for the shortlisted candidates will be assessed on PC (Personal Computers) only. Typewriting Test will be of qualifying in nature only and carries no weightage.
 - (ii) For promotion to the post of **JSA (HQ/RO Cadre)**, erstwhile Group 'D' employees / MTS in Level-1 of Pay Matrix of **Hqrs/RO cadre only** are eligible.
2. **The cut off date for eligibility criteria for the post will be the closing date of submission of online application. Candidate possessing the requisite regular service in the grade in the Samiti as on cut off date only will be eligible to appear in the LDCE (Computer Based Test).**
 3. **Number of vacancies (includes actual as well as anticipated vacancies upto 31.12.2022 on account of retirement/promotion etc. Vacancies are tentative and may increase or decrease):**

S.No.	Post	Number of vacancies
1	JSA (LDC) [HQ/RO cadre]	01

4. Type of Examination:

- 4.1 It is proposed to have a Computer Based Test (CBT) [LDCE] consisting of one paper of 150 marks with 2½ hours duration.
- 4.2 Qualifying marks: 35%
- 4.3 There will be no negative marking for wrong answers.

- 4.4 Candidates securing minimum qualifying marks in CBT will be arranged in the order of merit in accordance with the marks secured by them in the CBT (LDCE) subject to passing the type test which is qualifying in nature only, possessing minimum benchmark prescribed for promotion and fulfilling other criteria's viz. Vigilance Clearance/Integrity/Disciplinary proceedings etc. In case of tie in the marks secured, the same will be resolved as per NVS norms.

5. **SYLLABUS:**

The post wise details of syllabus for CBT (LDCE) are as under:

Maximum marks=150

Time: 2 ½ hours

(A)

- | | | |
|----|---|------------|
| 1. | Quantitative Aptitude | (30 marks) |
| 2. | Reasoning | (30 marks) |
| 3. | General Awareness | (30 marks) |
| 4. | Language competency (English-15+Hindi-15) | (30 marks) |
| 5. | Knowledge of NVS Scheme (Basic Knowledge) | (30 marks) |

[Detailed syllabus will be uploaded on the Samiti's website]

(B) Typing Test [English and / or Hindi] (only qualifying in nature)

English Typing = 30 words per minute

Hindi Typing = 25 words per minute

6. **GENERAL CONDITIONS**

- (a) Medium of examination will be bilingual (Hindi and English)

- (b) A candidate who is or has been declared by the Samiti guilty of the following will be summarily rejected:-

- i) Obtaining support for his candidature by any means or
- ii) Impersonating, or
- iii) Procuring impersonation by any person, or
- iv) Submitting fabricated document or documents which have been tampered with, or
- v) Making statements which are incorrect or false or as suppressing material information, or
- vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- vii) Using unfair means during the examination, or
- viii) Writing irrelevant matter, including obscene language or pornographic matter in the script(s) or
- ix) Misbehaving in any other manner in the examination hall, or
- x) Harassing or doing bodily harm to the staff employed by the Samiti for the conduct of their examination, or
- xi) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the examination, or
- xii) Attempts to commit or as the case may be abetting the Samiti of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-
 - a) To be disqualified by the Samiti from the examination for which he/she is a candidate; and/ or
 - b) To be debarred either permanently or for a specified period:-
 - i) by the Samiti from any examination or selection held by them;

- ii) by the Samiti, from any employment under them, and/or
- c) To disciplinary action under the opportunity of making such representation, in writing, as he may wish to make in that behalf, and provided that no penalty under this rule shall be imposed except after:-
- i) giving the candidate an opportunity of making such representation, in writing, as he may wish to make in that behalf, and
- ii) taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.
- xiii) Found ineligible in terms of prescribed requirements of experience of service.

(c) All eligible candidates are advised to be alert and regularly visit Samiti's website i.e. **www.navodaya.gov.in** for publication of separate intimation for conduct of **ONLINE test**. The detailed instructions and guidelines regarding filling up of online applications and date & centre for conduct of online CBT (LDCE) / Typing Test will be intimated therein. However, tentative date (s) for i) inviting applications, ii) closing date for submitting online application, iii) conduct of CBT (LDCE) & centre for CBT (LDCE) are as under:

Registration of application on designated online portal	28.02.2022
Registration closes	29.03.2022
Date of conduct of CBT (LDCE)	27.04.2022 to 29.04.2022
Centre (s) for LDCE(CBT)	Delhi NCR

- (d) The candidate's response sheet and other related papers/documents of examination etc. in respect of this LDCE shall be kept as record only for six months from the date of publication of result.

This issues with the approval of Competent Authority.

Vikram Joshi
22/1/2022

(Vikram Joshi)
Deputy Commissioner (Pers)

Copy to:-

1. DC (Admn), NVS HQ, NOIDA: with the request to circulate this notification amongst all the ROs/Hqrs Office.
2. DC, NVS, All Regional Offices: with the request to circulated this notification amongst the HQ/RO cadre staff of respective Regional Office.
3. DC, NLIs of NVS: for information sand similar action.
4. Assistant Commissioner (IT), NVS Hqrs. – with the request to place the notification on the website of the Samiti for information to all concerned.
5. Notice Board, NVS Hqrs.