

नवोदय विद्यालय समिति
(मानव संसाधन विकास मंत्रालय का स्वायत्त
संस्थान)
स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार
क्षेत्रीय कार्यालय
बोरिंग रोड, पटना - 13
दूरभाष: 0612 -2266085 / 2266558



NAVODAYA VIDYALAYA SAMITI
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Ministry of Human Resource Development,
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F.No. 4-9.6/P&E/NVS(PTR)/ 2015/ 979

Date - 29.12.2015

**LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR
PROMOTION TO THE POST OF UPPER DIVISION CLERK**

NOTIFICATION

A Limited Departmental Competitive Examination for promotion to the post of **Upper Division Clerk in Vidyalayas (UR-06)** Cadre under Patna Region will be held very soon. The above vacancies are tentative and subject to increase or decrease. The dates and centre for examination will be intimated in due course separately.

The rules / general conditions for the Departmental Competitive Examination and Scheme of Examination for promotion to the post of Upper Division Clerk in Vidyalaya Cadre under Patna Region are given in **Annexure-1**

The detailed scheme of examination is shown at **Annexure-I**.

The application form is at **Annexure-II**

A candidate seeking admission to the examination must apply in the prescribed proforma and go through the instructions given in the Annexure before filling in the application form.

The complete application form must reach NVS, R.O Patna by 29.01.2016

Candidates should clearly note that the Samiti will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that their applications reach the Samiti on or before the prescribed last date. The eligibility list will be circulated on the website of the **Regional Office, Patna**.


(S. Ram)

Deputy Commissioner

To,

1. The Principal of all Jawahar Navodaya Vidyalayas, Patna Region with the directions to ensure that all the LDCs/ Store Keepers of their JNV shall note the contents of the copy of notification and obtain their signature as a token of acknowledgement. They are also requested to scrutinize the eligibility of candidates with reference to the Revised Recruitment Rules 2007 before forwarding the application to the Regional Office.
2. The Deputy Commissioner, All Regional Offices of NVS: for information with the request to circulate to all the JNVs of their region.
3. The Deputy Commissioner (Admn) , NVS, Noida (UP) for information and necessary action.
4. The Computer Operator, NVS., R.O., Patna with the direction to upload the said notification to the website of NVS, R.O., Patna.

GENERAL CONDITIONS

- (A) All eligible candidates will have to appear in a written examination conducted by the Samiti. The schemes of Exam is given at Appendix to Annexure-I. After the examination, candidature will be arranged in the order of merit as disclosed by the aggregate marks finally awarded to each candidate.
- (B) Since, this is a competitive and not a qualifying examination for promotion, the number of persons to be selected on the basis of result of the examination for appointment to the posts of Upper Division Clerk as the case may be, will be subject to the number of vacancies in the grade falling under departmental examination quota in that particular year for promotion to the post of Upper Division Clerk. No candidate will, therefore, have any claim for appointment as upper Division Clerk on the basis of his/her performance in the examination as a matter of right on future vacancies.
- (C) Mere success in the examination confers no right for selection unless the Samiti is satisfied after such verification, as may be considered necessary about the candidates, having regard to this conduct in service that he/she is eligible and suitable in all respects for appointment to the post of Upper Division Clerk.
- (D) A candidate who after applying for admission to the examination or after appearing for it resigns from his/her post or otherwise quits the service or severs his/her connection with the Samiti will not be eligible for appointment as Upper Division Clerk as the case may be on the basis of result of the examination.
- (E) Reservation shall be made for candidates belonging to SC and ST categories as per Govt. of India orders. The minimum qualifying cut-off marks for General will be 55% whereas for **SC/ST will be 50%**.
- (F) Mere submission of application will not confer any right to the candidates to appear for the Limited Departmental Examination. Only such candidates will be allowed to appear for the examination who are found eligible as per eligibility criteria in accordance with the **Revised Recruitment Rules, 2007** of the Samiti as mentioned above. Decision of the Samiti in this regard shall be final.
- (G) The application of such candidates who are or have been declared by the Samiti to be guilty of the following will be summarily rejected.
- (1) Obtaining support for his candidature by any means or
 - (2) Impersonating, or
 - (3) Procuring impersonation by any person, or
 - (4) Submitting fabricated document or documents which have been tampered or
 - (5) Making statements which are incorrect or false or suppressing material information or
 - (6) Resorting to any other irregular or improper means in connection with his /her candidature for the examination, or
 - (7) Using unfair means during the examination, or
 - (8) Writing irrelevant matter, including obscene language or pornographic matter in the scripts(s) or
 - (9) Misbehaving in any other manner in the examination hall, or

- (10) Harassing or doing bodily harm to the staff employed by the Samiti for the conduct of their examination, or
- (11) Violation any of the instructions issued to candidates along with their Admission certificates, permitting them to take the examination, or
- (12) Attempts to commit or as the case may be abetting the Samiti of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:
- a) To be disqualified by the Samiti from the examination for which he is a candidate and / or
- b) To be debarred either permanently or for a specified period:-
- i) by the Samiti from any examination or selection held by them;
- ii) by the Samiti from any employment under them, and / or
- c) To disciplinary action under the appropriate rules.

Provided that no penalty under this rule shall be imposed except after:-

- i) giving the candidate an opportunity or making such representation, in writing, as he may wish to make it in that behalf, and
- ii) taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.
- (13) Found ineligible in terms of prescribed requirements of experience of service and qualifications.
- (H) Eligible candidates will be entitled to draw 2nd class rail/ ordinary bus fare through the shortest route from the place of their posting to the centre of examination for attending the examination as per rule.
The medium of examination will be bilingual (Hindi & English).

