फैक्स: 0120-2405182
दूरभाष: 0120-2405180,84, 2405929
नवोदय विद्यालय समिति
(मानव संसाधन विकास मंत्रालय का स्वायत संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)
बी -15, इंस्टीट्यूशनल एरिया,
सेक्टर 62, नोएडा
उ0प्र0-201309

Fax: 0120-2405182
Tel: 0120-2405180, 84, 2405929
NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of Human Resource Development, Department of School Education & Literacy)
Govt. of India
B-15, Institutional Area,
Sector-62, NOIDA
Uttar Pradesh-0120-2405968

F.No. 2-6/2014-NVS(Admn.)

NOTIFICATION

Application are invited for filling up the following posts on direct recruitment basis in the Navodaya Vidyalaya Samiti for its Hqrs. Office at Noida and Regional Offices located at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune and Shillong.

S. No.	Name of post	Pay scale	Number of vacancies				Total
			UR	SC	ST	OBC	
1.	Audit Assistant	Rs.9300-34800 + GP Rs.4200/-	01	00	00	02	03*
2.	Hindi Translator	Rs.9300-34800 + GP Rs.4200/-	04	00	00	01	05**
3.	Stenographer	Rs.5200-20200 + GP Rs.2400/-	01	01	00	04	06#
4.	Lower Division Clerk	Rs.5200-20200 + GP Rs.1900/-	07	01	01	01	10
		Total	**13**	**02**	**01**	**08**	**24**

* One post will be filled up with person with Locomotor Disability (OA, OL, OAL, BL, HH)

**One post will be filled up with person with Locomotor Disability (OL, OA, OAL, BL, LV, HH)

One post will be filled up with person with Locomotor Disability (OL, OA, BL, OAL, B, LV)

OL (One leg affected R and/or L),
BL (Both legs)
OA (One arm)
B (Blind)
OAL (One arm and one leg)
LV (Low vision)
HH (Hearing impaired)

The vacancies shown under each category are tentative and the exact vacancies under each category will be displayed on Samiti website one week before the conduct of written examination.

ELIGIBILITY CONDITIONS

1. Audit Assistant

(i) Educational Qualification & Experience:

Essential : B.Com from a recognized University.

Desirable : Three years experience of accounts works in a Govt./Semi Govt./ Autonomous Organization.

Note: Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

(ii) Age Between 18 and 30 years (as on closing date of application).

2. Hindi Translator

(i) Educational Qualification & Experience:

Essential : 1. Master's Degree from a recognized University in Hindi/English with the other language than Master's Degree at graduate level Or

Bachelor's Degree of a recognized University with Hindi/English with a recognized Diploma in Translation form Hindi to English and vice-versa.

2. Two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices including Government of India undertaking proof correction.

(ii) Age Between 18 and 30 years (as on closing date of application).

3. Stenographer

(i) Education Qualification & Experience:

Essential : 1. Senior Secondary School Certificate (Class XII).

2. Shorthand speed of 80 words per minutes and typing speed of 40 words per minute in English Or

Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

Note: Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

(ii) Age Between 18 and 27 years (as on closing date of application).

4. Lower Division Clerk

(i) Education Qualification & Experience:

Essential : 1. Senior Secondary (Class XII) Certificate from a recognized Board with 50% marks and possessing minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting Or

Passed +2 level of Senior Secondary from CBSE/State Board with secretarial practices and office management as vocational subject.

Desirable : 1. Knowledge of Computer operation and Data entry acquired either as a subject at +2 level or through 6 months Diploma in Computers from a recognized Institution or through Computer Literacy Certificate at School level.

2. Experience in accounts/administrative matter in Govt./Semi Govt./Autonomous organization.

Note : 1. Preference will be given to candidates having passed +2 from CBSE with secretarial practices and office management as vocational subjects.

2. The appointing authority shall decide each time depending upon the requirements whether the typing speed should be in English or in Hindi.

3. Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require

(ii). Age Between 18and 27 years (as on closing date of application).

Part II

How to Apply:-

1. Application must be submitted through proper channel in the prescribed format published as annexure to this advertisement. Application should be accompanied by a non-refundable fee of Rs.400/- (Rupees Four Hundred Only) through a Demand Draft Valid for 06 months in favour of Navodaya Vidyalaya Samiti payable at Noida. Application fee in any other form will not be accepted. Such applications will be treated as having been received without application fee and will be summarily rejected.

2. No fee is required to be paid by candidates belonging to SC/ST/Woman and Physically Handicapped categories.

3. Envelope containing the application must be superscribed in bold letters **"Application for the post of _____in NVS".**

4. Applications must be accompanied with attested copies of certificate in proof of age qualifications, experience and pay scale and category (in All India Format for OBCs).

5. Duly filled in applications must reach by ordinary post only within 30 (Thirty) days of publication of this notification and 45 (Forty five) days for those candidates residing in North Eastern States, Lahaul Spiti, Ladakh (J&K), Andman & Nicobar Islands, Lakshdweep Island at the address given below:-

Deputy Commissioner (Admn.)
Navodaya Vidyalaya Samiti
Government of India
B-15, Institutional Area, Sector 62,
Noida, U.P. – 201309

6. Application submitted in a different format or at a different address other than that given above shall not be entertained.

Part III

Eligibility :

1. Cut-off date for determining various eligibility criteria (educational qualifications, age limit, experience etc.) will be as on closing date for receipt of application.

2. Candidates are advised to satisfy themselves about their eligibility before applying. Prescribed essential qualifications are only a criterion of eligibility for consideration and do not entitle a candidate to be necessarily selected.

3. **Age relaxation :** Relaxation in upper age limit as per Govt. of India rules will be admissible.

Modalities for the Examination :

i. Details regarding written test and/or interview will be intimated to eligible candidates separately
ii. The Samiti will conduct written test for short listing the candidates for interview/skill test.
iii. Candidates qualifying the written examination will be shortlisted in order of merit drawn on the basis of marks secured in the written test for interview/skill test in the ratio of 1:5 in each category.
iv. The final merit list will be drawn based on the performance of the candidate in written test and interview in case of Audit Assistant & Hindi Translator. The weightage of written test and interview will be 80:20. However, for Stenographer & LDC the candidates will have to qualify the written test as well as the skill test to make him/her eligible for final selection.

v. The minimum qualifying marks for written test will be as under:-

Gen	–	45%
OBC	–	45%
SC/ST	–	35%

vi. **Procedure for selection:**-

Audit Assistant/Hindi Translator – Written test followed by interview.

Stenographer/LDC – Written examination test followed by practical/computer proficiency test will be qualifying in nature. The candidates are required to qualify in the shorthand/typing test (both in case of Stenographer) and must secure minimum 40% marks in the skill test. The marks of practical/computer proficiency test will not be added in final merit. The final merit list will be prepared on the basis of marks obtained in written examination subject to qualifying the skill test.

vii. It is compulsory for each candidate to appear in both the examinations (a) written test (b) interview/skill test as the case may be to secure place in the final merit list.

Part IV

Instructions to Candidates:-

1. The candidates must apply only in the application format published as **Annexure** to this advertisement and may also utilize it in original. If needed, this form can be got photocopied typed or printed on white paper of Foolscap size (21 cm X 30 cm) in double space only on one side of the paper. No forms will be supplied by NVS.
2. NVS can take up the verification of eligibility of the candidate at any point of time. If found ineligible, the candidature shall be summarily rejected.
3. Selected candidates are liable to be posted/transferred anywhere in India.
4. Candidates working in Govt. departments, Autonomous Organizations, Recognized Institutions etc. must submit their application through proper channel.

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APPLICATION FOR THE POST OF _____

Affix your latest passport size photograph duly attested by a Gazetted

1. Name of the applicant (Mr./Mrs./Ms): _____
2. Category (GEN / SC / ST/ OBC/ PH): _____
3. Details of Demand Draft : DD No:_____ Date_____
4. Date of Birth _____
5. Age as on closing date _____
6. Address for:
   (i) Correspondence: _____
   _____
   (ii) Organization/relieving Authority
   where presently working_____
   _____
   (III) Mobile No._____ email _____
7. Educational qualifications (in chronological order from Senior Secondary (Class-XII onwards):-

Sr. No.	Examination passed	Year of passing	Board/ University	Subjects taken	%age of marks obtained (upto two decimal points)

8. Experience (in chronological order):-

Sr. No.	**Post held**	**Organization**	**Post held**		**Pay scale with break-up**	**Nature of Duties**
			From	**To**		

9. Other Qualification:

a. Typing Speed : Hindi _____ English _____

b. Knowledge of Computer : Yes _____ No _____

10. Native district: _____

DECLARATION

I solemnly declare that the statements and details given above in the application form are correct to the best of my knowledge and belief. In case any of the details in the application form is found false at a later stage, my candidature / appointment may be cancelled / withdrawn. I am fully aware that the appointment in the Samiti bears an All India transfer liability and I am likely to be posted anywhere in India.

Date: _____
Place: _____

(Signature of the Candidate)

FOR USE OF FORWARDING OFFICE

It is certified that the details provided by the applicant as above are correct as per the records. No vigilance/disciplinary case is pending/contemplated against Shri/Smt./Ms. _____ . If selected, the individual will be relieved within 1 month:

(Signature of the forwarding Officer)
Name: _____
_____
Designation: _____
Date: _____ Seal of the Office _____