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NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Education)
Department of School Education and Literacy),Govt. of India
B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,
Uttar Pradesh – 201309

RECRUITMENT DRIVE 2021-22

RECRUITMENT OF ASSISTANT COMMISSIONER, ASSISTANT COMMISSIONER (ADMN.), FEMALE STAFF NURSE, ASSISTANT SECTION OFFICER, AUDIT ASSISTANT, JUNIOR TRANSLATION OFFICER, JUNIOR ENGINEER (CIVIL), STENOGRAPHER, COMPUTER OPERATOR, CATERING ASSISTANT, JUNIOR SECRETARIAT ASSISTANT [HQ/RO CADRE], JUNIOR SECRETARIAT ASSISTANT [JNV CADRE], ELECTRICIAN CUM PLUMBER, LAB ATTENDANT, MESS HELPER AND MULTI TASKING STAFF [HQ/RO CADRE] IN HQ / REGIONAL OFFICES/NLIs AND JAWAHAR NAVODAYA VIDYALAYAS OF NAVODAYA VIDYALAYA SAMITI

Navodaya Vidyalaya Samiti, henceforth mentioned as NVS, is an autonomous organization under the Ministry of Education, Department of School Education & Literacy, Govt. of India. It has its Hqrs Office at NOIDA (Uttar Pradesh), 08 Regional Offices (at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune & Shillong), 07 NLIs (at Amritsar, Goa, Kamrup, NOIDA, Puri, Rangareddy, Udaipur) and more than 649 Jawahar Navodaya Vidyalayas (JNVs) functional all over India except in the State of Tamil Nadu. JNVs are co-educational, fully residential schools up to Senior Secondary level and are located mainly in rural areas.

NVS invites online applications from Indian citizens for recruitment on direct basis to the following posts:

Post Name	Cadre
Assistant Commissioner, Assistant Commissioner (Admn), Assistant Section Officer, Audit Assistant, Junior Translation Officer, Junior Engineer (Civil), Stenographers, Computer Operator, Junior Secretariat Assistant & Multi Tasking Staff	HQ/RO
Female Staff Nurse, Catering Assistant, Junior Secretariat Assistant, Electrician cum Plumber, Lab Attendant & Mess Helper	JNV

Majority of vacancies being notified vide this advertisement for recruitment are in North East Region and Hard Stations as notified by the NVS. Therefore, selected candidates are likely to be posted in North East Region and at Hard Stations on initial posting on recruitment and request for change of region will not be entertained under any circumstances whatsoever.

2. Details of Post wise & Category wise break up of number of tentative vacancies (includes actual as well as anticipated vacancies on account of retirement/promotion etc.) **[Vacancies are tentative and may increase or decrease]** are as under:-

Assistant Commissioner (Group-A) [Post Code-01]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
03	00	01	00	01	05	01	--	--	--

Nature of disabilities identified suitable for the post: OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy.

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Assistant Commissioner (Admn.) [Group-A] [Post Code-02]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
02	00	00	00	00	02	--	--	--	--

Female Staff Nurse (Group B) [Post Code-03]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
35	07	22	12	06	82	02	01	00	01

Nature of disabilities identified suitable for the post: LV, OL, CP, LC, Dw, AAV, SLD, MI & Multiple Disabilities from amongst disabilities mentioned above.

Assistant Section Officer (Group C) [Post Code-04]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
06	01	01	01	01	10	01	--	--	--	01

Nature of disabilities identified suitable for the post: OA, BA, OL, BL, OAL, CP, LC, Dw, AAV.

Audit Assistant (Group C) [Post Code-05]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
03	01	01	05	01	11	--	--	--	--	01

Junior Translation Officer (Group B) [Post Code-06]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
03	00	01	00	00	04	01	--	--	--

Nature of disabilities identified suitable for the post: OA, BA, OL, BL, CP, LC, Dw, AAV, MDy, from amongst disabilities mentioned above.

Junior Engineer (Civil) [Group C] [Post Code-07]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
01	00	00	00	00	01	--	--	--	--

Stenographer (Group C) [Post Code-08]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
10	03	06	03	00	22	01	--	--	--	02

Nature of disabilities identified suitable for the post: OA, OL, OAL, CP, LC, Dw, AAV, MDy,

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Computer Operator (Group C) [Post Code-09]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
02	01	01	00	00	04	--	--	--	--

Catering Assistant (Group C) [Post Code-10]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
37	08	23	13	06	87	01	01	01	01	08

Nature of disabilities identified suitable for the post: LV, D, HH, OL, CP, LC, Dw, AAV, ASD (M), ID, MI & Multiple Disabilities from amongst disabilities mentioned above.

Junior Secretariat Assistant (Group C)[Hqrs/RO Cadre) [Post Code-11]:

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
HQ/RO	04	01	02	00	01	08	--	--	--	--	01

Junior Secretariat Assistant (Group C)[JNV Cadre] [Post Code-12]:

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
JNV	254	62	167	93	46	622	07	06	06	06	62

Nature of disabilities identified suitable for the post: B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, SLD, MI & Multiple Disabilities from amongst disabilities mentioned above.

Electrician Cum Plumber (Group C) [Post Code-13]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
113	27	73	40	20	273	04	--	04	03	27

Nature of disabilities identified suitable for the post: D, HH, OL, LC, Dw, AAV, ASD (M), SLD, MI & Multiple Disabilities from amongst disabilities mentioned above.

Lab Attendant (Group C) [Post Code-14]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
59	14	38	21	10	142	02	01	02	01	14

Nature of disabilities identified suitable for the post: LV, D, HH, OL, CP, LC, Dw, AAV, ASD (M, MoD), ID, SLD, MI & Multiple Disabilities from amongst disabilities mentioned above.

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Mess Helper (Group C) [Post Code-15]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
257	62	169	94	47	629	06	08	06	06	62

Nature of disabilities identified suitable for the post: LV, D, HH, OL, CP, LC, Dw, AAV, ASD (M, MoD), ID, SLD, MI & Multiple Disabilities from amongst disabilities mentioned above.

Multi Tasking Staff (Group C)[Hqrs/RO Cadre] [Post Code-16]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
14	02	05	01	01	23	01	--	--	--	03

Nature of disabilities identified suitable for the post: OA, BA, OL, OAL, CP, LC, Dw, AAV.

Abbreviation used: OH=Orthopedically Handicapped, VH=Visually Handicapped, HH=Hard of Hearing, B=Blind, LV=Low Vision, D=Deaf, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm & One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities
EXM=Ex-servicemen

In accordance with the provisions of Rights of Persons with Disabilities Act 2016, reservation has been granted to physically handicapped persons i.e. persons suffering from -
(A) (a) Blindness and low vision
(B) (b) Deaf and hard of hearing
(C) (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
(D)(d) Autism, intellectual disabilities, specific learning disabilities and mental illness
(e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness

3. Details regarding essential and desirable qualifications for various categories of posts, Pay Scales, Age limit, Relaxation of age, Mode of Selection and other related details are given below. In addition to the pay scale, selected candidates will be entitled to draw admissible allowances as per rules.

3.1: POST & ELIGIBILITY CRITERIA:

A. FOR ASSISTANT COMMISSIONER: (Post Code: 01)

PAY SCALE: **Level -12 (Rs.78800-209200) in the Pay Matrix**
UPPER AGE LIMIT: **Upto 45 years.**

ESSENTIAL QUALIFICATIONS:

(i) Master's Degree in Humanities / Science / Commerce from a recognized Institution / University

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(ii) Persons holding analogous post or post of Principal in the Level -12 (Rs.78800-209200) in the Pay Matrix **OR**
With at least 5 years experience in the Level 10 (Rs.56100-177500) and above in the Educational Planning and Administration in any Govt./Semi Govt./Autonomous Organization.

DESIRABLE QUALIFICATIONS:
(i) Experience of working in a residential school system
(ii) Research work done in the field of education

B. FOR ASSISTANT COMMISSIONER (ADMN): (Post Code: 02)

PAY SCALE: **Level -11 (Rs.67700-208700) in the Pay Matrix**
UPPER AGE LIMIT: **45 years.**

ESSENTIAL QUALIFICATIONS:
(1) Graduate Degree from a recognized University.
(2) Holding analogous post on regular basis **OR**
*****With 8 years service in the Level 7 (Rs.44900-142400) in the Pay Matrix
(3) Possessing experience of handling Administrative / Financial matters in a responsible capacity in Central / State Govt. / Autonomous / Statutory Organization.

***Note:** The candidate must possess at least 08 years of experience of handling administrative / financial matters in a supervisory level post, not below the Level-07 (Rs.44900-142400) in the pay matrix.

C. FEMALE STAFF NURSE: (Post Code: 03)

PAY SCALE: **Level-7 (Rs.44900-142400) in the Pay Matrix**
UPPER AGE LIMIT **Upto 35 years**

ESSENTIAL QUALIFICATIONS:
1. a) Passed Sr. Secondary Examination (Class XII) or equivalent and
b) Grade 'A'(Three years) Diploma/Certificate in Nursing from a recognized Institution.
OR
B.Sc(Nursing) from a recognised University/ Institution.
2. Registration with Indian/ State Nursing Council.
3. Practical experience of two years in Hospital/Clinic.

