



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 2024 (NON TEACHING POSTS)

RECRUITMENT OF FEMALE STAFF NURSE, ASSISTANT SECTION OFFICER, AUDIT ASSISTANT, LEGAL ASSISTANT, JUNIOR TRANSLATION OFFICER, STENOGRAPHER, COMPUTER OPERATOR, CATERING SUPERVISOR, 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 650 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 Section Officer, Audit Assistant, Junior Translation Officer, Legal Assistant, Stenographers, Computer Operator, Junior Secretariat Assistant & Multi Tasking Staff	HQ/RO
Female Staff Nurse, Catering Supervisor, Junior Secretariat Assistant, Electrician cum Plumber, Lab Attendant & Mess Helper	JNV

The candidates may be posted anywhere in India on initial posting on selection and request for change of station / 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:-

Female Staff Nurse (Group B) [Post Code-01]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others
85	12	12	10	02	121	02	02	00	01

Assistant Section Officer (Group B) [Post Code-02]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
04	00	01	00	00	05	00	00	00	00	00

Audit Assistant (Group B) [Post Code-03]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
08	01	01	02	00	12	00	00	00	00	00

Junior Translation Officer (Group B) [Post Code-04]:

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

Legal Assistant [Group B] [Post Code-05]:

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

Stenographer (Group C) [Post Code-06]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
14	02	02	04	01	23	00	01	01	00	02

Computer Operator (Group C) [Post Code-07]:

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

Catering Supervisor (Group C) [Post Code-08]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
44	07	13	10	04	78	01	01	01	01	07

Junior Secretariat Assistant (Group C) [Hqrs/RO Cadre] [Post Code-09]:

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
HQ/RO	13	02	02	03	01	21	01	00	01	00	02

Junior Secretariat Assistant (Group C)[JNV Cadre] [Post Code-10]:

Cadre	UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
JNV	145	36	86	67	26	360	04	04	04	03	36

Electrician Cum Plumber (Group C) [Post Code-11]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
75	12	15	23	03	128	03	00	02	01	12

Lab Attendant (Group C) [Post Code-12]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
76	16	31	28	10	161	02	01	02	02	16

Mess Helper (Group C) [Post Code-13]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
216	44	43	106	33	442	04	04	06	04	44

Multi Tasking Staff (Group C)[Hqrs/RO Cadre] [Post Code-14]:

UR	EWS	OBC (NCL)	SC	ST	Total	OH	VH	HH	Others	EXM
11	02	04	02	00	19	00	00	01	00	02

Reservation for the Persons with Benchmark Disabilities (PwBD) has been ensured in accordance with the provisions of Rights of Persons with Disabilities Act 2016 & the DPwD notification no. 38-16/2020-DD-III dated 04th January 2021 and instructions issued by GOI from time to time in this regard by considering the residential nature of JNVs. Nature of disabilities for the post(s) in which horizontal reservation for PwBDs is earmarked. All candidates are advised to go through the following list to ensure that they are full filling the functional requirements with reference to respective benchmark disability category. :-

Sl. No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities
1.	Female Staff Nurse	S, ST, W, MF, RW, SE, H, C	a) LV b) OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
2.	Assistant Section Officer	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
3.	Audit Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, OAL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above
4.	Junior Officer Translation	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
5.	Legal Assistant	S, ST, W, SE, H, C, MF	a) B, LV b) HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above
6.	Stenographer	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above
7.	Computer Operator	S, BN, MF, SE	a) B, LV b) D, HH c) OA, OL, BL, OAL, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
8.	Catering Supervisor	S, ST, BN, MF, RW, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), ID, MI e) MD involving (a) to (d) above

9.	Junior Secretariat Assistant (Hqrs./RO Cadre)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
10.	Junior Secretariat Assistant (JNV Cadre)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
11.	Electrician cum Plumber	S, ST, W, L, MF, SE	a) D, HH b) OL, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
12.	Lab. Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M,MoD), ID, SLD, MI e) MD involving (a) to (d) above
13.	Mess Helper	S, ST, W, BN, L, MF, SE	a) LV b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M,MoD), ID, SLD, MI e) MD involving (a) to (d) above
14.	Multi-Tasking Staff	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above

