



F. No.:2-2/2021-NVS (Estt.I)/104

Dated: 27.01.2022

NOTIFICATION

LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF SECTION OFFICER, ASSISTANT SECTION OFFICER, PERSONAL ASSISTANT & SENIOR SECRETARIAT ASSISTANT (HQ/RO CADRE)

Navodaya Vidyalaya Samiti (NVS) proposes to conduct Limited Departmental Competitive Examination (s) [LDCE] for promotion to the posts of Section Officer, Assistant Section Officer, Personal Assistant & Senior Secretariat Assistant (HQ/RO Cadre) by inviting ONLINE applications from the eligible candidates. The eligibility conditions for the post (s) as per Recruitment Rules in vogue are as under:

I. FOR SECTION OFFICER:

- (i) Office Superintendent with 04 years of regular service in the grade in the Samiti.
- (ii) Legal Assistant/Statistical Assistant/Editorial Assistant/Assistant (ASO)/Audit Assistant/Personal Assistant with 05 years of regular service in the grade in the Samiti.

II. FOR ASSISTANT SECTION OFFICER:

From among UDCs (SSA)/Stenographers/Computer Operator possessing Graduate Degree from a recognized University with 06 years of regular service in the grade in the Samiti.

III. FOR PERSONAL ASSISTANT:

From among the Stenographers with 10 years of regular service in the grade in the Samiti subject to passing a Departmental Test for Shorthand & Typing speed as indicated below:

- i) Shorthand speed of 100 words per minute and typing speed of 40 words per minutes in English;
- OR
- ii) Shorthand speed of 80 words per minute and typing speed of 40 words per minutes in Hindi

IV. SENIOR SECRETARIAT ASSISTANT (UDC) [HQ/RO CADRE]:

JSAs (LDCs) working in the Samiti on regular basis for atleast 05 years. However, in case of candidates possessing graduate degree, the length of qualifying service required for Limited Departmental Competitive Examination would be 03 years.

2. **The cut off date for eligibility criteria for all the aforementioned posts will be the closing date of submission of online application. Candidates possessing the essential qualification/service as on cut off date only will be eligible to appear in the LDCE (Computer Based Test).**

3. **Number of vacancies** (includes actual as well as anticipated vacancies on account of retirement/promotion etc. Vacancies are tentative and may increase or decrease):

S.No.	Post	UR	SC	ST	Total
1	Section Officer	06	00	01	07
2	Assistant Section Officer (ASO)	03	01	00	04
3	Personal Assistant	09	01	00	10
4	SSA (UDC) [HQ/RO Cadre)	02	00	01	03

4. **Type of Examination [For Section Officer, Assistant Section Officer & Senior Secretariat Assistant]:**

- 4.1 It is proposed to have a Computer Based Test (CBT) [LDCE] consisting of one paper of 150 marks with 2½ hours duration.
- 4.2 Qualifying marks for all the above posts:
a) For UR Category - 45%
b) For SC/ST Category - 40%
- 4.3 There will be negative marking for wrong answers; 1/4th marks will be deducted for each wrong answer.
- 4.4 For the post of Section Officer, Assistant Section Officer (Assistant) & Senior Secretariat Assistant (UDC), candidates securing minimum qualifying marks in CBT will be arranged in the order of merit in accordance with the marks secured by them in the CBT (LDCE) subject to possessing minimum benchmark prescribed for promotion and fulfilling other criteria's viz. Vigilance Clearance/Integrity/Disciplinary proceedings etc. In case of tie in marks in CBT, NVS norms will be followed.

5. **SYLLABUS:**

The post wise details of syllabus for CBT (LDCE) are as under:

5.1 **SECTION OFFICER:**

Maximum marks=150

Time: 2 ½ hours

- (a) Service Rules, Financial & Administrative matters:

(120 marks)

1. CCS (Conduct Rules)
2. CCS (CCA) Rules
3. CCS (Leave) Rules & Joining Time
4. Reservation & Concession in promotion & appointment
5. GFR 2017 with special emphasis on purchase through GeM portal
6. CPF, NPS, Gratuity applicable to Samiti's employees
7. CCS (Medical Attendance) Rules
8. FR/SRs
9. RTI Act 2005
10. Provisions of Income Tax related with duties and responsibilities of Drawing & Disbursing Officer
11. NVS (Allotment of Residence) Rules 2011 and subsequent modification issued from time to time
12. Weeding out of records
13. Condemnation and disposal of the articles

14. Provisions of Transfer Policy of NVS
15. PFMS
16. Audit and Accountancy Rules
17. Establishment Rules on Seniority, pay fixation, promotion, MACP, recruitment & retirement benefits
18. Compassionate Appointment
19. Children Education Allowance

(b) Knowledge of English & Hindi (15+15)

(30 marks)

5.2 ASSISTANT SECTION OFFICER (ASO)

Maximum marks=150

Time: 2 ½ hours

(a) Service Rules, Financial & Administrative matters:

(120 marks)

1. Office Manual and Procedures
 2. CCS (Conduct) Rules
 3. CCS (CCA) Rules
 4. CCS (Leave) Rules
 5. Reservation & Concession in recruitment and promotion
 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
 11. NVS (Allotment of Residence) Rules 2011 and subsequent modification issued from time to time
 12. Weeding out of records
 13. Condemnation and disposal of the articles
 14. Provisions of Transfer Policy of NVS
 15. PFMS
 16. Establishment rules on recruitment, promotion, seniority, pay fixation, gratuity, terminal benefit
 17. Compassionate Appointment
 18. RTI Act 2005
 19. Children Education Allowance
- (b) Knowledge of English & Hindi (15+15)

(30 marks)

5.3 FOR PERSONAL ASSISTANT

Skill Test (qualifying in nature only):

- i) Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English;
- OR
- ii) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in Hindi

5.4 FOR SENIOR SECRETARIAT ASSISTANT (UDC) [HQ/RO Cadre]:

Maximum marks=150

Time: 2 ½ hours

(a) Service Rules, Financial & Administrative matters:

(120 marks)

1. Leave Rules
2. Fixation of Pay and various allowances admissible to the employees in the NVS, Seniority and Promotion

3. GFR with special emphasis on purchase through GeM portal.
4. Purchase procedures of the Samiti
5. CCS Travelling Allowance/Leave Travel Concession Rules
6. Children Education Allowance
7. CCS (Medical) Attendance Rules
8. Jawahar Navodaya Vidyalaya Selection Test
9. Vidyalaya Vikas Nidhi (of Samiti)
10. Entitlement of students in JNV
11. Imposition of Major & Minor Penalties
12. RTI Act 2005, GeM and PFMS
13. Navodaya Vidyalaya Samiti (Allotment of Residence) Rules 2011 and subsequent modification issued from time to time.
14. Weeding out of records
15. Condemnation and disposal of the articles
16. Provision of Transfer Policy of NVS
17. Compassionate Appointment
- (b) Knowledge of English & Hindi (15+15) (30 marks)

6. **GENERAL CONDITIONS**

- (a) Medium of examination will be bilingual (Hindi and English)
- (b) A candidate who is or has been declared by the Samiti guilty of the following will be summarily rejected:-
 - i) Obtaining support for his candidature by any means or
 - ii) Impersonating, or
 - iii) Procuring impersonation by any person, or
 - iv) Submitting fabricated document or documents which have been tampered with, or
 - v) Making statements which are incorrect or false or as suppressing material information, or
 - vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
 - vii) Using unfair means during the examination, or
 - viii) Writing irrelevant matter, including obscene language or pornographic matter in the script(s) or
 - ix) Misbehaving in any other manner in the examination hall, or
 - x) Harassing or doing bodily harm to the staff employed by the Samiti or agency for the conduct of their examination, or
 - xi) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the examination, or
 - xii) 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/she 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.
- xiii) Found ineligible in terms of prescribed requirements of experience of service and qualifications.
- xiv) In case, a candidate joins / selected to a post on promotion through LDCE notification, he / she will not be offered promotion to any other post in the same / different cadre under LDCE.

(c) All eligible candidates are advised to be alert and regularly visit Samiti's website i.e. **www.navodaya.gov.in** for publication of separate intimation for conduct of **ONLINE test** and related information. It is further to intimate that communication for holding online CBT (LDCE) will be notified by Samiti in respect of all the aforesaid post (s). However, tentative date (s) for i) inviting applications, ii) closing date for submitting online application, iii) conduct of CBT (LDCE) & centre for CBT (LDCE) are as under:

Registration of application on designated online portal	28.02.2022
Registration closes	29.03.2022
Date of conduct of CBT (LDCE)	27.04.2022 to 29.04.2022
Centre (s) for LDCE(CBT)	Delhi NCR

- (d) The candidate's response sheet and other related papers/documents of examination etc. in respect of this LDCE shall be kept as record only for six months from the date of CBT.

This issues with the approval of Competent Authority.

[Signature]
27/1/2022

(Vikram Joshi)

Deputy Commissioner (Pers)

Copy to:-

1. DC, NVS, All Regional Offices - with the request to circulate this notification amongst all the JNVs under their region and also upload the same on Regional office website for wider information.
2. DC (Admn), NVS HQ, NOIDA: with the request to circulate this notification amongst all the ROs/Hqrs Office.
3. DC, All the NNLI / NLIs: with the request to take similar action.
4. Assistant Commissioner (IT), NVS Hqrs. – with the request to place the notification on the website of the Samiti for information to all concerned.
5. Notice Board, NVS Hqrs.