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दूरभाष : 0172-2638838

फैक्स : 0172-2638729

ई-मेल : dcr.nvs@gov.in

वेब : www.navodaya.gov.in

नवोदय विद्यालय समिति

शिक्षा मंत्रालय
(स्कूल शिक्षा और साक्षरता विभाग)

(भारत सरकार)

क्षेत्रीय कार्यालय :

बे० न० 26-27, सेक्टर 31 ए,

चण्डीगढ़-१६००३०



अज्ञेय
अमृत महोत्सव

Gram : NAVSAM

Tel : 0172-2638838

Fax : 0172-2638729

E-mail : dcr.nvs@gov.in

Website : www.navodaya.gov.in

NAVODAYA VIDYALAYA SAMITI

Ministry of Education
(Department of School Education & Literacy)
(Govt. of India)

Regional Office :

Bay No. 26-27, Sector 31-A,
Chandigarh - 160030

Ref. No: F.14-5/2021/Promotion/Cook -NVS-CH(RO)/Estt/NT/ 9199-9203 Date: 01.01.2022

E-mail

To

Principal
Jawahar Navodaya Vidyalayas
Under Chandigarh Region.

Subject: Promotion of regular Mess Helpers to the post of Cook – Issuance of notification – regarding.

Samiti vide its letter no. F.2-4/2020-NVS(Estt.I)/PR-Cook/20836 dated 31.12.2021 has apprised that the Samiti has issued notification no. 2-4/2020-NVS(Estt.I)/PR-Cook/20835 dated 31.12.2021 (Copy enclosed) and uploaded on Samiti's website i.e. www.navodaya.gov.in. The notification is being uploaded on the RO website for wider circulation. You are requested to bring it to the notice of regular Mess Helper concerned.

Eligible Mess Helpers may submit their application to the Principal concerned. You are requested to verify the information submitted from the office record and verify the same. Online portal for submitting the information along with uploading of application in PDF form will be made live on 03.01.2022.

This is for your information and necessary action, please.

Yours faithfully,

Encl : As above.

Teena Dhir
(CAPT.TEENA DHIR(RETD))
DEPUTY COMMISSIONER

Copy to:

1. The Deputy Commissioner (Pers.) Navodaya Vidyalaya Samiti (Hqrs.) Noida (UP) – for information.
2. The Assistant Commissioner (Estt.I) Navodaya Vidyalaya Samiti (Hqrs.) Noida (UP) – for information.
3. All the Assistant Commissioners – cum – cluster Incharge of Punjab, HP and J&K cluster – for information.
4. Computer Operator NVS RO Chandigarh – to upload the notification on the RO website.

Teena Dhir
DEPUTY COMMISSIONER

नवोदय विद्यालय समिति

शिक्षा मंत्रालय का स्वायत्त संस्थान, स्कूल
शिक्षा एवं साक्षरता विभाग, (भारत
सरकार) बी-15, संस्थानिक क्षेत्र,
सेक्टर -62, नोएडा-201309
(उत्तर प्रदेश)



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organisation under
Ministry of Education)
Department of School Education and
Literacy, Govt. of India,
B-15, Institution Area, G.B. Nagar,
Sector-62, Noida
(UP) - 201309

No.F.:2-4/2020-NVS (Estt.I)/PR-Cook 20834

Dated:31.12.2021

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All the Regional Offices.

Subject: Promotion of regular eligible Mess Helpers to the post of Cook – Issuance of
Notification – regarding.

Sir / Madam,

Please find enclosed with this communication a copy of notification and application
form w.r.t. the subject cited above.

Notification, under reference, has already been uploaded on the Samiti's website
www.navodaya.gov.in You are requested to circulate the same to all the JNVs under your
region with instructions to the Principals to bring it to the notice of regular Mess Helpers
concerned. It is requested to upload the same on website of Regional Office also for wider
circulation.

Eligible Mess Helpers may submit their applications to the Principals concerned.
Principals are to be requested to verify the information submitted from the office records and
certify the same. Online portal for submitting the information alongwith uploading of the
application in PDF form will be made live on 03.01.2022.

This issues with the approval of the Competent Authority,

Encl (s): as stated

Yours faithfully,

(Krishan Gaur)

Assistant Commissioner (Estt.I)



F. No.:2-4/2020-NVS (Estr.I)/PR-Cook /20235

Dated: 31.12.2021

NOTIFICATION

SKILL TEST FOR PROMOTION TO THE POST OF COOK (JNV CADRE)

Navodaya Vidyalaya Samiti (NVS) proposes to conduct Skill Test for promotion of Mess Helper to the post of Cook (JNV Cadre) by inviting applications from the eligible candidates. The eligibility conditions for the post as per Recruitment Rules in vogue are as under:

"From amongst the Mess Helper of JNVs of the concerned Regional Office having 03 years of regular service in the grade in the Samiti, subject to passing skill test to be decided by Competent Authority".

2. The cut off date for eligibility criteria for the post of Cook will be the closing date of submission of online application. Candidates possessing 03 years of regular service as on cut off date will be eligible to appear in the Skill Test.
3. Number of vacancies (includes actual as well as anticipated vacancies on account of retirement etc. upto 31.12.2022. Vacancies are tentative and may increase or decrease):

S.No.	Regional Office	UR	SC	ST	Total
1	Bhopal	22	02	12	36
2	Chandigarh	21	03	02	26
3	Hyderabad	18	02	00	20
4	Jaipur	18	01	01	20
5	Lucknow	27	04	02	33
6	Patna	13	05	00	18
7	Pune	22	05	02	29
8	Shillong	11	11	03	25

Note: Mess Helpers working under a region will apply against vacancies of that region only. For example: Mess Helpers working under Bhopal Region will apply against vacancies for the post of Cook of Bhopal Region only.

