



Ministry of Education  
Government of India



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment

**Information Bulletin for the Non-Teaching Post in Navodaya Vidyalaya Samiti, Ministry of Education,  
Govt. of India**

**Conducted by:**

**NATIONAL TESTING AGENCY (NTA)**

**An Autonomous Organization under the Department of Higher Education,**

**Ministry of Education, Government of India**

**First Floor, NSIC MDBP Building, NSIC Okhla, New Delhi-110020**

## CHAPTER-1

### INTRODUCTION

The Navodaya Vidyalaya Samiti (NVS), an autonomous Organization under the MoE vide its Notification dated 16 March, 2024 published in various Newspapers intends to fill up Non-Teaching Posts on Direct Basis in its HQ Office/Regional Offices/NLIs and Jawahar Navodaya Vidyalayas (JNVs). In this regard, the Samiti had already uploaded the Detailed Notification on its official Website, [www.navodaya.gov.in](http://www.navodaya.gov.in). Accordingly, the NVS has decided to open the Portal for inviting online applications from the interested and eligible candidates.

The National Testing Agency (NTA), on behalf of NVS has developed an online Portal for inviting online application(s) from Indian Citizens who are interested & eligible for filling up of the various Non-Teaching posts in the NVS on Direct basis, in the prescribed application form available on the Websites: <https://exams.nta.ac.in/NVS/> as per the details mentioned in the detailed Advertisement under Notification for Direct Recruitment Drive 2024 for various Non-Teaching posts of HQ/RO and JNV Cadre in NVS.

Online Applications are invited for filling up of the Post of Non-Teaching in Navodaya Vidyalaya Samiti, Ministry of Education, Govt. of India.

- 1.1** Candidate can apply for the above posts through “Online” mode only.
- 1.2** The Application Form in any other mode shall not be accepted.
- 1.3** **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.
- 1.4** In case more than one Application i.e. multiple Application Forms are submitted by a single and the same candidate, then the last application form submitted by such candidate shall only be taken into account.

**1. Important Dates:**

<b>Online Submission of Application Form through Website <a href="https://exams.nta.ac.in/NVS/">https://exams.nta.ac.in/NVS/</a> and/or <a href="http://www.navodaya.gov.in">www.navodaya.gov.in</a></b>	<b>22.03.2024 to 30.04.2024 (up to 05:00 P.M.)</b>
<b>Last date of successful transaction of fee through Credit/Debit Card/Net Banking/UPI</b>	<b>30.04.2024 (up to 05:00 P.M.)</b>
<b>Correction in Particulars of Application Form on the website only *</b>	<b>02.05.2024 to 04.05.2024</b>
<b>Downloading of Admit Cards from NTA website</b>	<b>Will be announced later on website</b>
<b>Date of Examination</b>	<b>Will be announced later on website</b>
<b>Website(s)</b>	<a href="https://exams.nta.ac.in/NVS/">https://exams.nta.ac.in/NVS/</a> <a href="http://www.navodaya.gov.in">www.navodaya.gov.in</a> .

**Fee Payable for Non-Teaching**

Post	General/EWS/OBC (NCL)			SC/ST/PwBD		
	Application Fee	Processing Fee	Total	Application Fee	Processing Fee	Total
Female Staff Nurse	Rs.1000/-	Rs.500/-	Rs.1500/-	NIL	Rs.500/-	Rs.500/-
Assistant Section Officer, Audit Assistant, Junior Translation Officer, Legal Assistant, Stenographer, Computer Operator, Catering Supervisor, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber, Lab Attendant, Mess Helper, Multi Tasking Staff	Rs.500/-	Rs.500/-	Rs.1000/-	NIL	Rs.500/-	Rs.500/-

Note: Any tax/Bank Transaction Charges will be borne by the candidate.

## CHAPTER-2

### REGISTRATION AND APPLICATION PROCESS

#### 2.1 Instructions for filling Online Application Form

Candidates have to apply “**ONLINE**” only for the Non-Teaching Posts by accessing the website: <https://exams.nta.ac.in/NVS/> and/or [www.navodaya.gov.in](http://www.navodaya.gov.in). The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate.

#### 2.2 It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits)/ Election Card (EPIC No.) / Passport number Bank Account Number /PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / OBC / SC / ST/EWS as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
- Scanned clear signature in JPG/JPEG format (size between 4kb–30kb),
- Size of the scanned thumb should be between 3kb to 30 kb.
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number
  - Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.
  - Whether they fulfill the eligibility conditions for the Examinations as prescribed.
  - In order to avoid correction in the particulars at a later stage, the candidate should **exercise utmost caution while filling up the details in the Application Form.**

#### 2.3 Following Steps may be followed to apply online:

**Step-1:** Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.

**Step-2:** Complete the Online Application Form and note down the system generated Registration Number.

Upload legible scanned images of:

- (i) a recent photograph (in .jpg/ .jpeg file, size 10Kb–200Kb);
- (ii) candidate’s signature (file size: 4kb-30kb);
- (iii) candidate’s thumb (file size: 3kb to 30 kb);
- (iv) Category Certificate (file size: 50 kb to 300 kb);

**Step-3:** Pay prescribed fee online through Net Banking/ Debit Card/ Credit Card (There is no provision for payment through e-challan/ cash).

All the 3 Steps can be done together or at separate timings.

#### 2.4 Applications will be accepted only when fee is deposited in the Bank upto prescribed last

date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.

- 2.5 After the submission of Online Application Form (i.e. successful completion of Step-3), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated only after successful payment by the Candidate.
- 2.6 In spite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

**Note:**

- i. *The final submission of Online Application Form will remain incomplete if Step – 2 and Step-3 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained*
  - ii. *No request for refund of fee once remitted by the candidate will be entertained.*
  - iii. *The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*
  - iv. *Candidates are advised to keep visiting the official websites i.e. <https://exams.nta.ac.in/NVS/> and/or [www.navodaya.gov.in](http://www.navodaya.gov.in) regularly for latest updates and to check their e-mails.*
  - v. *All the candidates who have submitted the online Application and paid the Examination fee till last date will be provisionally allowed to appear for the examination and their admit cards will be uploaded on the website.*
  - vi. *NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*
  - vii. *The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).*
  - viii. *Either NTA or NVS will, in no way, be responsible for any wrong/ incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the NVS.*
- 2.7 **The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:**
- At least four print outs of the Confirmation Page of Online Application Form.
  - Proof of fee paid.

- Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.
  - *The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.*
- 2.8 NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/NVS.
- 2.9 NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
- 2.10 The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.
- 2.11 Usage of Data and Information: NTA/NVS can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

**CHAPTER-3**  
**GENERAL INSTRUCTIONS**

- 3.1 The NTA/NVS reserves right to alter the number of vacancies; modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates.
- 3.2 Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/NVS shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
- 3.3 The decision of NVS shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.
- 3.4 Candidates are advised to go through the NTA website <https://exams.nta.ac.in/NVS/> and/or [www.navodaya.gov.in](http://www.navodaya.gov.in) regularly for latest updated information and other references.
- 3.5 Candidate must carefully read the Instructions for filling Application Form online given in the Detailed Advertisement available on NTA and NVS official websites. Candidates not complying with the Instructions shall be summarily disqualified.
- 3.6 Information such as his/her Name, Contact details/Address, Email ID, Category, PwBD Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.
- 3.7 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the NVS.
- 3.8 Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.
- 3.9 The examination is conducted on All India basis. The shortlisted candidate can be posted anywhere in India as per the policy of NVS.
- 3.10 **Examination Centers**
- I. A candidate needs to give his/her preferences for examination centres, however centres shall be allocated taking into account logistical considerations.
  - II. The information about the examination centers will be given in the respective admit cards.
  - III. No request for change of centre/venue/date/session for Examination shall be entertained.

- IV. NTA/NVS, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- V. NTA/NVS also reserves the right to allot the candidate to any centre even other than the preferences given by him/her.
- VI. Candidate will appear for the examination at an Examination Centre at her / his own risks and expenses and NTA/NVS will not be responsible for any injury or losses etc. of any nature.
- VII. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.
- 3.11 In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form /Admit Card or he/she has tampered his/her Admit Card /result, these acts of the candidate shall be treated as Unfair Means (UFM).
- 3.12 In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts or any other grounds which the NTA/NVS consider to be sufficient clause, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable for criminal proceedings.
- 3.13 A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination. Candidates who are eligible to use scribe or are eligible to have compensatory time will also be eligible for compensatory time including those who are allowed use of scribe but do not avail the facility. Compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act2016 but not covered under definition of Section 2(r) of the Act.
- 3.14 No request for refund of fee once remitted by the candidate will be entertained either by NTA or by the NVS under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites.
- 3.15 Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On- line Application Form, E-Admit Card and at least 08(eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.
- 3.16 In case of multiple applications submitted by the candidate, the last application correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.
- 3.17 No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by NVS, failing which he/she shall be disqualified.
- 3.18 Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 3.19 Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card /print out of E-Aadhar card, Voter I.D. Card, Permanent Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 3.20 No Objection Certificate (NOC) for serving employees: Candidates serving (including those undergoing induction training /probation) in any Government Department including Public Sector Undertakings may apply to their respective department. Shortlisted candidates should produce NOC from the employer at the time of Document



- Verification (as per the directions of recruiting department i.e. NVS as and when required) failing which their candidature will be cancelled.
- 3.21 In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.
- 3.22 No recommendation for selection either written or oral, other than those for whom required as per Rules applicable will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for appointment.
- 3.23 The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, NTA/NVS may reject the candidature at any stage of the selection and may take all necessary action.
- 3.24 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual Information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.
- 3.25 It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.
- 3.26 Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.
- 3.27 Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as NTA/NVS may deem fit and proper including ban from future examinations.
- 3.28 Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 3.29** Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts and job racketeers, who promise to get them selected unlawfully on illegal considerations/means. NTA/NVS **has not appointed any agent(s) or coaching advertisement for action on its behalf.** Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence NVS directly or indirectly shall be disqualified and legal action can be initiated against them. **Candidates are advised to visit only the official website of NTA/NVS and beware of FAKE websites put up by unscrupulous elements/touts.**
- 3.30 Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.
- 3.31 The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled) and action/criminal proceedings as deemed fit may also be initiated.
- 3.32 (i) The NTA/NVS reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.
- (ii) The decision of NTA/NVS shall be final in all matters relating to eligibility,

acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.

- (iii) The NTA/NVS will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.
- (iv) **NTA/NVS reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason;** and NVS also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.
- (v) Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in NVS as and when required.
- (vi) NTA/NVS reserves the right to incorporate any subsequent changes/modifications/additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/corrigendum to this Employment Notification.
- 3.33 The vacancies calculated and indicated in the advertisement are subject to change.
- 3.34 In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.
- 3.35 The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.
- 3.36 No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness.
- 3.37 No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.
- 3.38 The decision of the NVS in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- 3.39 Following person(s) shall not be eligible:
- a)** Who has entered into or contracted a marriage with a person having spouse living or
  - b)** Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Competent Authority of NVS may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

**CHAPTER-4**  
**Legal Jurisdiction**

All disputes pertaining to the conduct of NVS Examinations including results shall fall within the jurisdiction of Delhi / New Delhi only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result. The Director (Administration) of the NTA shall be the official by whose designation the NTA may sue or be sued.

LIST OF EXAMINATION CITIES

Sr. No	City	State
1	Visakhapatnam	Andhra Pradesh
2	Vijayawada	Andhra Pradesh
3	Guntur	Andhra Pradesh
4	Nellore	Andhra Pradesh
5	Kakinada	Andhra Pradesh
6	Anantapur	Andhra Pradesh
7	Port Blair	A&N Islands
8	Guwahati	Assam
9	Dibrugarh	Assam
10	Silchar	Assam
11	Itanagar	Arunanchal Pradesh
12	Patna	Bihar
13	Gaya	Bihar
14	Bhagalpur	Bihar
15	Muzaffarpur	Bihar
16	Darbhanga	Bihar
17	Purnia	Bihar
18	Arrah	Bihar
19	Chandigarh	Chandigarh
20	Ambikapur	Chhattisgarh
21	Raipur	Chhattisgarh
22	Bilaspur	Chhattisgarh
23	Jagdalpur	Chhattisgarh
24	Delhi	Delhi
25	Panji	Goa
26	Ahmedabad	Gujarat
27	Surat	Gujarat
28	Vadodara	Gujarat
29	Rajkot	Gujarat
30	Bhavnagar	Gujarat
31	Faridabad	Haryana
32	Karnal	Haryana
33	Gurugram	Haryana
34	Mandi	Himachal Pradesh
35	Shimla	Himachal Pradesh
36	Srinagar	Jammu and Kashmir