RULES/GENERAL CONDITIONS FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF UPPER DIVISION CLERK IN NAVODAYA VIDYALAYA SAMITI

The rules/general conditions for the Limited Departmental Competitive Examination for appointment to the posts of Upper Division Clerk in Jawahar Navodaya Vidyalayas falling under limited departmental examination quota, as per rules, in the scale of Pay Band-5200-20200 with Grade Pay Rs.2400 (Revised) in the Navodaya Vidyalaya Samiti are as under:-

Lower Division Clerk / Store Keepers working in the Samiti on regular basis for at least 5 years as on the date of notification. In case, however, if candidates possessing a graduate degree, the length of qualifying service required for departmental examination would be 3 years as on date of notification.

**PLAN AND SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION
FOR APPOINTMENT TO THE POST OF UPPER DIVISION CLERKS IN
NAVODAYA VIDYALAYA SAMITI**

The examination shall be conducted according to the following plan:-

1. (a) A written examination consisting of 2 papers of 100 marks each in the subject as shown in para-2 below will be conducted.
- (b) The evaluation of record of service of candidates who obtain such minimum qualifying marks in the written examination as fixed by the Samiti will be carried out. However, minimum-qualifying cut of marks for Gen. candidate will be 55% and for SC/ST Candidate 50% .

The merit list will be prepared as per the marks secured in written test as well as ACRs subject to fulfilling the minimum marks as stated above and as well as the minimum qualifying marks in respect of service records as may be fixed by the Samiti.

2. The details of curriculum in which the candidates are required to take the examination are as follows.

Paper-I:

Service Rules and Administrative Matters

**Max : 100 Marks
Time : 2 hours**

1. Leave Rules
2. Files and Registers.
3. Delegation of Powers.
4. Financial Management in the Vidyalaya System / handling of cash book and stock register / settlement of advances.
5. Pay & Pay fixation and various allowances admissible to the employees in the NVS.
6. Purchase procedure.
7. Bill & Vouchers.
8. Traveling and Daily Allowances.
9. Leave Travel Concession.
10. Children Education Allowance and Reimbursement of Fees.
11. Medical Attendance.

Paper-II :

General Administration

Max : 100 Marks

Time : 2 hours

1. General Administration of Vidyalaya Affairs—Appointment procedures.
2. JNV Entrance Examination.
3. Facilities of students in JNVs.
4. Circulars issued by NVS since its inception.
5. Drafting of letters and notes in Hindi or English.
6. C.C.S. conducts rules.

NOTE:- The following books are recommended:

1. Fundamental and Supplementary (Chauduri's compilation or Swamy's compilation)
2. The Central Civil Services (Conduct) Rules, 1964.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. Compilation of General Financial Rules (Revised and Enlarged), 1963.
5. Central Civil Services (Leave) Rules, 1972.
6. Swamy's Handbook on Establishment and Administration.
7. Scheme of Navodaya Vidyalayas, Annual Reports of the Samiti, Memorandum of Association and Rules and Guidelines of the Samiti.

The schedule of examination will be as under :-

10:00 AM TO 12:00 NOON	PAPER-I	SERVICE RULES AND ADMINISTRATIVE MATTERS
02:00 PM TO 04:00 PM	PAPER-II	GENERAL ADMINISTRATION

**PROFORMA FOR APPEARING IN LIMITED DEPARTMENTAL
EXAMINATION FOR THE POST OF UPPER DIVISION CLERKS IN
NAVODAYA VIDYALAYA SAMITI**

(TO BE FILLED IN BY THE CANDIDATE IN HIS / HER OWN HANDWRITING)

PART-I

AFFIX
RECENT
PASSPORT
SIZE PHOTO
GRAPH DULY
ATTESTED

1. (a) Name of the applicant :
(In Capital Letters)
- (b) Father's / Husband's Name :
2. Designation :
3. (a) Sex :
(b) Category (SC/ST/OBC/Gen.) :
4. Educational qualifications :
(In case of Graduation, Year of
Passing graduation may also be
Mentioned).
5. Date of absorption / direct :
Recruitment / promotion to the
Present post.
6. Number of years of regular :
Service in the present post as
on 31.12.2015.
7. JNV /Office where serving at :
Present
8. (a) Contact Number of JNV where : Telephone :
Working Fax :
(b) Own Contact Number :

Place :

Date :

(SIGNATURE OF THE CANDIDATE)

PART-II

(TO BE FILLED IN BY THE FORWARDING OFFICER)

- (a) The particulars furnished by the individual have been verified from the official records and found correct.
- (b) Certified that no vigilance / disciplinary case is pending / contemplated against the above official.
- (c) Any other remarks by the Principal.

Place :

Date :

(SIGNATURE OF THE PRINCIPAL)

PART-III

(TO BE FILLED IN BY THE REGIONAL OFFICE)

Certified that the information given by Shri /Ms./ Mrs. _____
_____ has been verified from the records and found correct.
No vigilance case is pending against him / her. He / She fulfill eligibility criteria for
Limited Departmental Examination as per the rules of the Samiti.

Place:

Date:

**SIGNATURE OF
ASSTT.COMMISSIONER (Admn.)**

NAVODAYA VIDYALAYA SAMITI, PATNA

ADMIT CARD

AFFIX
RECENT
PASSPORT
SIZE PHOTO
GRAPH DULY
ATTESTED

1. (a) Name of the applicant : _____
(In CAPITAL LETTERS)
2. Designation : _____
3. Date of Birth : _____
4. Present place of posting : _____
5. Category : _____
(SC/ST/OBC/Gen)

(SIGNATURE OF THE CANDIDATE)

NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE, PATNA

NAME OF EXAMINATION CENTRE :

DATE & TIME OF EXAMINATION :
ROLL NUMBER : _____

**SIGNATURE OF THE DEPUTY COMMISSIONER/
AUTHORIZED SIGNATORY**