4. **Skill Test for promotion to the post of Cook (JNV Cadre):**

- 4.1 Skill Test will be only qualifying in nature. Promotion of those Mess Helpers who qualify the Skill Test will be considered as per their seniority in the region and subject to the availability of vacancies under respective category, possessing minimum benchmark prescribed for the promotion and other criteria's viz. Vigilance Clearance/Integrity/Disciplinary proceedings etc.
- 4.2 Skill Test will be conducted by respective Regional Office at their end.
- 4.3 Skill Test will be of 100 marks.

- 4.4 Qualifying marks for Skill Test:
- | | | | |
|----|---------------------|---|-----|
| a) | For UR/OBC Category | - | 40% |
| b) | For SC/ST Category | - | 35% |

5. **Scheme of Skill Test (Total 100 marks):**

Following aspects will be examined and evaluated during the Skill Test for the post of Cook

a)	Preparation of area specific dishes (02 or more) i) Breakfast, ii) Lunch-Dals, Curries & Vegetables iii) Snacks/ Sweets	25 marks
b)	Handling of kitchen equipments i.e. Grinder, Mixer, Chapatti Machines etc.	10 marks
c)	Cleanliness & hygiene during preparation	10 marks
d)	Presentation of dishes, laying out buffet tables/dining tables	10 marks
e)	Personal Cleanliness & hygiene	10 marks
f)	Food Testing	10 marks
g)	Menu preparation-monthly/weekly for vidyalaya	10 marks
h)	Viva-Voce covering various issues related to cooking: i) Estimating raw material for large scale cooking ii) Describing procedure for various recipes apart from local cuisine iii) Describing various ingredients of specific dishes	05 marks 05 marks 05 marks

6. **GENERAL CONDITIONS**

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 Skill Test, or
- vii) Using unfair means during the Skill Test, or
- viii) Misbehaving in any other manner in the Skill Test Centre, or
- ix) Harassing or doing bodily harm to the staff employed by the Samiti or agency for the conduct of their Skill Test, or
- x) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the Skill Test, or
- xi) 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 Skill Test 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.

7. Instruction to Principals concerned:

- (a) Principal of Vidyalaya concerned shall correctly explain / inform this notification to the eligible Mess Helper (s) of his / her Vidyalaya and extend all possible help in filling up of application form and keep them aware about further developments from time to time.
- (b) Eligible applicants have to fill up their particulars in the application (format of application is enclosed with this notification as Annexure-A) and submit the same to Principal concerned. Principal of the JNV will verify the information provided by the applicant and certify the same.
- (c) Principal of JNV concerned is expected to fill the correct information of the applicant in the online application portal (its link is available at website of the Samiti www.navodaya.gov.in>Menu>Recruitment>Fill up online application) & upload the verified certificate and also provide an acknowledgement to the applicant stating that the application is successfully uploaded in the online portal.

8. It is further to intimate that communication for holding Skill Test (Venue & Schedule) will be informed to eligible candidates by the respective Regional Offices in respect of the aforesaid post. However, tentative date (s) for i) inviting applications, ii) closing date for submitting application, iii) conduct of Skill Test are as under:

Registration Opens	31.12.2021
Registration closes	10.01.2022
Conduct of Skill Test by respective Regional Offices	By 31.01.2022

9. Any materials related to Skill Test (evaluation sheet etc.) shall be kept as record only for six months from the date of conduct of Skill Test.

This issues with the approval of Competent Authority.


(Vikram Joshi)
Deputy Commissioner (Pers)

Copy to:-

1. DC, NVS, All Regional Offices - with the request to circulate this notification amongst all the JNV under their region and also upload the same on Regional office website for wider information.
2. Assistant Commissioner (IT), NVS Hqrs. - with the request to place the notification on the website of the Samiti for information to all concerned.

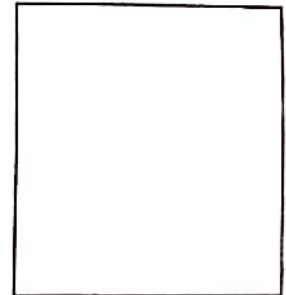


NAVODAYA VIDYALAYA SAMITI
APPLICATION FORMAT
(LIMITED DEPARTMENTAL EXAM)
FOR THE POST OF COOK

75
Azadi Ka
Amrit Mahotsav

1. Name of applicant _____
2. Fathers name _____
3. Date of birth _____
4. Shala Darpan ID (PIS) _____
5. Date of Joining in present
post On regular basis (dd/mm/yy) _____
6. Present post held: **Mess Helper**
7. Seniority number as per the latest seniority list _____
8. Present place of posting:

Region	State/UT	District
9. Gender: Male/ Female
10. Category: (SC/ST/OBC/Gen)
11. If PH given details of sub-Category OH/VH/HH
12. Mobile Number: _____
13. Email ID: _____
14. Home town as per service record: _____
15. Educational Qualification (Passed class): _____



Certified that the information provided above is correct as per service record and I understood that I will be disqualified if any wrong information is provided. I fulfil all the eligibility conditions as per notification dated _____

Dated: _____

Signature _____

Name : _____

For office use only

Verified from office records and found correct.

Signature of principal

Name : _____

JNV : _____