Abbreviation used: LD=Locomotor Disability, VI=Visually Impaired, HI=Hearing Impaired, EXM=Ex. Service Man & PHYSICAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, 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

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. FEMALE STAFF NURSE: (Post Code: 01)

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

ESSENTIAL QUALIFICATIONS:

1. (i) B.Sc (Hons.) in Nursing from a recognized University/Institute.
OR
Regular course in B.Sc Nursing from a recognized University/Institute.
OR
Post Basic B.Sc. Nursing from a recognized University/Institute.
2. Registered as Nurse or Nurse Mid-wife (RN or RM) with any State Nursing Council.
3. Two and Half years' experience in minimum 50 bedded Hospital after acquiring (1) above.

DESIRABLE :

Working knowledge of Hindi/Regional Language and English.

B. ASSISTANT SECTION OFFICER: (Post Code: 02)

PAY SCALE: Level -6 (Rs.35400-112400) in the Pay Matrix
AGE LIMIT: Between 23 and 33 years.

ESSENTIAL QUALIFICATIONS:

- (i) Bachelor Degree from a recognized University.
- (ii) 03 years' experience in administrative, financial matters in Central Govt./Autonomous Organization under the Central Govt.

C. AUDIT ASSISTANT: (Post Code: 03)

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

QUALIFICATIONS:

- (i) B Com from a recognized University.

DESIREABLE:

- (i) 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.

D. JUNIOR TRANSLATION OFFICER: (Post Code: 04)

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 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 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;
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.

E. LEGAL ASSISTANT: (Post Code: 05)

PAY SCALE: Level -6 (Rs.35400-112400) in the Pay Matrix
UPPER AGE LIMIT: Between 23 and 35 Years.

ESSENTIAL QUALIFICATIONS:

- (i) Degree in Law from a recognized University.
- (ii) Three years experience of handling legal cases in a Government Department / Autonomous Bodies / PSU

DESIREABLE:

- (i) Working Knowledge of Computer Operation.
- (ii) Working knowledge of Hindi & English

F. STENOGRAPHER: (Post Code:06)

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

ESSENTIAL QUALIFICATIONS:

- (i) 12th pass from a recognized Board or University.
- (ii) Skill test Norms

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts (Eng.) 65 mts (Hindi) (On computer)

G. COMPUTER OPERATOR: (Post Code:07)

PAY SCALE:

Level -4 (Rs.25500-81100) in the Pay Matrix

AGE LIMIT:

Between 18 and 30 years.

ESSENTIAL QUALIFICATIONS:

- (i) BCA/B.Sc. (Computer Science/IT) from a recognized University.

OR

BE/B.Tech (Computer Science/IT)

H. CATERING SUPERVISOR (Post Code: 08)

PAY SCALE:

Level-4 (Rs.25500-81100) in the Pay Matrix

UPPER AGE LIMIT

Upto 35 years

ESSENTIAL QUALIFICATIONS:

Bachelor's Degree in Hotel Management from an institution recognized by Ministry of Tourism. Govt. of India/State Government.

OR

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

I. JUNIOR SECRETARIAT ASSISTANT (HQ/RO Cadre): (Post Code:09)

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.

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)

J. JUNIOR SECRETARIAT ASSISTANT (JNV Cadre): (Post Code:10)

PAY SCALE:

Level-2 (Rs.19900-63200) in the Pay Matrix
Between 18 to 27 years

AGE LIMIT:

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

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 the Samiti may require. (PCs: Personal Computers)

K. ELECTRICIAN CUM PLUMBER (Post Code:11)

PAY SCALE:

Level-2 (Rs.19900-63200) in the Pay Matrix
Between 18 and 40 years

AGE LIMIT:

ESSENTIAL QUALIFICATIONS:

- (i) 10th class pass.
- (ii) Industrial Training Institute (ITI) Certificate in the trade of Electrician/Wireman.
- (i) At least 2 years' experience in electrical Installation/wiring/plumbing.

DESIRABLE:

Two Years' experience in maintenance of electrical appliances.

