



नवोदय विद्यालय समिति, (क्षेत्रीय कार्यालय) चण्डीगढ़
NAVODAYA VIDYALAYA SAMITI (REGIONAL OFFICE),
BAY NO.26-27, SECTOR 31-A, CHANDIGARH-160030
Ph. 0172-2638838, Website www.nvsrochd.gov.in

Ref.No-5/ADMN/NVS/RO/CHD-2016/2617-18

Dated 29/8/16

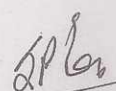
NOTICE

Applications are invited from the willing and eligible candidates (preferably from the retired employees of the Navodaya Vidyalaya Samiti or other Central/ State Government organisation) for a period of one year from the date of joining or till a regular incumbent joins, whichever is earlier, for the following post to be filled up purely on contract basis for the Regional Office Chandigarh:-

S.No	Name of the Post	Tentative Vacancies	Educational Qualification / other Eligibility Criteria	Emoluments
1	Assistant	One	ESSENTIAL 1. Degree from a recognized University. 2. Knowledge of Computer Operation AGE 1. Between 18 and 30 years 2. In case of retiree less than 62 years of age DESIRABLE 3 years experience in administrative, financial matters in Central Government/ Autonomous Organization under the Central Govt.	9300+4200GP+DA
2	Audit Assistant	One	ESSENTIAL 1. B.Com from a recognized University. 2. Knowledge of Computer Operation AGE 1. Between 18 and 30 years 2. In case of retiree less than 62 years of age DESIRABLE 3 years experience of accounts works in a Govt./ Semi Govt./ Autonomous Organization	9300+4200GP+DA
3	Hindi Translator	One	ESSENTIAL 1. Master's Degree from recognized University in Hindi/ English with the other language than Master's degree at graduate level. OR Bachelor's degree of a recognized University with Hindi/ English with a recognized Diploma in Translation from Hindi to English and vice-versa 2. Two years experience of translation work form Hindi to English and vice-versa in Central/ State Government Offices including Government of India undertakings proof correction. AGE 1. Between 18 and 30 years 2. In case of retiree less than 62 years of age	9300+4200GP+DA
4.	Computer Operator	One	ESSENTIAL 1. Degree from a recognized Institution/ University 2. Skill in word- processing and data entry with a one year computer diploma from a recognized Institution. DESIRABLE Familiarity with various software packages. AGE 1. Between 18 and 30 years 2. In case of retiree less than 62 years of age	7510+2400GP+DA

5.	LDC	One	<p>ESSENTIAL Senior secondary (Class XII) certificate from a recognized Board with 50% marks and possessing minimum speed of typing on Computer as under.</p> <ol style="list-style-type: none"> 1. English Typing @ 35w.p.m. 2. Hindi Typing @ 30 w.p.m (35w.p.m and 30w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) <p>DESIRABLE</p> <ol style="list-style-type: none"> 1. Knowledge of Computer operations and data entry acquired either as a subject at +2 level or through 6 months Diploma in computers from a recognized institution or through Computer Literacy Certificate at School Level. 2. Experience in accounts /administrative matters in Govt./ Semi Govt./Autonomous organization <p>AGE</p> <ol style="list-style-type: none"> 1. Between 18 and 27 years 2. In case of retiree less than 62 years of age 	5830+1900GP+DA
6.	Driver	One	<p>ESSENTIAL</p> <ol style="list-style-type: none"> 1. Pass class 8th 2. Possession of a valid driving license of driving cars and/ or a vehicle for at least three years driving experience. 3. Knowledge of an Automobile minor repair. 4. Passing of a trade test as per Samiti Norms. <p>AGE</p> <ol style="list-style-type: none"> 1. Between 18 and 30 years 2. In case of retiree less than 62 years of age 	5830+1900GP+DA

Eligible candidates may apply for the post in the prescribed format and submit their applications with the self attested documents upto 5.9.16 through registered post only addressed to the Deputy Commissioner, NVS RO Chandigarh clearly superscribing on the top of the envelope "Application for the post of the _____". Any application not submitted in prescribed format or incomplete or received after 5.9.16 will be summarily rejected and no correspondence will be entertained.

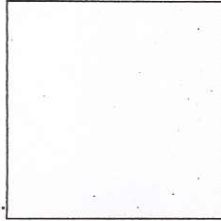

(S.P Kaur Sidhu)

Deputy Commissioner (I/C)

1. Notice board of NVS (RO) Chandigarh.
2. Website of NVS (RO) Chandigarh.


26.8.16
Deputy Commissioner (I/C)

**NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE
BAY NO. 26-27, SECTOR 31-A
CHANDIGARH**



BIO-DATA OF CANDIDATE

1. Post applied for :
2. Name :
3. Father's Name/Husband's Name :
4. Date of Birth (age as on 26.08.2016) : YearsMonth.....Days.....
5. Category to which belong (Gen/SC/ST/PH/OBC) :
6. Phone/Mobile No. :
7. Employment Regd. Number :
8. Full Address for Communication :

8. Educational Qualification:

S.No	Exam Passed	Year of passing	Marks obtained	Max. Marks	%age

9. Work Experience: (only relevant experience in a Govt./Autonomous Organisation)

S.No	Name of Deptt / Institution	Post held	Scale of pay	From	To	Total Period of Service

I solemnly affirm and declare that the information furnished above is correct and nothing has been concealed therein. My candidature / appointment shall stand terminated in the event of any information being found wrong or suppressed.

Date

Signature of candidate.