DESIRABLE :
Working Knowledge of Hindi/Regional Language and English.

D. ASSISTANT SECTION OFFICER: (Post Code: 04)

PAY SCALE: **Level -6 (Rs.35400-112400) in the Pay Matrix**
AGE LIMIT: **Between 18 and 30 years.**

ESSENTIAL QUALIFICATIONS:
1. Degree from a recognized University.
2. Knowledge of Computer Operation.

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DESIREABLE:
3 years experience in administrative, financial matters in Central Government / Autonomous organization under the Central Govt.

Note: Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

E. AUDIT ASSISTANT: (Post Code: 05)

PAY SCALE: **Level -6 (Rs.35400-112400) in the Pay Matrix**
AGE LIMIT: **Between 18 and 30 years.**
ESSENTIAL QUALIFICATIONS:
B Com from a recognized University.

DESIREABLE:
3 years experience of accounts works in a Government/Semi Government/ Autonomous organization.

Note: Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

F. JUNIOR TRANSLATION OFFICER: (Post Code: 06)

PAY SCALE: **Level -6 (Rs.35400-112400) in the Pay Matrix**
UPPER AGE LIMIT: **Not exceeding 32 years.**

ESSENTIAL QUALIFICATIONS:

1. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level

OR

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level.

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the Degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the Degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level;

AND

2. Recognized Diploma or certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt. of India Undertaking.

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G. JUNIOR ENGINEER (CIVIL): [Post Code: 07]

PAY SCALE: **Level -5 (Rs.29200-92300) in the Pay Matrix**
UPPER AGE LIMIT: **Upto 35 years.**

ESSENTIAL QUALIFICATIONS:
Degree in Civil Engineering **OR** Three years Diploma in Civil Engineering from a recognized institution with three years experience in construction of building.

Note: Experience of 03 years of the candidate in construction of building must be in Central / State Government / Autonomous / Statutory organization.

H. STENOGRAPHER: (Post Code:08)

PAY SCALE: **Level -4 (Rs.25500-81100) in the Pay Matrix**
AGE LIMIT: **Between 18 and 27 years.**
ESSENTIAL QUALIFICATIONS:

1. Senior Secondary School Certificate (Class XII)
2. Shorthand speed of 80 words per minute and Typing Speed of 40 words per minute in English corresponding to 12000 KDPH.

OR

Shorthand speed of 60 words per minute and Typing Speed of 30 words per minute in Hindi corresponding to 9000 KDPH.

Note: Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

I. COMPUTER OPERATOR: (Post Code:09)

PAY SCALE: **Level -4 (Rs.25500-81100) in the Pay Matrix**
AGE LIMIT: **Between 18 and 30 years.**

ESSENTIAL QUALIFICATIONS:
1. Degree from a recognized Institution/University.
2. Skill in word-processing & data entry with a one year Computer Diploma from a recognized Institution.

Note: One year computer diploma from recognized institutions: The diploma must be issued by an institution authorized by Central / State Government to award such diploma.

DESIRABLE:
Familiarity with various software packages.

J. CATERING ASSISTANT (Post Code: 10)
PAY SCALE: **Level-4 (Rs.25500-81100) in the Pay Matrix**
UPPER AGE LIMIT **Upto 35 years**

ESSENTIAL QUALIFICATIONS:
1. Secondary School (X class pass) and

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2. Three Years Diploma in Catering or equivalent from an Institution recognized by Ministry of Tourism, Govt. of India/State Govt.

OR

Passed Sr. Secondary (Class XII) from CBSE with Hotel Management and Catering as Vocational Subject and at least one year experience in catering.

OR

Passed Sr.Secondary (Class XII) or equivalent and one year diploma in catering or equivalent from a recognized institution with three years experience in catering in reputed institution/hotels.

OR

Trade proficiency Certificate in Catering with a minimum of 10 years of service in Defence Services of regular establishment (for Ex-Servicemen only).

K. JUNIOR SECRETARIAT ASSISTANT (Hqrs/RO Cadre): (Post Code:11)

PAY SCALE: **Level-2 (Rs.19900-63200) in the Pay Matrix**
AGE LIMIT: **Between 18 to 27 years**

ESSENTIAL QUALIFICATIONS:

Senior Secondary certificate (Class XII) from a recognized Board and possessing minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting [corresponding to 9000 KDPH (for English Typewriting) or 7500 KDPH (for Hindi Typewriting) on an average of 5 key depressions for each word]

OR

Passed +2 level of Senior Secondary from CBSE/State Board with Secretarial Practices and Office Management as Vocational Subjects.

Desirable:

1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 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.