Sr. No	City	State
37	Jammu	Jammu and Kashmir
38	Baramulla	Jammu and Kashmir
39	Dhanbad	Jharkhand
40	Ranchi	Jharkhand
41	Jamshedpur	Jharkhand
42	Bokaro	Jharkhand
43	Bangalore	Karnataka
44	Dharwad	Karnataka
45	Mysore	Karnataka
46	Gulbarga	Karnataka
47	Mangalore	Karnataka
48	Belgaum	Karnataka
49	Thiruvananthapuram	Kerala
50	Ernakulam(Kochi)	Kerala
51	Kozhikode	Kerala
52	Palakkad	Kerala
53	Leh	Ladakh
54	Kavaratti	Lakshwadeep
55	Indore	Madhya Pradesh
56	Bhopal	Madhya Pradesh
57	Gwalior	Madhya Pradesh
58	Jabalpur	Madhya Pradesh
59	Churachandpur	Manipur
60	Imphal	Manipur
61	Shillong	Meghalaya
62	Tura	Meghalaya
63	Aizawl	Mizoram
64	Mumbai	Maharashtra
65	Pune	Maharashtra
66	Nagpur	Maharashtra
67	Ratnagiri	Maharashtra
68	Nashik	Maharashtra
69	Amravati	Maharashtra
70	Dimapur	Nagaland
71	Kohima	Nagaland
72	Bhubaneswar	Odisha
73	Rourkela	Odisha
74	Berhampur	Odisha
75	Sambalpur	Odisha
76	Baripada	Odisha
77	Koraput	Odisha
78	Puducherry	Puducherry
79	Ludhiana	Punjab

Sr. No	City	State
80	Pathankot	Punjab
81	Patiala	Punjab
82	Bathinda	Punjab
83	Jaipur	Rajasthan
84	Jodhpur	Rajasthan
85	Bikaner	Rajasthan
86	Udaipur	Rajasthan
87	Gangtok	Sikkim
88	Chennai	Tamil Nadu
89	Coimbatore	Tamil Nadu
90	Madurai	Tamil Nadu
91	Tiruchirappalli	Tamil Nadu
92	Vellore	Tamil Nadu
93	Tirunelveli	Tamil Nadu
94	Hyderabad	Telangana
95	Mahabubnagar	Telangana
96	Nizamabad	Telangana
97	Khammam	Telangana
98	Karimnagar	Telangana
99	Agartala	Tripura
100	Lucknow	Uttar Pradesh
101	Kanpur	Uttar Pradesh
102	Agra	Uttar Pradesh
103	Meerut	Uttar Pradesh
104	Varanasi	Uttar Pradesh
105	Ayodhya	Uttar Pradesh
106	Bareilly	Uttar Pradesh
107	Gorakhpur	Uttar Pradesh
108	Jhansi	Uttar Pradesh
109	Prayagraj	Uttar Pradesh
110	Dehradun	Uttarakhand
111	Pauri Garhwal	Uttarakhand
112	Haldwani	Uttarakhand
113	Kolkata	West Bengal
114	Bardhwan	West Bengal
115	Asansol	West Bengal
116	Siliguri	West Bengal
117	Malda	West Bengal

\* (Note: NTA reserves the right to change any of the above mentioned Cities that may have been opted by any candidate in his/ her Online Application Form, at a later stage due to administrative or logistic reasons and may allot a City to him/her other than from his/ her choices of Cities, given in the Online Application Form.)



**NAVODAYA VIDYALAYA SAMITI**  
(An Autonomous Organization under Ministry of Education)  
Department of School Education and Literacy), Govt. of India  
B-15, Institutional Area, Sector-62,  
Noida, District Gautam Budh Nagar,  
Uttar Pradesh – 201309

**RECRUITMENT DRIVE 2024 (NON TEACHING POSTS)**

**RECRUITMENT OF FEMALE STAFF NURSE, ASSISTANT SECTION OFFICER, AUDIT ASSISTANT, LEGAL ASSISTANT, JUNIOR TRANSLATION OFFICER, STENOGRAPHER, COMPUTER OPERATOR, CATERING SUPERVISOR, JUNIOR SECRETARIAT ASSISTANT [HQ/RO CADRE], JUNIOR SECRETARIAT ASSISTANT [JNV CADRE], ELECTRICIAN CUM PLUMBER, LAB ATTENDANT, MESS HELPER AND MULTI TASKING STAFF [HQ/RO CADRE] IN HQ / REGIONAL OFFICES/NLIs AND JAWAHAR NAVODAYA VIDYALAYAS OF NAVODAYA VIDYALAYA SAMITI**

Navodaya Vidyalaya Samiti, henceforth mentioned as NVS, is an autonomous organization under the Ministry of Education, Department of School Education & Literacy, Govt. of India. It has its Hqrs Office at NOIDA (Uttar Pradesh), 08 Regional Offices (at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune & Shillong), 07 NLIs (at Amritsar, Goa, Kamrup, NOIDA, Puri, Rangareddy, Udaipur) and more than 650 Jawahar Navodaya Vidyalayas (JNVs) functional all over India except in the State of Tamil Nadu. JNVs are co-educational, fully residential schools up to Senior Secondary level and are located mainly in rural areas

NVS invites online applications from Indian citizens for recruitment on direct basis to the following posts:

Post Name	Cadre
Assistant Section Officer, Audit Assistant, Junior Translation Officer, Legal Assistant, Stenographers, Computer Operator, Junior Secretariat Assistant & Multi Tasking Staff	HQ/RO
Female Staff Nurse, Catering Supervisor, Junior Secretariat Assistant, Electrician cum Plumber, Lab Attendant & Mess Helper	JNV

The candidates may be posted anywhere in India on initial posting on selection and request for change of station / region will not be entertained under any circumstances whatsoever.

