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नवोदय विद्यालय समिति

हैदराबाद संभाग

(मानव संसाधन विकास मंत्रालय, शिक्षा
विभाग का एक स्वायत्त संस्थान, भारत सरकार),
१-१-१०/३, एस.पी. रोड
सिकन्दराबाद - ५०० ००३



NAVODAYA VIDYALAYA SAMITI (HYDERABAD REGION)

Ministry of Human Resource & Development
(Dept. of School Education & Literacy
Govt. of India)
1-1-10/3, S.P. Road
SECUNDERABAD - 500 003

No.F.1-144/2013/NVS (HR)/E-III

Dated: 08.08.2013

NOTIFICATION

LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF LOWER DIVISION CLERK

A Limited Departmental Examination for promotion to the post of **Lower Division Clerk** in **Vidyalaya** Cadre will be held at **10.30 am** on **06.09.2013** at **Jawahar Navodaya Vidyalaya, Gachibowli, Hyderabad** in accordance with the recruitment rules notified vide NVS Hqrs., New Delhi letter no. F.1-5/98-NVS(Admn.) dated 29.12.1999.

Total number of vacant posts under promotion quota through LDE are 06(LDC-4 & SK-2), which are tentative and likely to change.

The rules/general conditions for the Departmental Examination and Scheme of Examination for promotion to the post of Lower Division Clerk are given in Annexure-I.

The application form is at Annexure-II.

All the candidates appearing for the test should bring the application in the given proforma duly attested by the Principal, to the venue for verification. However, Admit cards will be issued to the eligible candidates at the venue from 09.00 a m to 10.00 am on **06.09.2013**.

Contd...

No boarding and lodging facilities will be provided to the candidates at the venue.



(D V S R MURTHY)
Deputy Commissioner

Copy to :

1. The Principal of all Jawahar Navodaya Vidyalayas – with the directions to ensure that all the candidates appearing from 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 recruitment Rules in force. It will be their personal responsibility to ensure the eligibility of candidate appearing from their JNV before attesting their applications. The candidates must submit their application to the AC(Admn) at the venue on 06.09.2013. The employee who has already appeared for the trade test(typewriting test) twice earlier may not be eligible for Travelling Allowance.

2. All Officers of NVS RO Hyderabad

3. NVS web site

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ANNEXURE-I

RULES /GENERAL CONDITIONS FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF LOWER DIVISION CLERK IN THE JNVS OF HYDERABAD REGION

The rules/general conditions for the departmental qualifying examination (typing test) for appointment to the posts of Lower Division Clerk in the Jawahar Navodaya Vidyalayas falling under limited departmental examination quota, as per rules, in the scale of pay of Rs.5200-20200 with grade pay Rs. 1,900/- (Revised) in the Navodaya Vidyalaya Samiti are as under:-

“Group D employees of JNVs who have rendered 8 years of regular service in the grade in the Samiti and possessing the following qualifications :

- i) Minimum of Secondary School Examination (Class-X) from a recognized Board/University or equivalent.
- ii) Minimum speed of 35 words per minute in English typewriting or 30 words per minute in Hindi typewriting **on computer**.

The Cut off date of eligibility is 01.09.2013. Candidates should have the essential qualifications required for appearing in this examination (typing test), as on 01.09.2013.

The typewriting examination, which will be of qualifying nature, will be held at 10.30 a m on 06.09.2013 at Jawahar Navodaya Vidyalaya, Gachibowli, Hyderabad(AP).