L. LAB ATTENDANT :(Post Code:12)

PAY SCALE:

Level-1 (Rs.18000-56900) in the Pay Matrix
Between 18 and 30 years

AGE LIMIT:

ESSENTIAL QUALIFICATIONS:

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

OR

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

M. MESS HELPER :(Post Code:13)

PAY SCALE:

**Level-1 (Rs.18000-56900) in the Pay Matrix
Between 18 and 30 years**

ESSENTIAL QUALIFICATIONS:

- (i) Matriculation pass (Class X passed from recognized board)
- (ii) 05 years' experience of working in a Govt. residential organization's Mess/school's Mess and
- (iii) Passing of skill test prescribed by NVS

N. MULTI TASKING STAFF: (HQ/RO Cadre) (Post Code:14)

PAY SCALE:

**Level-1 (Rs.18000-56900) in the Pay Matrix
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)	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.
(d)	For the post of Multi-Tasking Staff (HQ/RO Cadre)	05 years for employees of NVS including those who are working on contract basis/daily wage basis in NVS
(e)	Candidates with 3 years continuous service in Central Govt./Autonomous Bodies/NVS Employees (Except: Mess Helper & MTS (HQ/RO)) provided the posts are in same or allied cadres	5 years

(f)	Persons with disabilities	
	(i) SC/ST	15 years
	(ii) OBC (NCL)	13 years
	(iii) General	10 years
(g)	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-servicemen who are already employed as regular civil employees under Government by availing benefit of reservation as ex-servicemen are entitled for age relaxation only as provided under extant rules). Candidates applying under ex-servicemen 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 as prescribed under the relevant rules.

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 as per center list 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 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 Yard 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 and 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 COMPETITIVE EXAM AND INTERVIEW put together for the post of Legal Assistant. The decision of the NVS about the mode of selection to this notified post 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 Supervisor, Lab Attendant & Multi-Tasking Staff, the selection to the post will be done on the basis of the performance of the candidates in the Competitive Exam only.

For the posts of Stenographer, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber & Mess Helper, candidates shortlisted on the basis of Competitive Exam 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 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 at any stage.

- (b) The Competitive Exam for the recruitment to the notified posts is likely to be held at following cities:

City	State		City	State
Visakhapatnam	Andhra Pradesh		Churachandpur	Manipur
Vijayawada	Andhra Pradesh		Imphal	Manipur
Guntur	Andhra Pradesh		Shillong	Meghalaya
Nellore	Andhra Pradesh		Tura	Meghalaya
Kakinada	Andhra Pradesh		Aizawl	Mizoram
Anantapur	Andhra Pradesh		Mumbai	Maharashtra
Port Blair	A&N Islands		Pune	Maharashtra
Guwahati	Assam		Nagpur	Maharashtra
Dibrigarh	Assam		Ratnagiri	Maharashtra
Silchar	Assam		Nashik	Maharashtra
Itanagar	Arunanchal Pradesh		Amravati	Maharashtra
Patna	Bihar		Dimapur	Nagaland
Gaya	Bihar		Kohima	Nagaland
Bhagalpur	Bihar		Bhubaneswar	Odisha
Muzaffarpur	Bihar		Rourkela	Odisha
Darbhanga	Bihar		Berhampur	Odisha
Purnia	Bihar		Sambalpur	Odisha
Arrah	Bihar		Baripada	Odisha
Chandigarh	Chandigarh		Koraput	Odisha
Ambikapur	Chhattisgarh		Puducherry	Puducherry
Raipur	Chhattisgarh		Ludhiana	Punjab
Bilaspur	Chhattisgarh		Pathankot	Punjab
Jagdalpur	Chhattisgarh		Patiala	Punjab
Delhi	Delhi		Bathinda	Punjab
Panji	Goa		Jaipur	Rajasthan
Ahmedabad	Gujarat		Jodhpur	Rajasthan
Surat	Gujarat		Bikaner	Rajasthan
Vadodara	Gujarat		Udaipur	Rajasthan

