

With a view to ensure objectivity and to streamline the process of selection of candidates for appointment to the non-teaching posts in the Vidyalayas, detailed guidelines have been issued by NVS.

In the context of disposal of a representation regarding appointment to the posts of Lower Division Clerk in the light of directions of Hon'ble Central Administrative Tribunal, Patna Bench, the following orders were issued under the signature of Commissioner, NVS on 27th April, 2011.

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"It is also very surprising to note that only six candidates appeared for the trade test for appointment to the post of Lower Division Clerk in JNV, Simdega. There is also contradiction in the statement of Principal, JNV, Simdega regarding displaying the vacancy on the notice board of the Vidyalaya. Moreover, I am also of the firm opinion that vacancy position should be widely advertised so that the best candidate can be appointed in the Samiti. Henceforth, all vacancies are to be advertised in the national / local newspaper. All recruitment on non-teaching staff presently being made at JNV level is to be stopped immediately. Each Regional Office will assess the vacancy position of non-teaching staff of Vidyalaya level and will advertise the vacancy in the newspapers. The recruitment process will be carried out by the Regional Office as per the provision of the Recruitment Rules."

In view of the above orders all recruitments of non-teaching posts at the Vidyalayas have been stopped. Separately Commissioner, NVS constituted a Committee consisting of Officers from Hqrs. and all Regional Offices to review the present recruitment system for Vidyalayas and to recommend a transparent system which will work efficiently within the prescribed time frame. This Committee reviewed the instructions and guidelines issued by the Samiti with regard to appointment of non-teaching staff in the light of the instructions of DOPT and gave its recommendations.

The proposed guidelines for recruitment of non-teaching staff at Vidyalaya level were circulated to all Regional Offices for their comments. This was subsequently discussed in the meeting of Deputy Commissioners' of all Regional Offices on 18th November 2011 when broad guidelines in this regard were finalized. Keeping in view the decisions taken during meeting of Dy. Commissioners', the following guidelines are proposed for making appointment to various non-teaching posts in Jawahar Navodaya Vidyalayas: -

1. **Office Superintendent** – Existing pattern of filling up 50% posts through LDE at NVS Hqrs. level and promotion against remaining 50% at **Regional Office level** as per provisions of Recruitment Rules may continue.
2. **Catering Assistant and Female Staff Nurse** – Appointment to these posts may be made at **Regional Office level**. The following guidelines may be

GUIDELINES FOR APPOINTMENT OF NON-TEACHING STAFF IN JAWAHAR NAVODAYA VIDYALAYAS

Various non-teaching posts sanctioned for Jawahar Navodaya Vidyalaya, their method of Recruitment and level of appointment is as under: -

S. No.	Posts	No. of posts sanctioned	Scale of Pay (Rs.)	Method of Recruitment	Appointing Authority
1.	Office Superintendent	One	9,300-34,800 + GP 4,200/-	50% by LDE 50% by promotion	Hqrs. Regional Office
2.	Staff Nurse	One	9,300-34,800 + GP 4,600/-	100% by direct recruitment	Regional Office
3.	Catering Assistant	One	5,200-20,200 + GP 2,400/-	100% by direct recruitment	Regional Office
4.	Upper Division Clerk	One	5,200-20,200 + GP 2,400/-	50% by LDE 50% by promotion	Regional Office
5.	Lower Division Clerk	Three	5,200-20,200 + GP 1,900/-	100% by direct recruitment	Vidyalaya
6.	Cook	One	5,200-20,200 + GP 1,900/-	50% by direct recruitment 50% by promotion	Vidyalaya Regional Office
7.	Electrician-cum-Plumber	One	5,200-20,200 + GP 1,900/-	100% by direct recruitment	Vidyalaya
8.	Laboratory Attendant	One	5,200-20,200 + GP 1,800/-	75% by direct recruitment 25% by promotion	Vidyalaya Regional Office
9.	Driver	One	5,200-20,200 + GP 1,900/-	100% by direct recruitment	Vidyalaya
10.	Mess Helper	Two	5,200-20,200 + GP 1,800/-	100% by direct recruitment	Vidyalaya
11.	Chowkidar and Chowkidar-cum-Sweeper	Four	5,200-20,200 + GP 1,800/-	100% by direct recruitment	Vidyalaya
12.	Matron	One	Consolidated pay	100% on contract basis	Vidyalaya

Laboratory Attendant – Appointment of Laboratory Attendant may be made at **Regional Office level**. Trade test may be conducted at Govt. Polytechnic or ITI to assess the basic knowledge of the candidate with regard to equipment, specimen and chemicals used in the Science laboratories. RRs may be amended to provide for minimum qualification of class X with Science subjects.

9. **Mess Helper** – Appointment of Mess Helper may be made at **JNV level** as per existing procedures. Weightage for experience may be given only for experience in Govt. / Govt. aided Institutions.
10. **Chowkidar and Chowkidar-cum-Sweeper** – We may consider out-sourcing of these jobs rather than making regular appointment to these posts. Guidelines for out-sourcing may be framed separately for circulation to all JNVs.
11. **Matron** – Appointment to the post of Matron may be made at **JNV level** on contract basis as per existing guidelines.

NOTE:

- I. In case of appointments to be made at Jawahar Navodaya Vidyalaya level, the recommendations of the Selection Committee along with all relevant documents will be sent by Principal to the Regional Office within 7 days of the completion of the process in the checklist a copy of which is enclosed at Annexure-I.
- II. The proposals received from Jawahar Navodaya Vidyalaya will be examined by Regional Offices and decision communicated within 30 days. The action to be taken at Regional Office level is given in the Annexure-II.
- III. The Regional Office will have the authority to remit the case back to the Vidyalaya for removal of defects in case of any procedural deficiency. A fresh or de-novo exercise with regard to any recruitment process may be ordered only if there was any major deficiency in issue of employment notification or procedure by which any eligible candidate was restrained from applying, or case of any eligible candidate was left out of consideration, or there was any major procedural lacuna which would render the selection process invalid. In such a case, fresh process may be ordered by Regional Office in which all eligible candidates who had applied earlier will also be considered along with others on merit.
- IV. The crucial date for determining eligibility for appointment to various posts would be the date as mentioned in the employment notification or in case no such date is specified than the last date for submission of applications will be treated as cut-off date. This is as per DOPT instructions.

followed for regulating appointment of Catering Assistant and Staff Nurse in JNVs -

- a) A detailed advertisement clearly indicating eligibility conditions, number of vacancies and the States for which recruitment is proposed to be made should be issued by the concerned Regional Office in the Employment News.
 - b) A minimum of 30 days' time from the date of publication of notification in the Employment News should be given for submission of application.
 - c) The vacancy notification should also be placed on the website of concerned Regional Office also sent to NVS (Hqrs.) for placing on the website of NVS (Hqrs.) for wider circulation.
 - d) **Applications** received should be carefully scrutinized at the Regional Office level with reference to eligibility conditions.
 - e) A qualifying written examination of all eligible candidates may be conducted through an outside Government agency for short-listing of candidates.
 - f) Based on the result of this written examination, short-listed candidates may be called for interview in the ratio of 1:5 i.e. 5 times the number of vacancies under each category. A notice of three weeks should be given for interview to the candidates. List of short-listed candidates along with interview schedule is to be placed on the website of concerned Regional Office.
 - g) Final result is to be displayed on website of concerned RO.
 - h) Hqrs. may be intimated about conduct of exam and interview, at least one month in advance, so that Officer may be nominated from NVS Hqrs.
3. **Upper Division Clerk** - Existing system of filling up of 50% posts by promotion and remaining 50% by LDE by **Regional Office** concerned may continue with following modifications: -
- a) The Limited Departmental Examination (LDE) will be got conducted from a specialized external agency only and will not be conducted in house by Regional Office.
 - b) A notification for LDE examination for UDC must be placed on website of Regional Office concerned and also communicated to all other ROs, who shall further give due publicity to the notification. For LDE for appointment to the posts of UDC, all LDCs in the Samiti irrespective of region of posting would be eligible.

4. **Lower Division Clerk** – Appointment of LDC will be made at **Regional Office level** instead of Vidyalaya level. Applications for appointment to the post of LDC will be invited by the Regional Office concerned through an open advertisement to be published in Employment News / Rojgar Samachar. Eligibility of candidates will be scrutinized by the Regional Office. Trade test for typing qualifications will be got conducted by the Regional Office concerned through any specialized external agency / Govt. Polytechnic. Candidates qualifying the trade test will be appointed in the order of merit as per existing weightage criteria. Weightage for experience may be given only for experience in Govt. / Govt. aided institutions. Posting to the Vidyalaya will be made strictly in order of merit as per availability of vacancies of respective categories.
5. **Cook** – Samiti will initiate proposal for amendment of Recruitment Rules to provide for 100% promotion to the posts of Cook from existing Mess Helper. Till that time, appointments to the post of Cook may be made as per existing criteria i.e. 50% by direct recruitment at Vidyalaya level through Vidyalaya Appointments Committee and 50% by promotion at **Regional Office level**. For direct recruitment weightage for experience will be given only for experience in Govt. / Govt. aided institutions. Applications may be invited from local as well as Divisional Employment Exchange besides open advertisement in a local newspaper and displaying the vacancy on Vidyalaya website and notice board.
6. **Driver** – At present, post of Driver is not being sanctioned as new vehicle are not being provided to the Vidyalaya. Wherever necessary appointment to the post of Driver against existing vacancy may be made at the **Regional Office level**. Recruitment Rules for appointment to the post of Driver need to be modified to include possession of a valid commercial driving licence.
7. **Electrician-cum-Plumber** – Appointment to the post of Electrician-cum-Plumber should be made on direct recruitment from amongst persons who possess ITI certificate in trade of Electrician/ Wireman from a recognized Institute with at least 2 years' experience in electric installation / wiring. The work of plumbing may be got done on contract basis on need basis under annual M&R /Contingencies budget of the Vidyalaya.

Appointment to the post of Electrician may be made at **JNV level**. Applications may be invited from local as well as Divisional Employment Exchange besides open advertisement in a local newspaper and besides displaying the vacancy on Vidyalaya website and notice board. Trade test for Electrician may be got conducted only from a Government Polytechnic in the district concerned. If no such institute is available at the district level, the trade test should be conducted at any other Govt. Polytechnic at Divisional Headquarters level after recording reasons for the same. Trade test will be of qualifying nature only. Qualified candidates may be arranged in order of merit as per existing weightage criteria and final selection may be made through Vidyalaya Appointments Committee.

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F.No. 11-39/2010-NVS(Estt.)/746

January 19, 2012

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

**Sub: Guidelines for appointment of non-teaching staff in JNVs -
reg.**

Sir/Madam,

The guidelines issued by the Samiti for appointment of non-teaching staff of JNVs have been reviewed at various levels in the Samiti. Based on the discussions, revised guidelines for appointment of non-teaching staff in JNVs have been framed, a copy of which is enclosed.

These guidelines may be followed strictly without any deviation. Immediate action may also be initiated at RO/Vidyalaya level to fill up vacant posts of non-teaching staff in JNVs as per these guidelines.

Yours faithfully,

(M. S. Khanna)

Joint Commissioner (Pers.)

Copy to :-

1. The Principal of all Jawahar Navodaya Vidyalayas.

Notification

- V. While issuing notification for appointment JNVs / RO concerned will ensure that the notification will clearly and correctly specify the qualifications for appointment to the post as prescribed in the relevant Recruitment Rules, age limit, concessions and reservations as admissible for various categories, other eligibility conditions, clear description of posts along with scale of pay and admissible allowances and brief description of duties expected to be performed.