The typewriting test will be of 10 minutes duration in English or Hindi language. Candidates should choose any one language only for typewriting test, and mention the same in the application form. The test will be conducted on computers only. **Computers will be made available at the test centre.**

GENERAL CONDITIONS

- (A) All eligible candidates who have applied for promotion to the post of Lower Division Clerk against this notification will have to appear in a typewriting test conducted by the Samiti. 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 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 Lower Division Clerk, will be subject to the number of vacancies in the grade falling under limited departmental examination quota. No candidate will, therefore, have any claim for appointment as Lower Division Clerk on the basis of his performance in the examination as a matter of right on future vacancies.
- (C) Mere success in the examination (typing test) 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 is eligible and suitable in all respects for appointment to the post of Lower Division Clerk.
- (D) A candidate who after applying for admission to the typing test or after appearing for, if resigns from his post or otherwise quits the service or severs his connection with the Samiti or whose services are terminated by the Samiti will not be eligible for appointment as Lower Division Clerk as the case may be on the basis of result of the examination.
- (E) There will **not** be any reservation for the posts being filled through this notification, as per Govt. of India orders.
- (F) Mere submission of application will not confer any right to the candidates to appear for the typing test. Only such candidates will be allowed to appear for the examination who are found eligible as per eligibility criteria in accordance with the Recruitment Rules in force of the Samiti as mentioned above. Decision of NVS(RO) Hyderabad in this regard shall be final.
- (G) A candidate who is or has 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 (typing test), 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) Violating 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 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

iii) 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 of 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.

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 and back for attending the examination as per SR-130 provided that number of attempts for the trade test is less than two attempts.

- (H) The medium of examination (typing test) will be English or Hindi as chosen by the candidate himself and mentioned in the application form.

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ANNEXURE-II

**PROFORMA FOR APPEARING IN LIMITED DEPARTMENTAL
EXAMINATION FOR THE POST OF LOWER DIVISION CLERK IN
NAVODAYA VIDYALAYA SAMITI – Sept. 2013**

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

PART-I

AFFIX RECENT
PASSPORT SIZE
PHOTO GRAPH
DULY
ATTESTED BY
THE PRINCIPAL

1. (a) Name of the applicant : _____
(In Capital Letters)
- (b) Father / Husband Name : _____
2. Designation : _____
3. (a) Sex : _____
- (b) Community (SC/ST/OBC/Gen.) : _____
4. Educational qualifications : _____
5. Percentage of marks in Class X : _____
(enclose copy of marks list duly
Attested by a Gazetted Officer)
6. **Preferred language for typing test**
In the L.D.E. on 06.09.2013 (English or Hindi): _____ (Mention one only)
7. Number of years of regular
service in the present post as on **01.09.2013**: _____ years
(Copy of the page from service book of the concerned indicating his date of
joining NVS is to be enclosed by the office of the JNV)
8. JNV / where serving at : JNV Distt. _____
present
9. Contact Number of JNV where : Telephone :
working Fax :

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.

The performance of the individual in the last five years has been Assessed as follows :

S.No.	Year	Performance grading (Mention only one out of Below Average / Average / Good / Very Good / Outstanding)
1	2008-09	
2	2009-10	
3	2010-11	
4	2011-12	
5	2012-13	

- 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)

NAVODAYA VIDYALAYA SAMITI
LDE for promotion to the post of Lower Division Clerk – Sept 2013
ADMIT CARD

AFFIX RECENT
PASSPORT SIZE
PHOTO GRAPH
DULY
ATTESTED BY
THE PRINCIPAL

1. Name of the applicant (In CAPITAL LETTERS) : _____
2. Designation : _____
3. Date of Birth : _____
4. Present place of posting : _____
5. Community to which (SC / ST / OBC / Gen) : _____
6. Language for typing test(English or Hindi): _____

Place :
Date :

(SIGNATURE OF THE CANDIDATE)

NAVODAYA VIDYALAYA SAMITI, HYDERABAD REGION

**VENUE OF EXAMINATION : JAWAHAR NAVODAYA VIDYALAYA,
H C U CAMPUS, GACHIBOWLI,
HYDERABAD(AP)**

DATE & TIME OF EXAMINATION: 10.30 A M ON 06.09.2013

ROLL NUMBER :

**SIGNATURE OF THE DEPUTY COMMISSIONER /
ASSISTANT COMMISSIONER (ADMN.)**