City	State		City	State
Rajkot	Gujarat		Gangtok	Sikkim
Bhavnagar	Gujarat		Chennai	Tamil Nadu
Faridabad	Haryana		Coimbatore	Tamil Nadu
Karnal	Haryana		Madurai	Tamil Nadu
Gurugram	Haryana		Tiruchirappalli ^[6]	Tamil Nadu
Mandi	Himachal Pradesh		Vellore	Tamil Nadu
Shimla	Himachal Pradesh		Tirunelveli	Tamil Nadu
Srinagar	Jammu and Kashmir		Hyderabad	Telangana
Jammu	Jammu and Kashmir		Mahabubnagar	Telangana
Baramulla	Jammu and Kashmir		Nizamabad	Telangana
Dhanbad	Jharkhand		Khammam	Telangana
Ranchi	Jharkhand		Karimnagar	Telangana
Jamshedpur	Jharkhand		Agartala	Tripura
Bokaro	Jharkhand		Lucknow	Uttar Pradesh
Bangalore	Karnataka		Kanpur	Uttar Pradesh
Dharwad	Karnataka		Agra	Uttar Pradesh
Mysore	Karnataka		Meerut	Uttar Pradesh
Gulbarga	Karnataka		Varanasi	Uttar Pradesh
Mangalore	Karnataka		Ayodhya	Uttar Pradesh
Belgaum	Karnataka		Bareilly	Uttar Pradesh
Thiruvananthapuram	Kerala		Gorakhpur	Uttar Pradesh
Ernakulam(Kochi)	Kerala		Jhansi	Uttar Pradesh
Kozhikode	Kerala		Prayagraj	Uttar Pradesh
Palakkad	Kerala		Dehradun	Uttarakhand
Leh	Ladakh		Pauri Garhwal	Uttarakhand
Kavaratti	Lakshwadeep		Haldwani	Uttarkhand
Indore	Madhya Pradesh		Kolkata	West Bengal
Bhopal	Madhya Pradesh		Bardhwan	West Bengal
Gwalior	Madhya Pradesh		Asansol	West Bengal
Jabalpur	Madhya Pradesh		Siliguri	West Bengal
--	--		Malda	West Bengal

However, the NVS has the right to conduct the Competitive Exam 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 centres of Competitive Examination 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.

- 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 answering in the exam 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 certificate to the effect that the person concerned has physical limitation to answer in the examination and scribe is essential to answer in the 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 has to submit 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 PwBDs case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time 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 COMPETITIVE EXAM without the proper Admit Card and valid ID proof.

e. Scheme of Examination:

(i) For the post of Female Staff Nurse:

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-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	part of the test individually.
	Total	120	120	

(ii) For the post of Assistant Section Officer:

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	Quantitative Aptitude	15	15	
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	10	10	
Part-V	Office Manual and Procedures, CCS (Conduct Rules), CCS (CCA) Rules, CCS (Leave Rules), Reservation & Concessions in recruitment and promotion, General Financial Rules, CCS (Medical Rules), FR/SR, PFMS, Establishment Rules on Recruitment, promotions, Seniority, Pay Fixation, Gratuity, Terminal Benefits, RTI Act, Children Education Allowance, POCSO Act	50	50	
	Total	120	120	

(iii) For the post of Audit Assistant:

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

(iv) For the post of Junior Translation Officer:

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 individually.
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	
	Total	100	100	

(v) For the post of Legal Assistant:

Stage-I (Competitive Exam):

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 Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Quantitative Aptitude	20	20	
Part-V	Constitution of India, Functioning of High Court, Supreme Court, Central Administrative Tribunals, Civil Procedure Code and Criminal Procedure Code (Provision required to be referred generally in Government Offices will be given importance), Evidence Act, Limitation Act, POCSO Act, Interpretation of Statutes	70	70	
	Total	150	150	

Stage-II (Interview)

(vi) For the post of Stenographer:

Stage-I (Competitive Exam):

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 Norms

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts (Eng.) 65 mts (Hindi) (On computer)

(vii) For the post of Computer Operator:

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	

(viii) For the post of Catering Supervisor:

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	

(ix) For the post of Junior Secretariat Assistant (HQ/RO cadre)

Stage-I (Competitive Exam):

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]

(x) For the post of Junior Secretariat Assistant (JNV cadre)

Stage-I (Competitive Exam):

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]

(xi) For the post of Electrician cum Plumber:

Stage-I (Competitive Exam):

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
Part-II	General Awareness	15	15	
Part-III	Language Competency	30	30	

	Test (General English and General Hindi-15 marks each subject)			duration without any time limit for each part of the test individually.
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

Stage-II (Trade Test)

(xii) For the post of Lab Attendant:

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	

(xiii) For the post of Mess Helper:

Stage-I (Competitive Exam):

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)

(xiv) For the post of Multi Tasking Staff:

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 COMPETITIVE EXAM / Interview / Personal Interaction / Document verification will be sent on registered e-mail address of the candidate as mentioned by them in successfully submitted online application or the same may be downloaded from the NVS website. NVS will not be responsible if the communication is not received by the candidate due to mention of wrong/incorrect e-Mail ID.
- h. Based on the performance in COMPETITIVE EXAM and also keeping in view the number of vacancies, the candidates will be called for interview / Personal Interaction / 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 latest updates. Taking into account the performance of the candidates in COMPETITIVE EXAM and interview both, wherever applicable, merit list will be prepared by giving weightage of 70% and 30% of the marks obtained in COMPETITIVE EXAM and interview / Personal Interaction respectively. **However, the mode of selection will be the sole discretion of NVS and may change at any stage.**

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 COMPETITIVE EXAM and interview etc. on the registered e-mail 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 and keep it active during the currency of this recruitment.
- 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/PwBD categories.
- vi. The candidates have to pay application fee / processing fee as applicable online through the prescribed link at online application. **Once the application fee / processing fee is deposited the same shall not be refunded under any circumstances.** The post wise application fee / processing fee payable is as under:

Post	General/EWS/OBC (NCL)			SC/ST/PwBD		
	Application Fee	Processing Fee	Total	Application Fee	Processing Fee	Total
Female Staff Nurse	Rs.1000/-	Rs.500/-	Rs.1500/-	NIL	Rs.500/-	Rs.500/-
Assistant Section Officer, Audit Assistant, Junior Translation Officer, Legal Assistant, Stenographer, Computer Operator, Catering Supervisor, Junior Secretariat Assistant (HQ/RO Cadre), Junior Secretariat Assistant (JNV Cadre), Electrician cum Plumber, Lab Attendant, Mess Helper, Multi Tasking Staff	Rs.500/-	Rs.500/-	Rs.1000/-	NIL	Rs.500/-	Rs.500/-

- 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, Benchmark 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 sent by the exam conducting agency of the NVS on the registered e-mail ID of the candidate or the same may be downloaded from the NVS website i.e. www.navodaya.gov.in. 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 COMPETITIVE EXAM & Interview/Personal Interaction etc., as they may not get the intimation through email due to technical 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.

- xi. Details of opening of application portal, closing date of registration, opening of fee deposit, fee closure, date of conduct of Competitive Exam will be updated on the website of the Navodaya Vidyalaya Samiti. All eligible and interested candidates are advised to be alert and regularly visit Samiti's website for updates.

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 Competitive Exam, 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 Competitive Exam is over for inviting comments / responses / objections, with regards to Questions/Answer key, 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.
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 Competitive Exam/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/Competitive Exam/Interview/Document Verification/Skill Test/Trade Test. However, TA, as per rules, will be paid to SC/ST/PwBD candidates for appearing in Interview/Verification of documents.
18. Candidate, if found Not Eligible during the verification prior to the interview shall not be allowed to appear in the Interview.
19. Selected candidates are liable to be posted anywhere in India.
20. **On being selected, the candidate is liable to serve minimum 02 years in the Samiti and thus at the time of joining to the post, required to give an undertaking / service agreement cum security bond to serve the Samiti for a minimum period of 02 years from the date of joining (including probationary / training period) failing which he / she or his / her surety, will be liable to pay liquidated sum of Rs.300000/- (Rupees Three lakh only) for all posts.**
21. 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.
22. 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.
23. 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.
24. 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.
25. Any dispute **with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.**

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UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification/Interview for recruitment the post ofin Navodaya Vidyalaya 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 ason.....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 ason.....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:

**(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: _____

* 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.

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@

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/1st 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.

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

*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.

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 owing 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)

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: