



आज़ादी का
अमृत महोत्सव

F.No. 11029/25/2025-Admin / 497

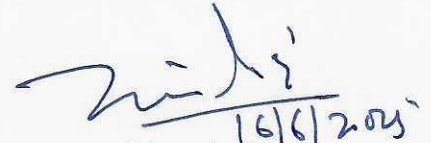
Dated 16.06.2025

OFFICE ORDER

All the instructions/orders issued by the Navodaya Vidyalaya Samiti (NVS) in **contrary** to the guidelines/instructions issued by Government of India, Department of Personnel & Training (DoPT) in connection with forwarding of applications for outside employment are hereby withdrawn with immediate effect.

Henceforth, application for outside employment in other Government organizations/Autonomous Bodies/PSUs in respect of employees of NVS will be considered as per the extant instructions/guidelines issued by the DoPT, from time to time. However, the channel prescribed for forwarding of such applications will be continued to be followed.

This issues with the approval of the Competent Authority.


[Azad Singh]

Assistant Commissioner [Admn]

To:

1. Deputy Commissioners, All Regional Office/NLIs – For information and necessary action.
2. AC(E-I/E-II/E-III)– For necessary action.
3. All Officers of NVSHqrs.
4. All Principals of JNVs – For circulation among staff.
5. PA to JC(Admn)/ JC (Pers)/ JC (Acad)/ GM (Const), NVS.
6. AC (IT), NVS Hqrs. for uploading the same on website of NVS.
7. Guard File

Navodaya Vidyalaya Samiti

DETAILS OF THE INFORMATION TO BE PROVIDED BY THE EMPLOYEE ALONG WITH THE SIGNATURE AND VERIFICATION OF PRINCIPAL OF JNV CONCERNED WITHOUT WHICH APPLICATION FOR OUTSIDE EMPLOYMENT WILL NOT BE FORWARDED THROUGH PROPER CHANNEL

1	Name and designation of the employee	
2	Date of entry in the Samiti	
3	Status in the Samiti i.e. Temporary / Permanent / Deputation (if declared permanent give reference no. of such order)	
4	Number of applications already forwarded in this calendar year (Except UPSC/ SSC)	
5	Post applied for	
6	Nature of Post i.e. Direct / Deputation	
7	Scale of the Post applied for	
8	Status of the organization where application is to be forwarded i.e. Private/ Central Govt. / State Govt. / PSUs /Autonomous Body etc.	
9	Name of the authority and complete address of the department where application is to be forwarded.	
10	No. of the notification / advertisement issued by the department concerned.	
11	Name and date of the newspaper in which vacancy published	
12	Last date for submission the application	
13	Whether undertaking in Annexure- II has obtained from the individual & enclosed	
14	If advance copy already sent, if yes photocopy of application is to be submitted	
15	Recommendation of the Principal	

Certificates: -

Signature of the Employee

i	It is certified that the total No. of applications forwarded for outside employment in respect of Mr./Ms. including this has not exceeded the prescribed limit of four times in this calendar year (Excluding application to UPSC).
ii	It is also certified that no disciplinary proceeding has been pending or to be contemplated in respect of Mr./Ms. under CCS/CCA Rules 1965.
iii	Contents of the application and enclosures are verified from the record available in the personal file of Mr./Ms.

**(Signature)
Principal**

JNV: - _____

Enclosures: -

- 1- Copies of the application forms in duplicate (Including Original).
- 2- Undertaking in Annexure-2
- 3- Cutting of the advertisement of concerned newspaper in response to application submitted.

UNDERTAKING

I _____ working as _____ in JNV :
_____ Distt: _____ hereby give an undertaking that in the event of
my selection to the post of _____ in the department of
_____ applied by me in reference to the advertisement
No.: _____ published in _____ on _____. I
will tender my resignation from the present post held by me in the Navodaya Vidyalaya Samiti
before joining the new post.

Signature: _____
Date: _____ Name: _____
Place: _____ Designation: _____

COUNTER SIGNATURE
Principal
Jawahar Navodaya Vidyalaya
Distt: _____