



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Body under Ministry of HRD, Deptt. of School Education & Literacy, Govt. of India)
Regional Office, 18, Sangram Colony, C-Scheme, Jaipur -302001(Rajasthan)

NOTIFICATION

The Navodaya Vidyalaya Samiti, an Autonomous Organization Under the Ministry of Human Resource Development (Department of senior Secondary & Literacy, Govt. of India) Regional Office Jaipur invites applications for recruitment to the posts of Lower Division Clerk/Store Keeper on direct recruitment basis in Jawahar Navodaya Vidyalayas under Jaipur Region located in Rajasthan, Haryana & Delhi as detailed under.

A) Details of Vacancies:

Post	Scale of pay	Eligibility Condition
Lower Division Clerk/Store Keeper (on Direct recruitment basis)	Rs. 5200-20200 +1900 (GP)	Essential : 1. (a) Sr. Secondary Class XII Certificate or equivalent from a recognized Board/University with 50% marks and possessing minimum speed of 35 words per minute in English typewriting or 30 words per minute in Hindi typewriting on computer. OR Senior Secondary certificate from CBSE/State Board with secretarial practices and office management as vocational subjects. Desirable : 1. Training in computer operations and data entry acquired either as a subject at +2 level or through 6 month Diploma in computer applications from a recognized institution or through computer literacy certificate at school level 2. Experience of dealing with accounts/administrative matters in Govt. /Autonomous Organizations.

B) Vacancies

Post	General	SC	ST	OBC	Total
Lower Division Clerk/Store Keeper	16	03	02	06	27*

* Out of the above one post reserved for PH as per GOI Rules

C) Nature of Duties attached to the post:

- Typing
- Filing work and maintenance of files and records
- Diary and dispatch.
- To maintain Stock Registers of each items of store and to prepare indents in respect of all consumable and non-consumable items of store required for vidyalaya hostel, mess, staff quarters etc.
- Any other work pertaining to purchase/store/condemnation of articles, verification of store etc.
- Any other duties and responsibilities assigned by the superiors as per the requirement of the residential system.

D) **Age limit for Direct Recruits:** Between 18 and 27 as on 01.07.2012.

E) **Age Relaxation Admissible :** Maximum Relaxation in upper age limit will be as under:-

- Up to a Maximum of 05 years in the case of SC/ST candidates.
- Up to a Maximum of 03 years in case of OBC candidates.
- Up to a Maximum of 10 years in respect of Physically Handicapped persons (15 years for SC/ST and 13 years for OBC).

- iv. An Ex-Serviceman who has put in not less than 06 months continuous service in the Armed Force (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 the Maximum age limit prescribed for the post of more than 03 years he/she shall be deemed to satisfy the condition regarding age limit.

F) General Conditions for recruitment :

1. A trade test/typing test on computer will be conducted for all short-listed candidates, which is a qualifying test only. Candidates qualifying the trade test will be appointed in the order of merit as per existing weightage criteria and subject to availability of vacancies.
2. **However**, Samiti reserves the right to adopt any criteria for short-listing candidates for trade test/type test and for final Selection. Mere eligibility will not vest any right to the candidates for being selected and the decision of the Samiti in this regard will be binding for all concerned.
3. Selected candidates will be entitled for various allowances as admissible to the Navodaya Vidyalaya Samiti employees depending upon the place of posting.
4. While selected candidates are likely to be posted/transferred to any JNV of Rajasthan, Haryana & Delhi. They are also liable to be transferred anywhere in India.
5. Candidates who are already in service are required to submit their application through proper channel only. However, advance copy of the application can be sent to avoid delay. Their candidature shall be considered only on receipt of their application through proper channel.
6. The number of vacancies indicated is tentative and subject to change.
7. Selected candidates will be on probation for a period of two years which can be further extendable for a period of another two years subject to the performance of candidates. During the probation period, services of probationer can be terminated at any time without assigning any reason.
8. Application (in duplicate) complete in all respects in the prescribed format given below (neatly typed preferably in English on plain paper approximate size 22 cm X 30 cm) accompanied by a Demand Draft of requisite fee as mentioned in column G-1 below, should be sent in the name of **Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, 18, Sangram Colony, Mahaveer Marg, C-Scheme, Jaipur-302001 (Rajasthan), within 30 days time from the date of publication of this notification.**
9. Incomplete/unsigned applications or applications received without fee, photographs, certified copies of required documents in support of educational qualifications, age etc. and those received after the last date stipulated for receipt of application, will summarily be rejected without any communication to the candidate. The Samiti will not be responsible for any postal delay".
10. Before applying for the post, the candidate must ensure that he/she fulfills all the essential and other eligibility conditions prescribed for the post.
11. Second class rail fare by shortest route on production of proper receipt will be paid to SC/ST candidates only for attending the trade test/type test as per the rules of the Samiti.
12. 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 will be treated as final. Which is available on the website of NVS RO-Jaipur, i.e. www.nvsrojpr.gov.in

G) Application Fee:

1. Candidates will have to pay a Non Refundable Fee of Rs.500/- (Rupees five hundred only) By Demand Draft in favour of **"Deputy Commissioner, Navodaya Vidyalaya Samiti", Payable at**

Jaipur alongwith his/her application. Candidates should note that the fee sent

through IPO/Money Order/Crossed Cheque/Currency Notes or Treasury Challans etc. will not be accepted by the Samiti and such applications will be treated as without fee and will be rejected summarily.

2. Refund of fee will not be allowed in any case.
3. **The Bank Draft should be valid for at least three months and should not have been prepared prior to the date of publication of this advertisement. Candidate must write his/her name and address on backside of the Demand Draft.**
4. No fee is required to be paid by SC/ST/Ex-Servicemen/women candidates. Physically Handicapped persons are also exempted from payment of fee subject to submission of prescribed Medical Certificate issued by a government Hospital, duly signed By CMO.

H) Guidelines for Filling up the Application Form:

1. The candidate must fill in the application form in English/Hindi in Capital letters as per the format given in the advertisement on plain paper "Approx. size 22 cm X 30 cm in duplicate" There is no objection to candidates using printed/typed Application Form. However, they should ensure that its format is exactly the same as published in the advertisement. If wrong entries/mistake/omission are made by the candidate in their application form on account of wrong or inaccurate printing/typing of application form by private agency/ their application shall be liable for rejection. Application can be downloaded from our website www.nvsrojpr.gov.in
2. The envelope containing the application form must be super scribed in bold letters as **Application for the post of "LDC/Store Keeper"**

I) Documents to be Attached with the Application:

1. A Bank Draft Rs.500/- in favour of "**Deputy Commissioner, Navodaya Vidyalaya Samiti**", payable at Jaipur.
2. Attested photocopy in support of Date of Birth in Christian Era as per High School/Matriculation certificate (Proof of date of birth).
3. Attested photocopy of SC/ST/OBC/PH certificate in the prescribed proforma issued by the competent authority.
4. Attested photocopy of 10th Class examination certificate and mark sheet
5. Attested photocopy of Senior Secondary/Intermediate (Class-XII) examination certificate and mark sheet.
6. Attested photocopy of Diploma/Degree Certificate and Mark sheet.
7. No Objection Certificate from the present employer in case of serving personnel.
8. Attested photocopy of Experience Certificate (S) clearly indicating name of organization, post held, scale of pay, period of work and nature of duties etc.
9. Any other relevant documents.
10. Two recent passport size photographs duly attested by Gazetted Officer.
11. *In absence of any documents as stated above, the application will be rejected summarily.*

**DEPUTY COMMISSIONER I/C
NVS, RO, JAIPUR**

NAVODAYA VIDYALAYA SAMITI-JAIPUR REGION

FORMAT FOR APPLICATION

APPLICATION FOR THE POST OF _____

Demand Draft No: _____

Payable at : _____

Date (DD/MM/YY): ____/____/____ For Rs. _____

Paste here your
recent passport
size photograph
duly attested by
Gazatted Officer

1. Name in full (in Block letters) : _____

2. Father's/Husband's Name : _____

3. Present postal Address : _____
(with pin-code) _____

4. Permanent Address : _____

5. Date of Birth(DD/MM/YY) : _____

6. Age as on 01.07.2012 : _____ Years _____ Month _____ Days

7. Whether SC/ST/OBC/PH/ : _____
GEN / Ex-Serviceman?

8. Educational Qualification (s) : (From Class X/H. Sc. Onwards)

S. No.	Name of The Exam / Diploma / Degree Passed	Year of Passing	Name of Board / University / Institute	DetailsofMarksobtained		
				Maximum Marks	Marks Obtained	% of Marks
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						

9. Experience (s) if any : _____

S. No	Name of The Institution / Organization / Department	Post Held	Scale of Pay	Nature of work Performed	Duration			Status of the Deptt./Orgn. Worked (Central Govt. / State Govt. / Autonomous / Undertaking)
					From	To	No. of completed years as on 01.07.12	
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
4.								

In case the candidate is presently in service

10. Nature of work of present : _____
post held (Temporary/Permanent)
11. Basic Pay Rs. : _____
12. Name and Address of the : _____
Employer (Clearly indicating the Name/Designation of Relieving/Controlling Authority)
13. Native District with State : _____
14. Co-curricular Activities : _____
(NCC / Sports & Games Activities etc.)
15. Any other relevant : _____
information, if any

I solemnly declare that the statements made by me are correct to the best of my knowledge. I also clearly understand that in the event of my appointment in Samiti, my services are liable to be terminated without notice, if the information furnished by me is found to be wrong or suppressed.

Place : _____

Dated : _____

Signature of Applicant

For Use of Forwarding Office

File No. _____

Date: _____

It is certified that the applicant is working as _____ in the pay scale of Rs. _____ w. e. f. _____ in this Department /Organization and the entries made by the applicant have been found correct on verification from Service records.

No Vigilance Case/Disciplinary action is pending or contemplated against him/her.

Place : _____

Dated : _____

**Signature of Employer
(Designation & Seal)**