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का स्वायत्त संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग, भारत
सरकार)
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NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under
Ministry of Human Resource
Development, Department of School
Education & Literacy)
Govt. of India
B-15, Institutional Area,
Sector-62, NOIDA
Uttar Pradesh-201309

F.No. 2-11/2014-NVS(Admn)/3374

14.03.2018

NOTIFICATION

SUB: LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF ASSISTANT & UPPER DIVISION CLERK NVS, Hqrs./RO CADRE

Samiti proposes to conduct Limited Departmental Competitive Examination for promotion to the post of Assistant and UDC by inviting ONLINE applications from the eligible candidates. The eligibility conditions as per RRs in vogue are as under:-

FOR ASSISTANT

"From among UDCs/Stenographers/ Computer Operator possessing graduate degree from a recognized university with six years of regular service in the grade in the Samiti."

FOR UPPER DIVISION CLERK

"LDCs working in the Samiti on regular basis for at least five years. However, in case of candidates possessing a Graduate degree, the length of qualifying service required for departmental examination would be three years."

The cut off date for eligibility criteria is 1.1.2018.

2. Number of vacancies

There are 14 vacancies available in respect of Assistants. Similarly, 08 vacancies are available in respect of UDC. The categorywise vacancies are as under:-

ASSISTANT

Sl. No.	Category	Number of posts
1	UR	11
2	ST	01
3	SC	02

UPPER DIVISION CLERK

Sl. No.	Category	Number of posts
1	UR	06
2	ST	01
3	SC	01

3. The Plan and Syllabus for Limited Departmental Competition Exam common to both the posts

Type of Exam:

3.1 PLAN

(i) It is proposed to have a Computer Based Test (CBT) consisting of one paper of 100 marks with 2 ½ hours duration.

(ii) Qualifying marks :

- a) for UR category - 45%
- b) For SC/St category - 40%

(iii) There will be no negative marking for wrong answers.

(iv) Candidates will be arranged in the order of merit in accordance with the marks secured by them in the written examination subject to possessing minimum bench mark prescribed for promotion i.e. Good or Very Good as the case may be. (Bench mark is "Very Good" w.e.f. 25.07.2016 in accordance with the Govt. of India instructions).

3.2 SYLLABUS

The details of syllabus of Computer Based Test (CBT) is as under:-

FOR ASSISTANT

Max 100 Marks

Time 2 ½ hours

(a) Service Rules & Administrative Matters

1. Office Manul & Procedures
2. CCS (Conduct (Rules
3. CCS (CCA) Rules
4. CCS (Leave) Rules
5. Reservation in appoints
6. General Financial Rules
7. CPF, NPS, Gratuity, applicable to Samiti's employees.
8. CCS Medical Attendance Rules
9. FR/SRs
10. Jawahar Navodaya Vidyalaya Selection Test

80 marks

(b) Knowledge of Hindi and English - (10+10)

20 marks

Total 100 marks

Recommended Reference books

1. Fundamental and Supplementary Rules (Chaudhuri's compilation or Swamy's compilation).
2. The Central Civil Services (Conduct) Rules, 1964.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. Compilation of General Financial Rules (Revised and Enlarged), 1963.
5. Central Civil Services (Leave) Rules, 1972.
6. Swamy's Handbook on Establishment and Administration.
7. Scheme of Navodaya Vidyalayas, Annual Reports of the Samiti, Memorandum of Association and Rules and Guidelines of the Samiti

FOR UPPER DIVISION CLERK

Max 100 Marks

Time 2 ½ hours

Service Rules & Administrative Matters

1. Leave Rules
2. Pay Fixation and various allowance admissible to the employees in the NVS.
3. Purchase Procedures.
4. Travelling and Daily Allowances.
5. Leave Travel Concession.
6. Children Education Allowance and Reimbursement of Fees.
7. CCS Medical Attendance Rules.
8. Jawahar Navodaya Vidyalaya Entrance Examination
9. Facilities for Students in JNV.
10. Imposition of Major & Minor Penalties.
11. Knowledge of Hind & English Language - (10+10). –

80 marks

20 marks
Total 100 marks

Recommended Reference books

1. Fundamental and Supplementary Rules (Chaudhuri's compilation or Swamy's compilation).
2. The Central Civil Services (Conduct) Rules, 1964.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. Compilation of General Financial Rules (Revised and Enlarged), 1963.
5. Central Civil Services (Leave) Rules, 1972.
6. Swamy's Handbook on Establishment and Administration.
7. Scheme of Navodaya Vidyalayas, Annual Reports of the Samiti, Memorandum of Association and Rules and Guidelines of the Samiti.

4. GENERAL CONDITIONS

(A) The Computer Based Test referred to above for promotion to the post of Assistant/UDC are the competitive examination and not qualifying in nature. The candidates will be arranged in the order of merit in accordance with the marks secured by them.

(B) Mere success in the examination confers no right of selection unless the Samiti is satisfied after such verification as may be considered necessary about the candidates having

regard to his conduct in service, that he is eligible and suitable in all respects for promotion to the post of Assistant/UDC.

(C) Medium of examination will be bilingual Hindi and English

(D) A candidate who is or has been declared by the Samiti to be guilty of the following will be summarily rejected:-

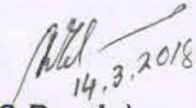
- 1) Obtaining support for his candidates by any means or
- 2) Impersonating, or
- 3) Procuring impersonation by any person, or
- 4) Submitting fabricated document or documents which have been tampered with, or
- 5) Making statements which are incorrect or false or as suppressing material information, or
- 6) Resorting to any other irregular or improper means in connection with his/ her candidature for the examination, or
- 7) Using unfair means during the examination, or
- 8) Writing irrelevant matter, including obscene language or pornographic matter in the script(s) or
- 9) Misbehaving in any other manner in the examination hall, or
- 10) Harassing or doing bodily harm to the staff employed by the Samiti for the conduct of their examination, or
- 11) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the examination, or
- 12) Attempts to commit or as the case may be abetting the Samiti of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-
 - a) To be disqualified by the Samiti from the examination for which he is a candidate; and/ or
 - b) To be debarred either permanently or for a specified period:-

- i) by the Samiti from any examination or selection held by them;
 - ii) by the Samiti, from any employment under them, and/or
- c) To disciplinary action under the opportunity of making such representation, in writing, as he may wish to make in that behalf, and provided that no penalty under this rule shall be imposed except after:-
- i) giving the candidate an opportunity of making such representation, in writing, as he may wish to make in that behalf, and
 - ii) taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.

13) Found ineligible in terms of prescribed requirements of experience of service and qualifications.

5. All eligible candidates are requested to be alert and watch Samiti's website for publication of separate intimation for conduct of **ONLINE test**. The detailed instructions and guidelines regarding filling up of online applications and date for conduct of online examination will be intimated therein. It is further to intimate that communication for holding online departmental test will be notified by Samiti in respect of various posts including the post of Assistant/UDC.

This issues with the approval of Competent Authority.


14.3.2018
(B.C.Panda)

Assistant Commissioner (Admn.)

Copy to:-

- ✓ 1. Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices - with the request to circulate this notification amongst all the eligible candidates.
- ✓ 2. AC(IT), NVS Hqrs. - - with the request to place the notification in the website of the Samiti for information to all concerned.
- 3. AC(Estt-I), NVS Hqrs. - with the request to take further action for development of online portal for receipt of applications and conduct of test.
- 4. Notice Board, NVS Hqrs.