2. Details of Post wise & Category wise break up of number of tentative vacancies (includes actual as well as anticipated vacancies on account of retirement/promotion etc.) [Vacancies are tentative and may increase or decrease] are as under:-

**Female Staff Nurse (Group B) [Post Code-01]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
85	12	12	10	02	121	02	02	00	01

**Assistant Section Officer (Group B) [Post Code-02]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
04	00	01	00	00	05	00	00	00	00	00

**Audit Assistant (Group B) [Post Code-03]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
08	01	01	02	00	12	00	00	00	00	00

**Junior Translation Officer (Group B) [Post Code-04]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
02	00	01	01	00	04	00	00	00	00

**Legal Assistant [Group B] [Post Code-05]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
01	00	00	00	00	01	00	00	00	00

**Stenographer (Group C) [Post Code-06]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
14	02	02	04	01	23	00	01	01	00	02

**Computer Operator (Group C) [Post Code-07]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
02	00	00	00	00	02	00	00	00	00

**Catering Supervisor (Group C) [Post Code-08]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
44	07	13	10	04	78	01	01	01	01	07

**Junior Secretariat Assistant (Group C)[Hqrs/RO Cadre] [Post Code-09]:**

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
HQ/RO	13	02	02	03	01	21	01	00	01	00	02



**Junior Secretariat Assistant (Group C)[JNV Cadre] [Post Code-10]:**

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
JNV	145	36	86	67	26	360	04	04	04	03	36

**Electrician Cum Plumber (Group C) [Post Code-11]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
75	12	15	23	03	128	03	00	02	01	12

**Lab Attendant (Group C) [Post Code-12]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
76	16	31	28	10	161	02	01	02	02	16

**Mess Helper (Group C) [Post Code-13]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
216	44	43	106	33	442	04	04	06	04	44

**Multi Tasking Staff (Group C)[Hqrs/RO Cadre] [Post Code-14]:**

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
11	02	04	02	00	19	00	00	01	00	02

Reservation for the Persons with Benchmark Disabilities (PwBD) has been ensured in accordance with the provisions of Rights of Persons with Disabilities Act 2016 & the DPwD notification no. 38-16/2020-DD-III dated 04th January 2021 and instructions issued by GOI from time to time in this regard by considering the residential nature of JNVs. Nature of disabilities for the post(s) in which horizontal reservation for PwBDs is earmarked. All candidates are advised to go through the following list to ensure that they are full filling the functional requirements with reference to respective benchmark disability category. :-

Sl. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities
1.	Female Staff Nurse	S, ST, W, MF, RW, SE, H, C	a) LV b) OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
2.	Assistant Section Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
3.	Audit Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, OAL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above
4.	Junior Translation Officer	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
5.	Legal Assistant	S, ST, W, SE, H, C, MF	a) B, LV b) HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above
6.	Stenographer	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
7.	Computer Operator	S, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, BL, OAL, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
8.	Catering Supervisor	S, ST, BN, MF, RW, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, MI e) MD involving (a) to (d) above

9.	Junior Secretariat Assistant (Hqrs./RO Cadre)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
10.	Junior Secretariat Assistant (JNV Cadre)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
11.	Electrician cum Plumber	S, ST, W, L, MF, SE	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
12.	Lab. Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M,MoD), ID, SLD, MI e) MD involving (a) to (d) above
13.	Mess Helper	S, ST, W, BN, L, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M,MoD), ID, SLD, MI e) MD involving (a) to (d) above
14.	Multi-Tasking Staff	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above

**Abbreviation used:** LD=Locomotor Disability, VI=Visually Impaired, HI=Hearing Impaired, EXM=Ex. Service Man & PHYSICAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

**CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

3. Details regarding essential and desirable qualifications for various categories of posts, Pay Scales, Age limit, Relaxation of age, Mode of Selection and other related details are given below. In addition to the pay scale, selected candidates will be entitled to draw admissible allowances as per rules.

**3.1: POST & ELIGIBILITY CRITERIA:**

**A. FEMALE STAFF NURSE: (Post Code: 01)**

**PAY SCALE:** Level-7 (Rs.44900-142400) in the Pay Matrix  
**UPPER AGE LIMIT** Upto 35 years

**ESSENTIAL QUALIFICATIONS:**

1. (i) B.Sc (Hons.) in Nursing from a recognized University/Institute.  
**OR**  
Regular course in B.Sc Nursing from a recognized University/Institute.  
**OR**  
Post Basic B.Sc. Nursing from a recognized University/Institute.
2. Registered as Nurse or Nurse Mid-wife (RN or RM) with any State Nursing Council.
3. Two and Half years' experience in minimum 50 bedded Hospital after acquiring (1) above.

**DESIRABLE :**

Working knowledge of Hindi/Regional Language and English.

**B. ASSISTANT SECTION OFFICER: (Post Code: 02)**

**PAY SCALE:** Level -6 (Rs.35400-112400) in the Pay Matrix  
**AGE LIMIT:** Between 23 and 33 years.

**ESSENTIAL QUALIFICATIONS:**

- (i) Bachelor Degree from a recognized University.
- (ii) 03 years' experience in administrative, financial matters in Central Govt./Autonomous Organization under the Central Govt.

**C. AUDIT ASSISTANT: (Post Code: 03)**

**PAY SCALE:** Level -6 (Rs.35400-112400) in the Pay Matrix  
**AGE LIMIT:** Between 18 and 30 years.**ESSENTIAL**

**QUALIFICATIONS:**

- (i) B Com from a recognized University.

**DESIREABLE:**

- (i) 3 years' experience of accounts works in a Government/Semi Government/ 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.

**D. JUNIOR TRANSLATION OFFICER: (Post Code: 04)**

**PAY SCALE:** Level -6 (Rs.35400-112400) in the Pay Matrix  
**UPPER AGE LIMIT:** Not exceeding 32 years.

**ESSENTIAL QUALIFICATIONS:**

1. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level  
**OR**  
Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level.  
**OR**  
Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level;  
**OR**  
Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the Degree level;  
**OR**  
Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level;
2. Recognized Diploma or certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt. of India Undertaking.

**E. LEGAL ASSISTANT: (Post Code: 05)**

**PAY SCALE:** Level -6 (Rs.35400-112400) in the Pay Matrix  
**UPPER AGE LIMIT:** Between 23 and 35 Years.

**ESSENTIAL QUALIFICATIONS:**

- (i) Degree in Law from a recognized University.
- (ii) Three years experience of handling legal cases in a Government Department / Autonomous Bodies / PSU

**DESIREABLE:**

- (i) Working Knowledge of Computer Operation.
- (ii) Working knowledge of Hindi & English

**F. STENOGRAPHER: (Post Code:06)**

**PAY SCALE:** Level -4 (Rs.25500-81100) in the Pay Matrix  
**AGE LIMIT:** Between 18 and 27 years.

**ESSENTIAL QUALIFICATIONS:**

- (i) 12<sup>th</sup> pass from a recognized Board or University.
- (ii) Skill test Norms

**Dictation:** 10 mts @ 80 w.p.m.

**Transcription:** 50 mts (Eng.) 65 mts (Hindi) (On computer)

**G. COMPUTER OPERATOR: (Post Code:07)**

**PAY SCALE:** Level -4 (Rs.25500-81100) in the Pay Matrix  
**AGE LIMIT:** Between 18 and 30 years.

**ESSENTIAL QUALIFICATIONS:**

- (i) BCA/B.Sc. (Computer Science/IT) from a recognized University.