Note:

Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require. (PCs: Personal Computers)

L. JUNIOR SECRETARIAT ASSISTANT (JNV Cadre): (Post Code:12)

PAY SCALE: **Level-2 (Rs.19900-63200) in the Pay Matrix**
AGE LIMIT: **Between 18 to 27 years**

ESSENTIAL QUALIFICATIONS:

Senior Secondary certificate (Class XII) from a recognized Board and possessing minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting [corresponding to 9000 KDPH (for English Typewriting) or 7500 KDPH (for Hindi Typewriting) on an average of 5 key depressions for each word]

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OR

Passed +2 level of Senior Secondary from CBSE/State Board with Secretarial Practices and Office Management as Vocational Subjects.

Desirable:

1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 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.

Note:
Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require. (PCs: Personal Computers)

M. ELECTRICIAN CUM PLUMBER (Post Code:13)

PAY SCALE: **Level-2 (Rs.19900-63200) in the Pay Matrix**
AGE LIMIT: **Between 18 and 40 years**

ESSENTIAL QUALIFICATIONS:
1. 10th class pass.
2. ITI Certificate or equivalent in the trade of Electrician or Wireman / Plumbing from a Recognized Institute.
3. At least 02 years experience in electrical installation, wiring and plumbing work.

DESIRABLE:
02 Years experience in electrical installation & maintenance of appliances.

N. LAB ATTENDANT :(Post Code:14)

PAY SCALE: **Level-1 (Rs.18000-56900) in the Pay Matrix**
AGE LIMIT: **Between 18 and 30 years**

ESSENTIAL QAULIFICATIONS:
10th Class pass with a certificate / diploma in Laboratory Technique

OR

12th Class with Science stream from a recognized Board / University

O. MESS HELPER :(Post Code:15)

PAY SCALE: **Level-1 (Rs.18000-56900) in the Pay Matrix**
AGE LIMIT: **Between 18 and 30 years**

ESSENTIAL QUALIFICATIONS:
1.Matriculation pass (Class X passed from recognized board)

Note: In case of casual workers working in JNVs Mess and not possessing matriculation have to pass Class X within 02 years of joining.

2. 10 years experience of working in Government residential organization / schools.
3. Passing of Skill Test prescribed by NVS.

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P. MULTI TASKING STAFF: (HQ/RO Cadre) (Post Code:16)
PAY SCALE: Level-1 (Rs.18000-56900) in the Pay Matrix
AGE LIMIT: Between 18 and 30 years

ESSENTIAL QUALIFICATIONS:
Class X from a recognized board

3.2: AGE RELAXATION

Maximum relaxation in upper age limit will be as under:

Sl. No.	Category of Persons	Extent of age relaxation / concession
(a)	Scheduled Caste / Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	Regular NVS Employees only if applying for the post of JSA (HQ/RO Cadre), JSA (JNV Cadre) Lab Attendant, Mess Helper & MTS (Hqrs/RO cadre)	No age bar
(d)	For the post of Mess Helper	Age relaxation to the extent of period spent as casual labourer in JNVs Mess including broken period, if any will be given, provided that one stretch of such service is for more than six months.
(e)	For the post of Multi Tasking Staff (HQ/RO Cadre)	No age bar for employees of NVS including those who are working on contract basis / daily wage basis in NVS
(f)	Regular NVS Employees if applying for the post of Assistant Commissioner, Assistant Commissioner (Admn.), Assistant Section Officer, Audit Assistant, Junior Translation Officer, Junior Engineer (Civil), Female Staff Nurse, Stenographer, Computer Operator, Catering Assistant, Electrician cum Plumber	5 years
(g)	Candidates with 3 years continuous service in Central Govt. provided the posts are in same or allied cadres	5 years
(h)	Persons ordinarily domiciled in State of Jammu & Kashmir during 01.01.1980 to 31.12.1989	5 years
(i)	Persons with disabilities (i) SC/ST (ii) OBC (NCL) (iii) General	 15 years 13 years 10 years

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Sl. No.	Category of Persons	Extent of age relaxation / concession
(j)	Ex-Servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he / she shall be deemed to satisfy the condition regarding age limit. (***Important: Such ex-serviceman who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules***). Candidates applying under ex-serviceman category should mandatorily furnish an undertaking as per **Annexure-I (as available in the detailed notification published on NVS website)** at the time of verification of documents/interview.	

Note: All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted subject to maximum of age prescribed i.e. 55 years of age. However, in following cases:

(i) There is no age bar for regular NVS Employees, only if, applying for the post of JSA (HQ/RO Cadre), JSA (JNV Cadre), Lab Attendant, Mess Helper & MTS.

(ii) There is no age bar for persons working in NVS on contractual / daily wage basis, only if, applying for the post of Multi Tasking Staff (HQ/RO Cadre).

(iii) There is no age bar for persons working in JNV mess as casual labourer, only if, applying for the post of Mess Helper subject to fulfilling the condition as laid down in Sl.No.(d) of Para 3.2 above.

3.3: The Cut-Off date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be the closing date for submission of online application by candidates in India. Before applying, applicants must satisfy about their eligibility as on closing date of application.

3.4: The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. Only those OBC Categories which are applicable for appointment under Central Government will be considered. A candidate who claims to belong to OBC (NCL) category should submit in support of his / her claim, a copy of a certificate as per **Annexure-II (as available in the detailed notification published on NVS website)** from the appropriate issuing authority as provided under rules.

3.5 A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his / her claim, a copy of a certificate as per **Annexure-III (as available in the detailed notification published on NVS website)** from the appropriate issuing authority as provided under rules.

3.6: EWS (Economically Weaker Section) Reservation:

a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC and **whose family gross annual income is below Rs.8 Lakh** (Rupees Eight Lakh) shall be eligible for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the

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year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:-

i. 5 Acres of agriculture land and above.
ii. Residential flat of 1000 Sq Ft and above.
iii. Residential plot of 100 Sq yards and above in notified municipalities.
iv. Residential plot of 200 Sq Yd and above in areas other than the notified municipalities.

b) The property held by a family in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status. (The term Family – for this purpose will include the person who seeks benefit of reservation. His / her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years).

c) The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority. The income and asset certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-IV (as available in the detailed notification published on NVS website)** shall only be accepted as candidate's claim as belonging to EWS:-

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner; or
ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate; or
iii. Revenue Officer not below the rank of Tehsildar; or
iv. Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides.

d) The candidate applying against the vacancies reserved for EWS must possess Income and asset certificate as on closing date of online application for this advertisement and should be valid for the year in which this recruitment notification is published. Accordingly, these candidates are required to produce valid Income and asset certificate during documentation stage.

4: MODE OF SELECTION

(a) Candidates will be shortlisted on the basis of their performance in Computer Based Test (CBT) and interview put together for the post of Assistant Commissioner, Assistant Commissioner (Admn) & Junior Engineer (Civil). The decision of the NVS about the mode of selection to these notified posts and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard. However, in the case of Female Staff Nurse, Assistant Section Officer, Audit Assistant, Junior Translation Officer, Computer Operator, Catering Assistant, Lab Attendant & Multi Tasking Staff, the selection to the post will be done on the basis of the performance of the candidates in the CBT only. For the post of Stenographer, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber & Mess Helper, candidates shortlisted on the basis of CBT will be called for Trade / Skill Test which will be of qualifying in nature only and carries no weightage. In case a candidate fails to qualify

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the trade / skill test, their candidature would be rejected. Skill Test /Typing Test / Typewriting Test for the post of Stenographer and JSA will be assessed on PC (Personal Computers) only. **However, the mode of selection, whichever so, for all the notified posts will be the sole discretion of NVS and may be changed.**

(b) The CBT for the recruitment to the notified posts except Assistant Commissioner and Assistant Commissioner (Admn) is likely to be held at following 93 cities. ***However, the NVS has the right to conduct the CBT at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions.*** Further, NVS reserves the right to modify / cancel the centre opted by candidates due to administrative reasons, if any. Decision of NVS will be final. Number of centers in each city will depend upon the number of candidates opting for a city. **The centre for the CBT for the post of Assistant Commissioner & Assistant Commissioner (Admn.) will be at Delhi / NCR only.** The centres of examination / CBT will be decided by NVS though the preferences / options submitted by candidates will be considered to the extent of availability of seats at such centre.

Name of the Cities				
Rajahmundry	Ambala	Amravati	Ajmer	Gorakhpur
Tirupathi	Hissar	Aurangabad (MH)	Bikaner	Jhansi
Vijayawada	Solan	Mumbai	Jaipur	Kanpur
Vishakhapatnam	Jammu	Nagpur	Jodhpur	Lucknow
Itanagar/Naharlagun	Srinagar	Nashik	Kota	Meerut
Guwahati	Jamshedpur	Pune	Udaipur (RJ)	Varanasi
Arrah	Ranchi	Imphal	Chennai	Dehradun
Bhagalpur	Bengaluru	Shillong	Coimbatore	Haldwani
Muzaffarpur	Hubli	Aizawl	Erode	Roorkee
Patna	Mangaluru(Mangalore)	Kohima	Madurai	Asansol
Purnea	Mysuru (Mysore)	Bhubaneswar	Salem	Howrah
Chandigarh/Mohali	Ernakulam	Cuttack	Tiruchirappalli	Kolkata
Bhilai Nagar/Durg	Kannur	Rourkela	Tirunelveli	Siliguri
Bilaspur (CH)	Kozhikode	Sambalpur	Vellore	
Raipur	Thiruvananthapuram	Puducherry	Hyderabad	
Delhi/NCR	Bhopal	Amritsar	Karimnagar	
Panaji	Gwalior	Bhatinda	Warangal	
Ahmedabad	Indore	Jalandhar	Agartala	
Gandhinagar	Jabalpur	Ludhiana	Agra	
Vadodara	Sagar	Patiala	Bareilly	

(c) Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him / her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a

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certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-V (as available in the detailed notification published on NVS website).** The qualification of the scribe should be at least one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. In addition, the scribe has to produce a valid ID proof (PAN, Aadhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

(d) Compensatory time to be allowed in PwD case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of three hours duration. Reservation for person with disabilities in r/o the current year vacancies will be given as per the rules. No candidate will be permitted for the CBT without the proper Admit Card.

(e) Scheme of Examination:

(i) For the post of Assistant Commissioner [Post Code-01]:
Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning & Numerical Ability	10	10	The test will be of 03 hours duration without any time limit for each part of the test individually.
Part-II	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-III	General Awareness	20	20	
Part-IV	**Academics & residential aspects:** 1.Child development and pedagogy 2. Learning 3. Perspective in Education 4.Teaching methodology and class room management 5.Role and responsibility of Assistant Commissioner 6. Residential system (Detailed syllabus as on NVS website under Recruitment Heading)	50	50	

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Part-V	Administration & Finance (Detailed syllabus as on NVS website under Recruitment Heading)	50	50	
	Total	150	150	

Stage-II (Interview)

(ii) For the post of Assistant Commissioner (Admn.) [Post Code-02]:

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 03 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-IV	Quantitative Aptitude	15	15	
Part-V	GFR, FR/SR, latest DoPT orders / circulars, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, TA/LTC Rules, New Pension Scheme, CCS (Medical Attendance) Rules, School Administration & Budget, Legal Matters, GeM,	75	75	
	Total	150	150	

Stage-II (Interview)

(iii) For the post of Female Staff Nurse [Post Code-03]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & Current Affairs	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Subject Knowledge	70	70	
	Total	120	120	

(iv) For the post of Assistant Section Officer [Post Code-04]:

Test	Component of the test	Number of questions	Total marks	Duration of the test

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Part-I	Reasoning Ability	30	30	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	30	30	
Part-III	Language Test (General English & General Hindi) – 15 marks each for each language	30	30	
Part-IV	Basic knowledge of computer operation, General Awareness and current affairs, POCSO Act, RTI Act 2005, Legal Aptitude, Service Rules and Establishment Rules	40	40	
	Total	130	130	

(v) For the post of Audit Assistant [Post Code-05]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	30	30	
Part-III	Language Test (General English & General Hindi) – 10 marks each for each language	20	20	
Part-IV	Basic knowledge of Computer Operation, General Awareness & current affairs	20	20	
Part-V	Subject Knowledge (Accountancy, Annual Accounts, Taxation, Budgeting, Auditing & Financial Management, GeM	40	40	
	Total	130	130	

(vi) For the post of Junior Translation Officer [Post Code-06]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Translation – English to Hindi	25	25	The test will be of 02 hours duration without any time limit for each part of the test
Part-II	Translation – Hindi to English	25	25	
Part-III	Mental & Reasoning Ability	10	10	
Part-IV	General Awareness & Current Affairs	20	20	
Part-V	Subject Knowledge (Hindi/English)	20	20	

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				individually.
	Total	100	100	

(vii) For the post of Junior Engineer (Civil) [Post Code-07]:

Sage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	10	10	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	10	10	
Part-III	Subject Knowledge including CVC guidelines on tendering GFR (Detailed syllabus as on NVS website under Recruitment Heading)	60	60	
Part-IV	Language Test (General English & General Hindi) 05 marks for each subject	10	10	
Part-V	Basic knowledge of computers	10	10	
	Total	100	100	

Stage-II (Interview)

(viii) For the post of Stenographer [Post Code-08]:

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each language	40	40	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & current affairs	30	30	
Part-III	Basic knowledge of Computer Operation	30	30	
	Total	100	100	

Stage-II -Skill Test/Typing Test [will be assessed on PC (Personal Computer) only]

Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English

OR

Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi

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(ix) For the post of Computer Operator [Post Code-09]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Knowledge of Computer Operation and MS Office	60	60	
	Total	130	130	

(x) For the post of Catering Assistant [Post Code-10]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Knowledge of Computer operation	10	10	
Part-V	Domain/Profession Knowledge	60	60	
	Total	120	120	

(xi) For the post of Junior Secretariat Assistant (HQ/RO cadre) [Post Code-11):

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness &Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

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Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(xii) For the post of Junior Secretariat Assistant (JNV cadre) [Post Code-12]:

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness &Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(xiii) For the post of Electrician cum Plumber [Post Code-13]:

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

Stage-II (Trade Test)

(xiv) For the post of Lab Attendant [Post Code-14]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and	30	30	

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	General Hindi-15 marks each subject)			time limit for each part of the test individually.
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

(xv) For the post of Mess Helper [Post Code-15]:

Stage-I (CBT):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Subject specific knowledge (Food, Nutrition, Hygiene, Recipes of Indian Food and Sweets	70	70	
	Total	120	120	

Stage-II (Skill Test)

(xvi) For the post of Multi Tasking Staff [Post Code-16]:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each subject	40	40	The test will be of 2 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & Current Affairs	20	20	
Part-III	Basic Knowledge of Computer Operation	40	40	
	Total	100	100	

(f) Schedule of examination will be intimated with the Admit Card.

(g) Detailed examination schedule will also be notified on NVS website **www.navodaya.gov.in** in due course. Admit cards for CBT / Interview / Trade Test / Skill Test / Document Verification, as the case may be, will be sent on registered e-mail address of the candidate as mentioned by them in successfully submitted online application.

(h) Based on the performance in CBT and also keeping in view the number of vacancies, the candidates will be called for interview / Trade Test / Skill Test / Document Verification in the ratio as decided by NVS. Intimation to this effect will be uploaded on the NVS website **www.navodaya.gov.in** in due course. Candidates are required to check the NVS website from time to time for updates.

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5: HOW TO APPLY:

i. Candidates are required to **apply Online** through NVS website at **www.navodaya.gov.in No other means/mode of application will be accepted.**

ii. Candidates are required to **have a valid and operative personal email ID.** It should be kept active during the currency of this recruitment. The NVS through its exam conducting agency may send call letters for CBT and interview / Trade Test / Skill Test / Document Verification etc. on the registered email ID of the candidate or the same may be downloaded from the NVS website. **Under no circumstances, candidate should share/ mention email ID to/ or of any other person.**

iii. In case, a candidate does not have a valid and operative personal email ID, he/she should **create his/ her new email ID** before applying Online.

iv. The online applications should be filled carefully **as per instructions** contained in the online application format and submit the same Online. Login Id and password would be generated on successful submission of application and will be sent on the registered e-mail address of the candidate. Candidates are advised to preserve their login Id and password for future use.

v. No application fee is required to be paid by candidates belonging to SC/ST/PH categories; hence, the steps for payment of fees will not be applicable to them in online application form. **Once the fee is deposited the same shall not be refunded under any circumstances.**

vi. The candidates have to pay application fee online through the prescribed link at online application. The post wise application fee payable is as under:

Post	Application Fee
Assistant Commissioner, Assistant Commissioner (Admn.)	Rs.1500/-
Female Staff Nurse	Rs.1200/-
Assistant Section Officer, Audit Assistant, Junior Translation Officer, Junior Engineer (Civil), Stenographer, Computer Operator, Catering Assistant, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber	Rs.1000/-
Lab Attendant, Mess Helper, Multi Tasking Staff	Rs.750/-

vii. **The candidates should take a printout of the online application and preserve it for their record and should not send the same to NVS or to any other address. The application printout will also have to be submitted during document verification at the time of interviews/document verification along with the self attested copies of certificates in support of Age, Qualification, Experience, Caste, Non Creamy Layer, Physical disability & Economically Weaker Section (EWS), as applicable**.

viii. **The name of the candidate and his/ her father/mother/ husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.**

ix. **Candidates are required to download the call letter from NVS website i.e.** www.navodaya.gov.in **Candidates may be intimated about the same through e-mail by the exam conducting agency of the NVS. However, candidates are advised in their own interest to view NVS website from time to time with regard to the call letters and other updates about CBT & Interviews / Trade Test / Skill Test / Document Verification etc., as they may not get the intimation through email due to technical**

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fault. No correspondence shall be entertained by the NVS nor shall NVS send separate intimation to the candidates to this effect.

x. **A candidate may apply for more than one post if he / she is eligible and desires to do so. In such cases, the candidate will have to pay the requisite fee separately for all the posts applied for.**

IMPORTANT DATES:-

Registration Open	12.01.2022
Registration Closes	10.02.2022
Fee deposit opens	12.01.2022
Fee Closes	10.02.2022
Tentative Date (s) of CBT	09.03.2022 to 11.03.2022

6: GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Only Indian nationals are eligible to apply.
2. The notified vacancies for the posts included in this recruitment notification are tentative and may increase or decrease. The NVS reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. NVS also reserves the right to cancel / restrict / modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof.
3. **There will be negative marking for wrong answers; 1/4th marks will be deducted for each wrong answer.**
4. Test Paper will be bilingual: Hindi & English.
5. Candidates will be shortlisted for CBT, based on information provided by him/her. It will be the sole responsibility of the candidate to prove his/her eligibility with respect to qualification criteria advertised by NVS.
6. Incomplete On-line application, in any manner shall be summarily rejected and no further correspondence shall be entertained.
7. No modifications are allowed once the online application form is submitted. If any discrepancies are found in the data / information filled by the candidate in online application and the original testimonials, his / her candidature is liable to be rejected.
8. Any modifications/amendments/instructions in the advertisement will be given on NVS website only.
9. Response Query Management will be made operational on the NVS website after CBT is over for inviting comments / responses / objections, if any, from the candidates. Thereafter, objections will be referred to experts and key will be finalized by examination conducting agency for preparation of result. Objections, if any, will have to be **submitted by candidates through online portal only within the specified period and objections received from other means like post, e-mail etc. will not be entertained.**
10. The list of candidates shortlisted for Interview / Trade Test / Skill Test / Document Verification etc. will be displayed on NVS website.
11. Final Result/Merit List etc. will be published on NVS Website in due course. No enquiry in this regard will be entertained by NVS.
12. The list of short listed candidates for recruitment to all the posts included in this recruitment notification will be displayed on the NVS website. No separate correspondence shall be entertained in this regard.
13. Canvassing in any form will disqualify a candidate.

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14. The NVS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his / her candidature shall be summarily rejected.
15. All correspondences/announcements with respect to this recruitment process shall be done through e-mail/SMS and/or notices on the NVS website. Important information regarding this recruitment will be available on NVS website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card for CBT/Call Letter to attend Interview/Trade Test/Skill Test / Document Verification from the NVS website **www.navodaya.gov.in** by using his / her Login ID & Password. The NVS will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or due to any other reason. Candidates e-mail ID and mobile number should be kept valid till the completion of recruitment process.
16. The NVS may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.
17. No TA etc. will be paid for appearing in the written test/CBT/Interview/Document Verification/Skill Test/Trade Test. However, TA, as per rules, will be paid to SC/ST/PH candidates for appearing in Interview/Verification of documents except for the post of Assistant Commissioner and Assistant Commissioner (Admn).
18. Selected candidates are liable to be posted anywhere in India.
19. Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time without assigning any reason thereof.
20. Qualifications acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only. Where grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of interview/document verification.
21. In case any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version shall be treated as final.
22. The candidate's response sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record only for six months from the date of publication of result.
23. Any dispute **with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only**.

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Annexure-I

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ……., bearing Roll No… ....., appearing for the Document Verification/Interview for recruitment the post of ……in Navodaya Vidylaya Samiti, do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on….....in the Office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on….....in the Office of ……. Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: …….

Roll Number: .....

Date: …….

Date of appointment in Armed Forces: …….

Date of Discharge: …….

Last Unit/ Corps: …….

Mobile Number: …….

Email ID: …….

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ANNEXURE-II

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____son/daughter of _____of village/town _____

in District/Division _____ in the State/Union Territory _____ belongs to the _____Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*. Shri/Smt./Kumari_____and/or his/her family ordinarily reside(s) in the _____ District/Division of the_____State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

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* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act,1950.

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Annexure-III

FORMAT FOR SC/ ST CERTIFICATE

(*The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari*_____son/daughter of _____of village/town*_____in District/Division *_____of the State/Union Territory* _____

belongs to the Caste/Tribes_____which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951*_____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

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The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@
The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati_____Father/mother of Shri/Srimati/Kumari*_____of village/town*_____in District/Division*_____of the State/Union Territory*_____who belong to the _____Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the_____dated_____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town*_____of_____ District/Division*_____of the State/Union Territory of _____

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates**:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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Annexure-IV

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No._____ Date _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari_____son/daughter/wife of _____permanent resident of_____, Village/Street_____PostOffice_____District_____in the State/ Union Territory_____ Pin Code_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III Residential plot of 100 sq. yards and above in notified municipalities;

IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the_____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

Recent Passport size attested photograph of the applicant

For More Information Visit: www.kpscvaani.com

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term ‘Family’ for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

For More Information Visit: www.kpscvaani.com

Annexure-V

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with_____(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____a resident of_____ Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

For More Information Visit: www.kpscvaani.com

Annexure-VI

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____(name of the examination) bearing Roll No_____ at _____ (name of the centre) in the District _____, _____ _____ (name of the State/ UT) My qualification is _____

I do hereby state that _____ _____ _____ _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____ _____ _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date: