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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

F.1-78(UDC)/2013/NVS(HR)/Estt.III/

Dated: 20.05.2013

NOTIFICATION

A Limited Departmental Competitive Exam for promotion of **Lower Division Clerks/Store Keepers** of Vidyalaya cadre to the post of **Upper Division Clerks** of Vidyalaya cadre is scheduled to be held shortly. The exact date and venue of the exam will be intimated later:

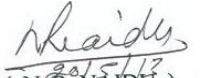
Total number of vacant posts under promotion quota through LDE are **08** (UR-5; SC-2;ST-1), which are tentative and likely to change.

The eligibility criteria, rules and general conditions governing this Limited Departmental Competitive Exam are given at Annexure-I. The detailed scheme of the exam is indicated at Annexure-II and the application form to be filled in by the willing candidates is at Annexure-III.

All eligible employees as per criteria mentioned in Annexure-I must apply in the prescribed format (Annexure-III) in duplicate to the Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Hyderabad through the Principal of the concerned Vidyalaya where he/she is working presently. The duly completed application form should be submitted through the Principal of the concerned Vidyalaya to the Deputy Commissioner, Regional Office, Hyderabad **latest by 28.06.2013 positively.**

The list of eligible candidates will be displayed in the website of this RO. The admission card for the eligible applicants will be issued at the venue one hour before commencement of the examination.

The candidate should clearly note that the NVS, Regional Office, Hyderabad will in no case be responsible for non-receipt of their application or for any delay on receipt there on any account. In case application could not be forwarded by due date, the candidate may still appear for the test at the venue by submitting his application, which shall be duly forwarded by the Principal of the Vidyalaya concerned in a sealed cover. All the candidates are required to bring one copy of the application forwarded by the Principal to R.O., for verification and further necessary action.


(N R NAIDU)

ASSTT. COMMISSIONER(Admn)

Copy to:

- 1) All Principals of JNVs of Hyderabad Region - with the request to ensure that all eligible employees appearing from their JNVs shall note the contents of the notification and obtain their signatures as a token of acknowledgement. It shall be the personal responsibility of the Principal of the Vidyalaya concerned to ensure that the candidates appearing from their JNV are fully eligible as per Revised Recruitment Rules of the Samiti before forwarding their applications to RO. The applications should reach the RO, Hyderabad on or before 28.06.2013. On receipt/ scrutiny of the application, RO will issue admit cards to those eligible applicants at the venue.
- 2) Website of NVS RO Hyderabad.

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ELIGIBILITY CRITERIA, RULES AND CONDITIONS GOVERNING THE LIMITED DEPARTMENTAL EXAMINATION

Eligibility criteria : The following staff will be eligible to appear in this Limited Departmental Examination.

“LDC/SK working in the Samiti on a regular basis for atleast 5(five) years. In case of candidates possessing graduate degree, the length of qualifying service required for limited departmental exam would be 3 (three) years”

Cut off date : The cut off date for deciding the eligibility to appear in this examination is 01.01.2013. Candidates possessing the qualification/service as on cut off date only are eligible to appear in the examination.

All eligible candidates will have to appear in this written examination conducted by the Regional Office. The venue and date of exam will be intimate later. The scheme of Exam is given at Annexure-II. After the examination, candidates will be arranged in the order of merit as disclosed by the aggregate marks finally awarded to each candidate.

- A. Since this is a competitive examination and not a qualifying examination for promotion, the number of persons to be selected on the basis of merit-wise result of the examination for appointment to the posts of Upper Division Clerk will be subject to the number of vacancies in the grade falling under departmental examination quota for the year 2013 for promotion to the post of UDCs. The vacancies of all the JNVs will be considered as pool vacancies. No candidate will, therefore, have any claim for appointment as Upper Division Clerk on the basis of his performance in the examination as a matter of right on future vacancies.
- B. Mere qualification in the examination confers no right for selection unless the Regional Office is satisfied after such verification, as may be considered necessary about the candidates, having regard to his conduct in service, that he is eligible and suitable in all respects for appointment to the post of Upper Division Clerk.
- C. A candidate who after applying for admission to the examination or after appearing for, if resigns from his post or otherwise quits the services or severs his connection with the Regional Office or whose services are terminated by the Samiti /RO, will not be eligible for appointment as Upper Division Clerk, as the case may be, on the basis of result of the examination.
- D. Reservation shall be made for candidates belonging to SC and ST categories as per Govt. of India Orders.
- E. Mere submission of application will not confer any right to the candidates to appear for the Limited Departmental Competitive 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 of the Samiti as mentioned above. Decision of the Regional Office in this regard shall be final.

Contd...

F. A candidate who is or has been declared by the Samiti/RO 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 with 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 script(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/RO for the conduct of their examination, or
- 11) Violating any of the instructions issued to candidates alongwith their Admission Certificates, permitting them to take the examination, or
- 12) The candidate who is found indulged in the activities as mentioned above will be liable for disciplinary action apart from rejection of his candidature for the post as under :

- (a) to be disqualified by the Samiti/RO from any examination or selection held by them:
- (b) by the Samiti/ RO 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 of making such representation, in writing, as he may wish to make 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.

G. 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.

H. The medium of examination will be bilingual (Hindi and English) except for notes and letter drafting, which will be in English only.

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PLAN AND SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE POST OF UPPER DIVISION CLERKS IN JAWAHAR NAVODAYA VIDYALAYAS OF HYDERABAD REGION.

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 subjects 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 Regional Office will be carried out. However, minimum-qualifying cut off marks in the examination will be 55% in aggregate for general candidates and 50% in aggregate for SC/ST candidates with a minimum of 45% marks in each paper for General candidates and 40% marks in each paper for SC/ST candidates .

The merit list will be prepared as per the marks procured 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 Regional Office.

- 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 allowance admissible to the employees in the NVS.
- 6) Purchase Procedure.
- 7) Bills & Vouchers
- 8) Travelling 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
- 6) CCS Conduct Rules.

Contd.....

NOTE: The following books are recommended:

- 1) Fundamental and Supplementary Rules(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 / Compedum of Circulars 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

The exact date and venue of the exam will be intimated later.

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ANNEXURE-III

**PROFORMA FOR APPEARING IN LIMITED DEPARTMENTAL
EXAMINATION FOR THE POST OF UPPER DIVISION CLERK IN
NAVODAYA VIDYALAYA SAMITI - 2013**

PART-I

1. (a) Name of the applicant : _____
(In Capital Letters)
(b) Father / Husband Name : _____
2. Designation : _____
3. Present JNV : _____
4. (a) Sex(M/F) : _____
(b) Community (SC/ST/OBC/Gen.) : _____
4. Educational qualifications : _____
(In case of Graduation, year of passing
Degree may also be mentioned)
5. Date of initial joining NVS : _____
6. Date of joining present post(LDC/SK): _____
7. Number of years of regular
service in the present post as on 01.01.2013: _____ years
8. Home Town/Native Dist: _____
9. Mobile Number & E-mail ID, if any:
Place:
Date:

AFFIX RECENT
PASSPORT SIZE
PHOTO GRAPH
DULY ATTESTED
BY THE
PRINCIPAL

(SIGNATURE OF THE CANDIDATE)

PART-II

(TO BE FILLED IN BY THE PRINCIPAL, JNV CONCERNED)

- a) The particulars furnished by the individual have been verified from the official records and found correct.
- b) The individual is eligible to appear in the LDE for promotion to the post of UDC.
- c) Certified that no vigilance / disciplinary case is pending / contemplated against the above official.
- d) Any other remarks by the Principal

Place:

Date:

(SIGNATURE OF THE PRINCIPAL)

NAVODAYA VIDYALAYA SAMITI
LDE for promotion to the post of Upper Division Clerk - 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. Category : _____
(SC / ST / OBC / Gen)

Place :

Date :

(SIGNATURE OF THE CANDIDATE)

NAVODAYA VIDYALAYA SAMITI, HYDERABAD REGION

VENUE OF EXAMINATION :

DATE & TIME OF EXAMINATION :

ROLL NUMBER :

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