**OR**

BE/B.Tech (Computer Science/IT)

**H. CATERING SUPERVISOR (Post Code: 08)**

**PAY SCALE:** Level-4 (Rs.25500-81100) in the Pay Matrix  
**UPPER AGE LIMIT** Upto 35 years

**ESSENTIAL QUALIFICATIONS:**

Bachelor's Degree in Hotel Management from an institution recognized by Ministry of Tourism. Govt. of India/State Government.

**OR**

Trade proficiency Certificate in Catering with a minimum of 10 years' service in Defence Services of regular establishment (for Ex-servicemen only).

**I. JUNIOR SECRETARIAT ASSISTANT (HQ/RO Cadre): (Post Code:09)**

**PAY SCALE:** Level-2 (Rs.19900-63200) in the Pay Matrix  
**AGE LIMIT:** Between 18 to 27 years

**ESSENTIAL QUALIFICATIONS:**

Senior Secondary certificate (Class XII) from a recognized Board 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 Subjects.

**Desirable:**

1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 months' diploma in computers from a recognized institution or through computer literacy certificate at school level.
2. Experience in accounts / administrative matters in 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. (PCs: Personal Computers)

**J. JUNIOR SECRETARIAT ASSISTANT (JNV Cadre): (Post Code:10)**

**PAY SCALE:**

**Level-2 (Rs.19900-63200) in the Pay Matrix  
Between 18 to 27 years**

**AGE LIMIT:**

**ESSENTIAL QUALIFICATIONS:**

Senior Secondary certificate (Class XII) from a recognized Board 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 Subjects.

**Desirable:**

1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 months' diploma in computers from a recognized institution or through computer literacy certificate at school level.
2. Experience in accounts / administrative matters in Govt. / Semi Govt. / Autonomous organization.

**Note:**

Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard the Samiti may require. (PCs: Personal Computers)

**K. ELECTRICIAN CUM PLUMBER (Post Code:11)**

**PAY SCALE:**

**Level-2 (Rs.19900-63200) in the Pay Matrix  
Between 18 and 40 years**

**AGE LIMIT:**

**ESSENTIAL QUALIFICATIONS:**

- (i) 10th class pass.
- (ii) Industrial Training Institute (ITI) Certificate in the trade of Electrician/Wireman.
- (i) At least 2 years' experience in electrical Installation/wiring/plumbing.

**DESIRABLE:**

Two Years' experience in maintenance of electrical appliances.

**L. LAB ATTENDANT :(Post Code:12)**

**PAY SCALE:**

**Level-1 (Rs.18000-56900) in the Pay Matrix  
Between 18 and 30 years**

**AGE LIMIT:**

**ESSENTIAL QUALIFICATIONS:**

10<sup>th</sup> Class pass with a certificate / diploma in Laboratory Technique

**OR**

12<sup>th</sup> Class with Science stream from a recognized Board / University

**M. MESS HELPER :(Post Code:13)**

**PAY SCALE:**

**Level-1 (Rs.18000-56900) in the Pay Matrix  
Between 18 and 30 years**

**AGE LIMIT:**

**ESSENTIAL QUALIFICATIONS:**

- (i) Matriculation pass (Class X passed from recognized board)
- (ii) 05 years' experience of working in a Govt. residential organization's Mess/school's Mess and
- (iii) Passing of skill test prescribed by NVS

**N. MULTI TASKING STAFF: (HQ/RO Cadre) (Post Code:14)**

**PAY SCALE:**

**Level-1 (Rs.18000-56900) in the Pay Matrix  
Between 18 and 30 years**

**AGE LIMIT:**

**ESSENTIAL QUALIFICATIONS:**

Class X from a recognized board

**3.2 : AGE RELAXATION**

Maximum relaxation in upper age limit will be as under:

Sl. No.	Category of Persons	Extent of age relaxation / concession
(a)	Scheduled Caste / Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	For the post of Mess Helper	Age relaxation to the extent of period spent as casual labourer in JNVs Mess including broken period, if any will be given, provided that one stretch of such service is for more than six months.
(d)	For the post of Multi-Tasking Staff (HQ/RO Cadre)	05 years for employees of NVS including those who are working on contract basis/daily wage basis in NVS
(e)	Candidates with 3 years continuous service in Central Govt./Autonomous Bodies/NVS Employees (Except: Mess Helper & MTS (HQ/RO)) provided the posts are in same or allied cadres	5 years



(f)	Persons with disabilities	
	(i) SC/ST	15 years
	(ii) OBC (NCL)	13 years
	(iii) General	10 years
(g)	<p>Ex-Servicemen who has put in not less than six months' continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he / she shall be deemed to satisfy the condition regarding age limit. <b>(Important: Such ex- serviceman who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules)</b>. Candidates applying under ex-serviceman category should mandatorily furnish an undertaking as per <b>Annexure-I (as available in the detailed notification published on NVS website)</b> at the time of verification of documents/interview.</p>	

**Note:** All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit will be granted subject to maximum of age as prescribed under the relevant rules.

**3.3: The Cut-Off date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be the closing date for submission of online application by candidates in India.** Before applying, applicants must satisfy about their eligibility as on closing date of application.

**3.4:** The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. Only those OBC Categories which are applicable for appointment under Central Government as per center list will be considered. A candidate who claims to belong to OBC (NCL) category should submit in support of his / her claim, a copy of a certificate as per **Annexure-II (as available in the detailed notification published on NVS website)** from the appropriate issuing authority as provided under rules.

**3.5** A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his / her claim, a copy of a certificate as per **Annexure-III (as available in the detailed notification published on NVS website)** from the appropriate issuing authority as provided under rules.

**3.6: EWS (Economically Weaker Section) Reservation:**

a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC and whose family gross annual income is below **Rs.8 Lakh** (Rupees Eight Lakh) shall be eligible for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:-

- i. 5 Acres of agriculture land and above.
- ii. Residential flat of 1000 Sq Ft and above.

- iii. Residential plot of 100 Sq yards and above in notified municipalities.
- iv. Residential plot of 200 Sq Yard and above in areas other than the notified municipalities.

b) The property held by a family in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status. (The term Family – for this purpose will include the person who seeks benefit of reservation. His / her parents and siblings below the age of 18 years and also his / her spouse and children below the age of 18 years).

c) The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority. The income and asset certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-IV (as available in the detailed notification published on NVS website)** shall only be accepted as candidate's claim as belonging to EWS:-

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1<sup>st</sup> Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner; or
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate; or
- iii. Revenue Officer not below the rank of Tehsildar; or
- iv. Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides.

d) The candidate applying against the vacancies reserved for EWS must possess Income and asset certificate as on closing date of online application for this advertisement and should be valid for the year in which this recruitment notification is published. Accordingly, these candidates are required to produce valid Income and asset certificate during documentation stage.

#### 4: MODE OF SELECTION

- (a) Candidates will be shortlisted on the basis of their performance in COMPETITIVE EXAM AND INTERVIEW put together for the post of Legal Assistant. The decision of the NVS about the mode of selection to this notified post and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard.

However, in the case of Female Staff Nurse, Assistant Section Officer, Audit Assistant, Junior Translation Officer, Computer Operator, Catering Supervisor, Lab Attendant & Multi-Tasking Staff, the selection to the post will be done on the basis of the performance of the candidates in the Competitive Exam only.

For the posts of Stenographer, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber & Mess Helper, candidates shortlisted on the basis of Competitive Exam will be called for Trade / Skill Test which will be of qualifying in nature only and carries no weightage. In case a candidate fails to qualify the trade / skill test, their candidature would be rejected. Skill Test / Typing Test / Typewriting Test for the post of Stenographer and JSA will be assessed on PC (Personal Computers) only. **However, the mode of selection, whichever so, for all the notified posts will be the sole discretion**

of NVS and may be changed at any stage.

- (b) The Competitive Exam for the recruitment to the notified posts is likely to be held at following cities:

City	State		City	State
Visakhapatnam	Andhra Pradesh		Churachandpur	Manipur
Vijayawada	Andhra Pradesh		Imphal	Manipur
Guntur	Andhra Pradesh		Shillong	Meghalaya
Nellore	Andhra Pradesh		Tura	Meghalaya
Kakinada	Andhra Pradesh		Aizawl	Mizoram
Anantapur	Andhra Pradesh		Mumbai	Maharashtra
Port Blair	A&N Islands		Pune	Maharashtra
Guwahati	Assam		Nagpur	Maharashtra
Dibrigarh	Assam		Ratnagiri	Maharashtra
Silchar	Assam		Nashik	Maharashtra
Itanagar	Arunanchal Pradesh		Amravati	Maharashtra
Patna	Bihar		Dimapur	Nagaland
Gaya	Bihar		Kohima	Nagaland
Bhagalpur	Bihar		Bhubaneswar	Odisha
Muzaffarpur	Bihar		Rourkela	Odisha
Darbhanga	Bihar		Berhampur	Odisha
Purnia	Bihar		Sambalpur	Odisha
Arrah	Bihar		Baripada	Odisha
Chandigarh	Chandigarh		Koraput	Odisha
Ambikapur	Chhattisgarh		Puducherry	Puducherry
Raipur	Chhattisgarh		Ludhiana	Punjab
Bilaspur	Chhattisgarh		Pathankot	Punjab
Jagdalpur	Chhattisgarh		Patiala	Punjab
Delhi	Delhi		Bathinda	Punjab
Panji	Goa		Jaipur	Rajasthan
Ahmedabad	Gujarat		Jodhpur	Rajasthan
Surat	Gujarat		Bikaner	Rajasthan
Vadodara	Gujarat		Udaipur	Rajasthan

City	State		City	State
Rajkot	Gujarat		Gangtok	Sikkim
Bhavnagar	Gujarat		Chennai	Tamil Nadu
Faridabad	Haryana		Coimbatore	Tamil Nadu
Karnal	Haryana		Madurai	Tamil Nadu
Gurugram	Haryana		Tiruchirappalli <sup>[6]</sup>	Tamil Nadu
Mandi	Himachal Pradesh		Vellore	Tamil Nadu
Shimla	Himachal Pradesh		Tirunelveli	Tamil Nadu
Srinagar	Jammu and Kashmir		Hyderabad	Telangana
Jammu	Jammu and Kashmir		Mahabubnagar	Telangana
Baramulla	Jammu and Kashmir		Nizamabad	Telangana
Dhanbad	Jharkhand		Khammam	Telangana
Ranchi	Jharkhand		Karimnagar	Telangana
Jamshedpur	Jharkhand		Agartala	Tripura
Bokaro	Jharkhand		Lucknow	Uttar Pradesh
Bangalore	Karnataka		Kanpur	Uttar Pradesh
Dharwad	Karnataka		Agra	Uttar Pradesh
Mysore	Karnataka		Meerut	Uttar Pradesh
Gulbarga	Karnataka		Varanasi	Uttar Pradesh
Mangalore	Karnataka		Ayodhya	Uttar Pradesh
Belgaum	Karnataka		Bareilly	Uttar Pradesh
Thiruvananthapuram	Kerala		Gorakhpur	Uttar Pradesh
Ernakulam(Kochi)	Kerala		Jhansi	Uttar Pradesh
Kozhikode	Kerala		Prayagraj	Uttar Pradesh
Palakkad	Kerala		Dehradun	Uttarakhand
Leh	Ladakh		Pauri Garhwal	Uttarakhand
Kavaratti	Lakshwadeep		Haldwani	Uttarkhand
Indore	Madhya Pradesh		Kolkata	West Bengal
Bhopal	Madhya Pradesh		Bardhwan	West Bengal
Gwalior	Madhya Pradesh		Asansol	West Bengal
Jabalpur	Madhya Pradesh		Siliguri	West Bengal
--	--		Malda	West Bengal

However, the NVS has the right to conduct the Competitive Exam at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions. Further, NVS reserves the right to modify / cancel the centre opted by candidates due to administrative reasons, if any. Decision of NVS will be final. Number of centers in each city will depend upon the number of candidates opting for a city. The centres of Competitive Examination will be decided by NVS though the preferences / options submitted by candidates will be considered to the extent of availability of seats at such centre.

- c) Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in answering in the exam including that of speed if so desired by him / her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to answer in the examination and scribe is essential to answer in the examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-V (as available in the detailed notification published on NVS website)**. The qualification of the scribe should be at least one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. In addition, the scribe has to produce a valid ID proof (PAN, Aadhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe has to submit along with proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- d) Compensatory time to be allowed in PwBDs case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time of one hour for examination of three hours' duration. Reservation for person with disabilities in r/o the current year vacancies will be given as per the rules. No candidate will be permitted for the COMPETITIVE EXAM without the proper Admit Card and valid ID proof.

e. **Scheme of Examination:**

- (i) **For the post of Female Staff Nurse:**

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each
Part-II	General Awareness & Current Affairs	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	

Part-IV	Subject Knowledge	70	70	part of the test individually.
	Total	120	120	

(ii) For the post of Assistant Section Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	15	15	
Part-III	Language Test (General English & General Hindi) – 15 marks each for each language	30	30	
Part-IV	Basic knowledge of computer operation, General Awareness and current affairs	10	10	
Part-V	Office Manual and Procedures, CCS (Conduct Rules), CCS (CCA) Rules, CCS (Leave Rules), Reservation & Concessions in recruitment and promotion, General Financial Rules, CCS (Medical Rules), FR/SR, PFMS, Establishment Rules on Recruitment, promotions, Seniority, Pay Fixation, Gratuity, Terminal Benefits, RTI Act, Children Education Allowance, POCSO Act	50	50	
	Total	120	120	

(iii) For the post of Audit Assistant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	30	30	
Part-III	Language Test (General English & General Hindi) – 10 marks each for each language	20	20	
Part-IV	Basic knowledge of Computer Operation, General Awareness & current affairs	20	20	

Part-V	Subject Knowledge (Accountancy, Annual Accounts, Taxation, Budgeting, Auditing & Financial Management, GeM)	40	40
	Total	130	130

(iv) For the post of Junior Translation Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Translation – English to Hindi	25	25	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	Translation – Hindi to English	25	25	
Part-III	Mental & Reasoning Ability	10	10	
Part-IV	General Awareness & Current Affairs	20	20	
Part-V	Subject Knowledge (Hindi/English)	20	20	
	Total	100	100	

(v) For the post of Legal Assistant:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 03 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Quantitative Aptitude	20	20	
Part-V	Constitution of India, Functioning of High Court, Supreme Court, Central Administrative Tribunals, Civil Procedure Code and Criminal Procedure Code (Provision required to be referred generally in Government Offices will be given importance), Evidence Act, Limitation Act, POCSO Act, Interpretation of Statutes	70	70	
	Total	150	150	

Stage-II (Interview)

(vi) For the post of Stenographer:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each language	40	40	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & current affairs	30	30	
Part-III	Basic knowledge of Computer Operation	30	30	
	Total	100	100	

Stage-II -Skill Test Norms

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts (Eng.) 65 mts (Hindi) (On computer)

(vii) For the post of Computer Operator:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Knowledge of Computer Operation and MS Office	60	60	
	Total	130	130	

(viii) For the post of Catering Supervisor:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Knowledge of Computer operation	10	10	
Part-V	Domain/Profession Knowledge	60	60	
	Total	120	120	



(ix) For the post of Junior Secretariat Assistant (HQ/RO cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(x) For the post of Junior Secretariat Assistant (JNV cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(xi) For the post of Electrician cum Plumber:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours
Part-II	General Awareness	15	15	
Part-III	Language Competency	30	30	

	Test (General English and General Hindi-15 marks each subject)			duration without any time limit for each part of the test individually.
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

### Stage-II (Trade Test)

(xii) For the post of Lab Attendant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

(xiii) For the post of Mess Helper:

### Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Subject specific knowledge (Food, Nutrition, Hygiene, Recipes of Indian Food and Sweets)	70	70	
	Total	120	120	

### Stage-II (Skill Test)

(xiv) For the post of Multi Tasking Staff:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each subject	40	40	The test will be of 2 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & Current Affairs	20	20	
Part-III	Basic Knowledge of Computer Operation	40	40	
	Total	100	100	

- f. Schedule of examination will be intimated with the Admit Card.
- g. Detailed examination schedule will also be notified on NVS website [www.navodaya.gov.in](http://www.navodaya.gov.in) in due course. Admit cards for COMPETITIVE EXAM / Interview / Personal Interaction / Document verification will be sent on registered e-mail address of the candidate as mentioned by them in successfully submitted online application or the same may be downloaded from the NVS website. NVS will not be responsible if the communication is not received by the candidate due to mention of wrong/incorrect e-Mail ID.
- h. Based on the performance in COMPETITIVE EXAM and also keeping in view the number of vacancies, the candidates will be called for interview / Personal Interaction / Document Verification in the ratio as decided by NVS. Intimation to this effect will be uploaded on the NVS website [www.navodaya.gov.in](http://www.navodaya.gov.in) in due course. Candidates are required to check the NVS website from time to time for latest updates. Taking into account the performance of the candidates in COMPETITIVE EXAM and interview both, wherever applicable, merit list will be prepared by giving weightage of 70% and 30% of the marks obtained in COMPETITIVE EXAM and interview / Personal Interaction respectively. **However, the mode of selection will be the sole discretion of NVS and may change at any stage.**

5: **HOW TO APPLY:**

- i. Candidates are required to **apply Online** through NVS website at [www.navodaya.gov.in](http://www.navodaya.gov.in) **No other means/mode of application will be accepted.**
- ii. Candidates are required to **have a valid and operative personal email ID.** It should be kept active during the currency of this recruitment. The NVS through its exam conducting agency may send call letters for COMPETITIVE EXAM and interview etc. on the registered e-mail ID of the candidate or the same may be downloaded from the NVS website. **Under no circumstances, candidate should share/ mention email ID to/ or of any other person.**
- iii. In case, a candidate does not have a valid and operative personal email ID, he/she should **create his/ her new email ID** before applying Online and keep it active during the currency of this recruitment.
- iv. The online applications should be filled carefully **as per instructions** contained in the online application format and submit the same Online. Login Id and password would be generated on successful submission of application and will be sent on the registered e-mail address of the candidate. Candidates are advised to preserve their login Id and password for future use.

- v. No Application Fee is required to be paid by candidates belonging to SC/ST/PwBD categories.
- vi. The candidates have to pay application fee / processing fee as applicable online through the prescribed link at online application. **Once the application fee / processing fee is deposited the same shall not be refunded under any circumstances.** The post wise application fee / processing fee payable is as under:

Post	General/EWS/OBC (NCL)			SC/ST/PwBD		
	Application Fee	Processing Fee	Total	Application Fee	Processing Fee	Total
Female Staff Nurse	Rs.1000/-	Rs.500/-	Rs.1500/-	NIL	Rs.500/-	Rs.500/-
Assistant Section Officer, Audit Assistant, Junior Translation Officer, Legal Assistant, Stenographer, Computer Operator, Catering Supervisor, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber, Lab Attendant, Mess Helper, Multi Tasking Staff	Rs.500/-	Rs.500/-	Rs.1000/-	NIL	Rs.500/-	Rs.500/-

- vii. The candidates should take a printout of the online application and preserve it for their record and should not send the same to NVS or to any other address. **The application printout will also have to be submitted during document verification at the time of interviews/document verification along with the self attested copies of certificates in support of Age, Qualification, Experience, Caste, Non Creamy Layer, Benchmark Physical Disability & Economically Weaker Section (EWS), as applicable.**
- viii. The name of the candidate and his/ her father/mother/ husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. **Any change / alteration found may disqualify the candidature.**
- ix. Candidates are required to download the call letter sent by the exam conducting agency of the NVS on the registered e-mail ID of the candidate or the same may be downloaded from the NVS website i.e. [www.navodaya.gov.in](http://www.navodaya.gov.in). However, candidates are advised in their own interest to view NVS website from time to time with regard to the call letters and other updates about COMPETITIVE EXAM & Interview/Personal Interaction etc., as they may not get the intimation through email due to technical fault. No correspondence shall be entertained by the NVS nor shall NVS send separate intimation to the candidates to this effect.
- x. A candidate may apply for more than one post if he / she is eligible and desires to do so. In such cases, the candidate will have to pay the requisite fee separately for all the posts applied for.

- xi. Details of opening of application portal, closing date of registration, opening of fee deposit, fee closure, date of conduct of Competitive Exam will be updated on the website of the Navodaya Vidyalaya Samiti. All eligible and interested candidates are advised to be alert and regularly visit Samiti's website for updates.

**6: GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Only Indian nationals are eligible to apply.
2. The notified vacancies for the posts included in this recruitment notification are tentative and may increase or decrease. The NVS reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. NVS also reserves the right to cancel / restrict / modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof.
3. **There will be negative marking for wrong answers; 1/4<sup>th</sup> marks will be deducted for each wrong answer.**
4. Test Paper will be bilingual: Hindi & English.
5. Candidates will be shortlisted for Competitive Exam, based on information provided by him/her. It will be the sole responsibility of the candidate to prove his/her eligibility with respect to qualification criteria advertised by NVS.
6. Incomplete On-line application, in any manner shall be summarily rejected and no further correspondence shall be entertained.
7. No modifications are allowed once the online application form is submitted. If any discrepancies are found in the data / information filled by the candidate in online application and the original testimonials, his / her candidature is liable to be rejected.
8. Any modifications/amendments/instructions in the advertisement will be given on NVS website only.
9. Response Query Management will be made operational on the NVS website after Competitive Exam is over for inviting comments / responses / objections, with regards to Questions/Answer key, if any, from the candidates. Thereafter, objections will be referred to experts and key will be finalized by examination conducting agency for preparation of result. Objections, if any, will have to be **submitted by candidates through online portal only within the specified period and objections received from other means like post, e-mail etc. will not be entertained.**
10. The list of candidates shortlisted for Interview / Trade Test / Skill Test / Document Verification etc. will be displayed on NVS website.
11. Final Result/Merit List etc. will be published on NVS website in due course. No enquiry in this regard will be entertained by NVS.
12. The list of short listed candidates for recruitment to all the posts included in this recruitment notification will be displayed on the NVS website. No separate correspondence shall be entertained in this regard.
13. Canvassing in any form will disqualify a candidate.
14. The NVS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his / her candidature shall be summarily rejected.
15. All correspondences/announcements with respect to this recruitment process shall be done through e-mail/SMS and/or notices on the NVS website. Important information regarding this recruitment will be available on NVS website and as such, candidates are

advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card for Competitive Exam/Call Letter to attend Interview/Trade Test/Skill Test / Document Verification from the NVS website [www.navodaya.gov.in](http://www.navodaya.gov.in) by using his / her Login ID & Password. The NVS will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or due to any other reason. Candidates e-mail ID and mobile number should be kept valid till the completion of recruitment process.

16. The NVS may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re- examination at his/her own cost.
17. No TA etc. will be paid for appearing in the written test/Competitive Exam/Interview/Document Verification/Skill Test/Trade Test. However, TA, as per rules, will be paid to SC/ST/PwBD candidates for appearing in Interview/Verification of documents.
18. Candidate, if found Not Eligible during the verification prior to the interview shall not be allowed to appear in the Interview.
19. Selected candidates are liable to be posted anywhere in India.
20. **On being selected, the candidate is liable to serve minimum 02 years in the Samiti and thus at the time of joining to the post, required to give an undertaking / service agreement cum security bond to serve the Samiti for a minimum period of 02 years from the date of joining (including probationary / training period) failing which he / she or his / her surety, will be liable to pay liquidated sum of Rs.300000/- (Rupees Three lakh only) for all posts.**
21. Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time without assigning any reason thereof.
22. Qualifications acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only. Where grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of interview/document verification.
23. In case any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version shall be treated as final.
24. The candidate's response sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record only for six months from the date of publication of result.
25. Any dispute **with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.**

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UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ....., bearing Roll No....., appearing for the Document Verification/Interview for recruitment the post of .....in Navodaya Vidyalaya Samiti, do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on.....in the Office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on.....in the Office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_

in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is

recognized as a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union

Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &  
Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of Government  
of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of  
the People Act, 1950.



FORMAT FOR SC/ ST CERTIFICATE

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* **List of authorities empowered to issue Caste/Tribe Certificates:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_,  
Village/Street \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_ in  
the State/ Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is  
attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/  
her 'family'\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_  
His/ her family does not own or possess any of the following assets \*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste  
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes  
(Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of the  
applicant

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o \_\_\_\_\_ a resident of \_\_\_\_\_ Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/ UT) My qualification is \_\_\_\_\_

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is \_\_\_\_\_ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date: