



F. No.:2-4/2018-NVS (Estt.I)/ 6093

Dated: /2. 03.2018

NOTIFICATION

LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF PRINCIPAL / PGTs / OFFICE SUPERINTENDENT / UPPER DIVISION CLERK (JNV CADRE)

Samiti proposes to conduct Limited Departmental Examination (LDE) for promotion to the posts of Principal / PGTs / Office Superintendent / Upper Division Clerk (JNV cadre) by inviting ON LINE applications from the eligible candidates. The eligibility conditions as per Recruitment Rules in vogue are as under:

I. FOR PRINCIPAL:

“From among all Vice Principals of JNVs in order of their seniority in their grade with a combined regular service of ten years in the grade of Post Graduate Teacher and Vice Principal in the Samiti subject to passing a Departmental Examination to be followed by a personal talk.”

II. FOR POST GRADUATE TEACHERS:

“From among eligible TGTs having three years regular service as TGT in NVS with Master's Degree in concerned subject, subject to qualifying a departmental examination to be conducted by Samiti;

The feeder posts as TGTs for promotional posts of PGTs shall be as under:

| | |
|---------------|------------------|
| TGT (Maths) | PGT (Maths/Phy) |
| TGT (Science) | PGT (Bio/Chem) |
| TGT (S.St.) | PGT (Hist./Geo.) |
| TGT (Hindi) | PGT (Hindi) |
| TGT (English) | PGT (English) |

NOTE: Promotion of TGT to PGT shall be governed by availability of vacancy in a particular subject irrespective of seniority as TGT.

III. FOR OFFICE SUPERINTENDENT:

- (i) From among Assistants/Audit Assistants/Legal Assistants/Statistical Assistant/Editorial Assistant/Personal Assistant of the Samiti with 4 years regular service in the grade in the Samiti.
- ii) UDCs, Stenographers and Computer Operators of the Samiti with 6 years of regular service in the grade in the Samiti or 6 years combined regular service in the grade of UDC and higher grade in the Samiti.

IV. FOR UPPER DIVISION CLERK:

“Lower Division Clerks / Storekeepers working in the Samiti on regular basis for atleast 5 years. In case of candidates possessing graduate degree, the length of qualifying service required for Limited Departmental Examination would be 3 years.”

2. **The cut off date for eligibility criteria for all the aforementioned posts is 01.01.2018. Candidate possessing the qualification/service as on cut off date only will be eligible to appear in the CBT (LDE).**

3. **Number of vacancies:**

| S.No. | Post | UR | SC | ST | Total |
|-------|-------------------------------------|----|----|----|-------|
| 1 | Principal | 43 | 07 | 19 | 69 |
| 2 | PGTs | | | | |
| i) | Hindi | 74 | 14 | 07 | 95 |
| ii) | English | 65 | 13 | 06 | 84 |
| iii) | Maths | 09 | 00 | 09 | 18 |
| iv) | Chemistry | 15 | 11 | 07 | 33 |
| v) | Physics | 27 | 12 | 10 | 49 |
| vi) | Biology | 14 | 00 | 06 | 20 |
| vii) | History | 24 | 00 | 01 | 25 |
| viii) | Geography | 18 | 00 | 04 | 22 |
| 3 | Office Superintendent | 86 | 21 | 09 | 116 |
| 4 | Upper Division Clerk (JNV cadre) | 39 | 15 | 05 | 59 |

4. **Type of Examination:**

- 4.1 It is proposed to have a Computer Based Test (CBT) consisting of one paper of 150 marks with 2½ hours duration.
- 4.2 Qualifying marks:
- a) For UR Category - 45%
- b) For SC/ST Category - 40%
- 4.3 There will be no negative marking for wrong answers.
- 4.4 For promotion to the post of Principal, candidates have to appear in CBT (LDE) & to attend a personal talk. Weightage of 80% & 20% will be given in the total marks secured by the candidates in CBT (LDE) and personal talk respectively to determine the qualifying marks as stated in para 4.2. Promotion of those who attain the qualifying marks will be considered as per their inter-se seniority and subject to availability of vacancies under respective category and subject to possessing the prescribed benchmark i.e. “Very Good” in the preceding 5 years & other service condition as per rule.
- 4.4 LDE for promotion to the post of PGTs will also be qualifying in nature. Promotion of those who qualify the CBT (LDE) will be considered as per their inter-se seniority and subject to availability of vacancies under respective category & subject and possessing minimum benchmark prescribed for promotion i.e. Very Good or Good as the case may be. (Benchmark is “Very Good” w.e.f. 25.07.2016 in accordance with the GOI instructions).

- 4.5 For the post of Office Superintendent and Upper Division Clerk, candidates will be arranged in the order of merit in accordance with the marks secured by them in the CBT (LDE) subject to possessing minimum benchmark prescribed for promotion i.e. Good or Very Good as the case may be. (Benchmark is "Very Good" w.e.f. 25.07.2016 in accordance with the GOI instructions).

5. **SYLLABUS:**

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

5.1 **PRINCIPAL:**

Academic, Administration, Finance, General Knowledge, 150 marks
General English, General Hindi, Reasoning
(Detailed syllabus along with marking scheme will be made available on website of the Samiti www.nvshq.org under the heading RECRUITMENT)

5.2 **PGTs**

General Knowledge 20 marks
Reasoning Ability 20 marks
Knowledge of Hindi and English (15+15) 30 marks
Subject knowledge (Syllabus as available on website of the Samiti www.nvshq.org under the heading RECRUITMENT) [Syllabus will be up to senior secondary level with difficulty level up to Post Graduate] 80 marks

5.3 **OFFICE SUPERINTENDENT:**

- (a) Service Rules & Administrative Matters 120 marks
1. Office Manual & Procedures
 2. CCS (Conduct) Rules
 3. CCS (CCA) Rules
 4. CCS (Leave) Rules
 5. General Financial Rules
 6. CPF, NPS, Gratuity, applicable to Samiti's employees.
 7. CCS Medical Attendance Rules
 8. FR/SRs
 9. Jawahar Navodaya Vidyalaya Selection Test
 10. RTI Act
 11. GeM and PFMS
- (b) Knowledge of Hindi and English - (15+15) 30 marks

5.4 **FOR UPPER DIVISION CLERK**

- (a) Service Rules & Administrative Matters 120 marks
1. Leave Rules
 2. Pay Fixation and various allowance admissible to the employees in the NVS.
 3. Purchase Procedures.

4. Travelling and Daily Allowances.
5. Leave Travel Concession.
6. Children Education Allowance and Reimbursement of Fees.
7. CCS Medical Attendance Rules.
8. Jawahar Navodaya Vidyalaya Entrance Examination
9. Facilities for Students in JNV.
10. Imposition of Major & Minor Penalties.
11. RTI, GeM and PFMS

(b) Knowledge of Hind & English Language - (15+15). – 30 marks

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 to be guilty of the following will be summarily rejected:-
- 1) Obtaining support for his candidates by any means or
 - 2) Impersonating, or
 - 3) Procuring impersonation by any person, or
 - 4) Submitting fabricated document or documents which have been tampered with, or
 - 5) Making statements which are incorrect or false or as suppressing material information, or
 - 6) Resorting to any other irregular or improper means in connection with his/ her candidature for the examination, or
 - 7) Using unfair means during the examination, or
 - 8) Writing irrelevant matter, including obscene language or pornographic matter in the script(s) or
 - 9) Misbehaving in any other manner in the examination hall, or
 - 10) Harassing or doing bodily harm to the staff employed by the Samiti for the conduct of their examination, or
 - 11) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the examination, or
 - 12) 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 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.
- 13) Found ineligible in terms of prescribed requirements of experience of service and qualifications.

(c) All eligible candidates are requested to be alert and watch Samiti's website i.e. www.nvshq.org 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 (LDE) will be intimated therein. It is further to intimate that communication for holding online CBT (LDE) will be notified by Samiti in respect of various aforesaid posts.

This issues with the approval of Competent Authority.



(Dr. Rajiv Kumar Singh)
Assistant Commissioner (Estt.I)

Copy to:-

1. DC, NVS, All Regional Offices - with the request to circulate this notification amongst all the eligible candidates and also upload the same on Regional office website for wider information.
2. Director, All the NLIs: with the request to take similar action.
3. DC (Pers), NVS HQ, NOIDA: for information.
3. Computer Operator, NVS Hqrs. - to place the notification on the website of the Samiti for information to all concerned.
4. Notice Board, NVS Hqrs.