

## NAVODAYA VIDYALAYA SAMITI

(An Autonomous Body under Ministry of HRD, Deptt. of School Education & Literacy, Govt. of India)

**Regional Office, Bays No. 26-27, Sector-31-A, Chandigarh.**

### **NOTIFICATION**

Navodaya Vidyalaya Samiti, an Autonomous Organization Under the Ministry of Human Resource Development (Department of School Education & Literacy, Govt. of India) Regional Office Chandigarh invites applications for recruitment to the posts of Lower Division Clerk/Store Keeper on direct recruitment basis in Jawahar Navodaya Vidyalayas under Chandigarh Region located in Punjab, Himachal Pradesh, Jammu & Kashmir and Chandigarh as detailed under.

#### **A) Details of Vacancies:**

<b>Post</b>	<b>Scale of pay PB-1</b>	<b>Eligibility Condition</b>
Lower Division Clerk/Store Keeper (on Direct recruitment basis)	Rs. 5200- 20200 +1900 (GP)	<b>Essential :</b> 1. (a) Sr. Secondary Class XII Certificate or equivalent from a recognized Board/University with <b>50% marks</b> <b>OR</b> Senior Secondary Certificate from CBSE/State Board with secretarial practices and office management as vocational subjects <b>with 50%.</b> 2. Possessing minimum speed of English Typing @ 35 w.p.m. <b>OR</b> Hindi Typing @ 30 w.p.m. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). <b>Skill test will be held on computers only.</b>  <b>Desirable :</b> 1. Training in computer operations and data entry acquired either as a subject at +2 level or through 6 month Diploma in computer applications from a recognized institution or through computer literacy certificate at school level. 2. Experience of dealing with accounts/administrative matters in Govt./Govt. aided institutions only.

#### **B) Vacancies (State wise):**

<b>LDC/Store Keeper</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>TOTAL</b>
Punjab	2	0	3	7	12
HP	0	0	2	0	02
J&K	2	1	8	9	20
Chandigarh	0	0	0	1	01
<b>Total</b>	<b>04</b>	<b>01</b>	<b>13</b>	<b>17</b>	<b>35</b>

Reservations for Physically Handicapped will be as per GOI Rules.

#### **C) Nature of Duties attached to the post.**

- i) Typing
- ii) Filing work and maintenance of files and records.
- iii) Diary and dispatch.

- iv) Any other duties and responsibilities assigned by superiors as per the requirement of the residential school system.

**D) Age Limit for Direct Recruits: Between 18 and 27 as on 30.06.2012.**

**E) Age relaxation Admissible: Maximum relaxation in upper age limit will be as under:-**

- i) Up to a Maximum of 05 years in the case of SC/ST candidates.  
ii) Up to a Maximum of 03 years in case of OBC candidates.  
iii) Up to a Maximum of 10 years in respect of Physically Handicapped persons (15 years for SC/ST and 13 years for OBC.)  
iv) An Ex-Serviceman shall be allowed deduction of total service rendered in Defence Forces from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than 03 years he/she shall be deemed to satisfy the condition regarding age limit.  
v) Upper age relaxation of five years shall be admissible to the residents of J&K who had ordinarily been domiciled in the state of J&K from 01.01.1980 to 31.12.1989 subject to submission of certificate as prescribed by Govt. of India.

**F) General Conditions for recruitment :**

1. A trade test/skill test on computer will be conducted for short-listed candidates, which is only qualifying test in nature and carries no weightage.
2. Samiti reserves the right to adopt any criteria for shortlisting candidates for trade test/skill test. Mere eligibility will not vest any right to the candidates for being called for trade/skill test and the decision of the Samiti for shortlisting the candidates will be final.
3. The cut off date for eligibility will be 30.06.2012.
4. Selected candidates will be entitled to various allowances as admissible to the Navodaya Vidyalaya Samiti employees depending upon the place of posting.
5. While selected candidates are likely to be posted/transferred to any JNV of Punjab, HP, J&K and Chandigarh, they are liable to be transferred to anywhere in India.
6. Candidates who are already in service are required to submit their applications through proper channel only. However, advance copy of the application can be sent to avoid delay. Their candidature shall be considered only on receipt of their application through proper channel.
7. The number of vacancies indicated is tentative and subject to change.
8. Selected candidates will be on probation for a period of two years which can be extended for a period of another two years subject to the performance of candidates. During the probation period, services of probationer can be terminated at any time without assigning any reasons.
9. Application (in duplicate) complete in all respects in the prescribed format as attached/as on website (neatly typed preferably in English on plain paper approximate size 22 cm X 30 cm) accompanied by a demand draft of requisite fee as mentioned in column G-1 below, should be sent in the name **of Deputy Commissioner Navodaya Vidyalaya Samiti, Regional Office, Bays No. 26-27, Sector-31A, Chandigarh 160031, within 30 days time from the date of publication of this advertisement.** Notification has been published in 'Employment News' in its edition **21-27 July, 2012. Thus, the last date for receipt of duly filled application is 21.08.2012.**
10. Incomplete/unsigned applications or applications received without fee, photographs, certified copies of required documents in support of educational qualifications, age etc. and those received after the last date stipulated for receipt of application, will summarily be rejected without any communication to the candidate. The Samiti will not be responsible for any postal delay".

11. Before applying for the post, the candidate must ensure that he/she fulfills all the essential and other eligibility conditions prescribed for the post.
12. Second class rail fare by shortest route on production of proper receipt will be paid to SC/ST candidates only for attending the trade test/type test as per the rules of the Samiti.

**G) Application Fee:**

1. Candidates will have to pay Non Refundable Fee of Rs. 500/- (Rupees five hundred only.) by Demand Draft in favour of “Deputy Commissioner, Navodaya Vidyalaya Samiti”, Payable at Chandigarh along with his/her application. Candidates should note that the fee sent through IPO/Money Order/Crossed Cheque/Currency Notes or Treasury Challans etc. will not be accepted by the Samiti and such applications will be treated as without fee and will be rejected summarily.
2. Refund of fee will not be allowed in any case.
3. **The Bank Draft should be valid for at least three months and should not have been purchased prior to the date of publication of this advertisement. Candidate must write his/her name and address on the backside of the Demand Draft.**
4. No fee is required to be paid by SC/ST/Ex-servicemen/women candidates. Physically Handicapped persons are also exempted from payment of fee subject to submission of prescribed Medical Certificate issued by a Government Hospital, duly signed by CMO.

**H) Guidelines for Filling up the Application form:**

1. The candidate must fill in the application form in English/Hindi in Capital letters as per the format given in the advertisement on website on plain paper “Approx. size 22 cm X 30 cm in duplicate.” There is no objection to candidates’ using printed/typed Application form. However, they should ensure that its format is exactly the same as published in the website. If wrong entries/mistake/omission are made by candidates in their application form on account of wrong or inaccurate printing/typing of application form by private agency/their application shall be liable for rejection. Application can be downloaded from our website **www.nvsrochd.gov.in**
2. The envelope containing the application form must be super scribed in bold letters **as Application for the post of “**.....”

**I) Documents to be attached with the application:**

1. A Bank Draft of Rs. 500/- in favour of “Deputy Commissioner, Navodaya Vidyalaya Samiti”, payable at Chandigarh.
2. Attested photocopy in support of Date of Birth in Christian era as per High School/Matriculation certificate and mark sheet (Proof of date of birth.)
3. Attested photocopy of SC/ST/OBC/PH certificate in the prescribed proforma issued by the competent authority.
4. Attested photocopy of senior Secondary/Intermediate (Class-XII) examination certificate and mark sheet.
5. Attested photocopy of Diploma/Degree Certificate and Mark sheet.
6. No Objection Certificate from the present employer in case of serving personnel.
7. Attested photocopy of Experience Certificate(s) from Govt./Govt. aided institutions only.
8. Any other relevant documents.
9. Two recent passport size photographs duly attested by Gazetted Officer.

**DEPUTY COMMISSIONER**



In case the candidate is presently in service

10. Nature of work of present : \_\_\_\_\_

Post held (Temporary/Permanent)

11. Basic Pay Rs. : \_\_\_\_\_

12. Name and address of the : \_\_\_\_\_

Employer (clearly indicating the Name/Designation of Relieving/Controlling Authority)

13. Native District with State : \_\_\_\_\_

14. Option for posting : \_\_\_\_\_

(PB/HP/J&K/Chandigarh)

15. Any other relevant : \_\_\_\_\_

Information, if any

I solemnly declare that the statements made by me are correct to the best of my knowledge and belief. I also clearly understand that in the event of my appointment in Navodaya Vidyalaya Samiti, my services are liable to be terminated without notice, if the information furnished by me is found to be wrong or suppressed.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Signature of Applicant**

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**For Use of Forwarding Office**

File No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that the applicant is working as \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ w. e. f. \_\_\_\_\_ in this Department /Organization and the entries made by the applicant have been found correct on verification from Service records.

No Vigilance Case/Disciplinary action is pending or contemplated against him/her.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

**Signature of Employer  
(Designation & Seal)**