



F. No. 1-4/2011-NVS(Admn.)/ 331

Date: 29.12.2020

CIRCULAR

Recruitment Rules (RRs) for the 33 posts of NVS as per the list attached as **Annexure-I** are under consideration for revision, if required. The existing RRs for these posts are attached as **Annexure-IV**.

2. Suggestions for revision of RRs are invited from all stakeholders as per the format attached as **Annexure-II** (through proper channel). Suggestions for revision of the RRs, if any are to be forwarded to email ID nvssuggestions@gmail.com by Regional Offices only after consideration latest by **14.01.2021**, along with a copy in word format.

3. The suggestions will only be accepted in the prescribed format through the designated email only. No hard copy or CC is to be forwarded. No suggestion will be accepted through other mode/email/format.

4. The suggestions from the Vidyalayas shall be submitted in the prescribed format to their respective ROs. The Regional offices, in turn, will consolidate the information as per the format annexed as **Annexure-III** and forward the same to NVS Hqrs by **14.01.2021, positively**. ROs/NLI while consolidation will avoid the repetition of the suggestions to ensure non-redundancy of the information. **Suggestions received after the stipulated date will not be entertained. Similarly, suggestions for any other post(s) except above 33 posts will also not be entertained.**

5. Suggestions from the employees of NVS Hqrs may be forwarded to the undersigned in the prescribed format within the stipulated period.

6. Final decision for acceptance/rejection of the suggestion(s) will be of the competent authority. No claim for acceptance of the same will be entertained.

7. This issues with the approval of Competent Authority.


(N.K. Pahwa)

Deputy Commissioner (Admn.)

Encl: As Above.

1. All officers of NVS Hqrs
2. The Deputy Commissioner, All NVS Regional Offices/NLIs.
3. The Principal, all JNVs (through NVS Hqrs website)
4. All employees of NVS (including, Hqrs, ROs, NLIs & JNVs) - through NVS Hqrs website
5. AC(IT), NVS Hqrs – With a request to upload the same on the website of NVS immediately.
6. PA to Commissioner – for information.



LIST OF THE POSTS FOR WHICH RRs ARE BEING REVISED

S.N o	Name of Post
HQRS/RO/NLI CADRE	
1.	Commissioner
2.	Joint Commissioner (Admn.)
3.	Joint Commissioner
4.	Deputy Commissioner (Admn./Fin)
5.	Deputy Commissioner (Finance)
6.	Assistant Commissioner
7.	Assistant Commissioner (Admn./Fin.)
8.	Assistant Commissioner (Fin.)
9.	Section Officer
10.	Account Officer
11.	Executive Engineer
12.	Assistant Engineer
13.	Private Secretary
14.	Editorial Assistant
15.	Legal Assistant
16.	Statistical Assistant
17.	Assistant Section Officer
18.	Audit Assistant
19.	Personal Assistant
20.	Junior Engineer (Civil)
21.	Junior Engineer (Elect)
22.	Stenographer
23.	Senior Secretariat Asst
24.	Junior Secretariat Assist
25.	Electrician
26.	Caretaker
JNV CADRE	
27.	Staff Nurse (Female)
28.	Office Superintendent
29.	Catering Assistant
30.	Senior Secretariat Assistant
31.	Junior Secretariat Assistant
32.	Electrician cum Plumber
33.	Staff Car Driver

FORMAT TO SUBMIT SUGGESTION FOR REVISION OF EXISTING RRs

1. Name of the post for which RRs to be reviewed
2. Column no. of the RRs for which changes suggested
3. Suggestion:
4. Supporting Rules (copy to be attached)
5. Whether the suggested RRs notified by any Govt. Organization (please mention name and attached a copy of the notified RRs)

Signature :

Name :

Post:

Place of posting:

Date:

COMPILATION OF THE SUGGESTIONS FOR REVIEW RRs: 2021**Name of the RO/NLI.....**

Post	No. of employees who have suggested the change	Col. No. to be reviewed	Provision in Existing RRs	Suggested changes in RRs	Justification for change	Supporting GOI Rules (attach copy)	Name of the organization where the proposed RRs exists (attach copy of the notified RRs of the organization)

Signature :

Name :

Designation

Date:



EXISTING RRs**RECRUITMENT RULES FOR THE POST OF COMMISSIONER – NVS**

S. No.	Particulars	Existing Recruitment Rules (2009)
1.	Name of Post	Commissioner
2.	No. of Post	01
3.	Classification	Group 'A' Ministerial
4.	Level in the Pay Matrix	Rs. 37400-67000 Pay Band-4 Grade Pay Rs.10,000/- (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By deputation through Central Staffing Scheme of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pension, Govt. of India
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Not Applicable
12.	If a DPC exists what is its composition	-

RECRUITMENT RULES FOR THE POST OF JOINT COMMISSIONER (ADMN.) IN NVS HQRS/ROs

S. N o.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Joint Commissioner (Admn.)
2.	No. of Post	01
3.	Classification	Group "A" Ministerial
4.	Level in the Pay Matrix	Rs. 14,300-400-18,300/- (As per 5 th CPC) Rs. 37400-67000 Pay Band-4 Grade Pay Rs.8700/- (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By deputation from amongst Officers of All India Services and other Organized Central Civil Services through Central Staffing Scheme.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Not Applicable
12.	If a DPC exists what is its composition	As per appendix
13.	Circumstances in which UPSC to be consulted in making rectt.	Not Applicable

RECRUITMENT RULES FOR THE POST OF JOINT COMMISSIONER IN NVS

S. No.	Particulars	Existing Recruitment Rules (1991, 2007)
1.	Name of Post	Joint Director
2.	No. of Post	02
3.	Classification	Group "A" Ministerial
4.	Level in the Pay Matrix	Pay Band-4 Rs. (37400-67000) plus Grade Pay of Rs.8700/- (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By Promotion failing which by transfer on deputation/short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION: From among all Deputy Directors with 5 years of regular service in the grade in the Samiti. Deputation Officers under the Central Govt./State Govt./Semi Govt./Autonomous or Statutory organizations. A) (i) Holding analogous post on regular basis OR ii) with 5 years regular service in the scale of Rs.12000-16500 (GP 7600 in PB-3) iii) With 08 years of combined regular service in the scale of Rs. 10000-15200(GP 6600 in PB-3) & 12000-16500/-(GP 7600 in PB-3) B) Possessing experience of handling administrative/Academics matters in a responsible capacity.
12.	If a DPC exists what is its composition	As Per Appendix

RECRUITMENT RULES FOR THE POST OF DEPUTY COMMISSIONER (ADMN. IN NVS HQRS/ROs

S. N o.	Particulars	Existing Recruitment Rules (1991 & 1999)
1.	Name of Post	Deputy Director (Admn.)
2.	No. of Post	01
3.	Classification	Group "A" Ministerial
4.	Level in the Pay Matrix	Rs. 12000-375-16500/- (As per 5 th CPC) Rs. 15600-39100+GP 7600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By Promotion failing which by transfer on deputation / short term contract
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION From among Assistant Directors (Admn.) with five years of regular service in the grade in the Samiti. Transfer on Deputation Officers under the Central Govt. / State Govt. / Semi Govt./ Autonomous or Statutory organizations (A) (i) Holding analogous post on regular basis OR (ii) with five years regular service in the scale of Rs. 10000-15200 (GP Rs. 6600 in PB-3) (B) Possessing experience of handling administrative & financial matters in the responsible capacity
12.	If a DPC exists what is its composition	As notified and annexed

RECRUITMENT RULES FOR THE POST OF DEPUTY COMMISSIONER (FINANCE) - NVS HQRS/ROs

S. N o.	Particulars	Existing Recruitment Rules (1991 & 1999)
1.	Name of Post	Deputy Director (Finance)
2.	No. of Post	01
3.	Classification	Group "A" Ministerial
4.	Pay Level in the Pay Matrix	Rs.12000-375-16500/- (As per 5 th CPC) Rs. 15600-39100+GP 7600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by Direct Rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Promotion failing which by transfer on deputation / short term contract
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	PROMOTION From among all Assistant Directors (Fin.) with five years of regular service in the grade in the Samiti. Deputation Officers under the Central Govt. / State Govt. / Semi Govt./ Autonomous or Statutory organizations (A) (i) Holding analogous post on regular basis OR (ii) with five years regular service in the scale of Rs.10000-15200 (GP Rs. 6600 in PB-3) (B) Possessing experience of handling accounts matters in the responsible capacity
12.	If a DPC exists what is its composition	As notified and annexed

RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER - NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Assistant Commissioner
2.	No. of Post	38
3.	Classification	Group "A"
4.	Pay Level in the Pay Matrix	Rs. 10,000-325-15,200/- (As per 5 th CPC) Rs. 15600-39100+GP 7600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Up to 45 years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL 1. Masters degree in Humanities / Science / Commerce from a recognized Institution / University. 2. (a) Persons holding analogous posts or post of Principal in the grade of Rs. 10,000-325-15,200/- (GP Rs. 6600 in PB-3) OR (b) With at least 5 years experience in the scale of pay of Rs.7,450-225-11,500/- and above in the Educational Planning and Administration in any Govt. / Semi-Govt. / Autonomous Organization. DESIRABLE 1. Experience of working in a residential school system. 2. Research work done in the field of education.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	NA
9.	Period of probation, if any	2 years for direct recruits
10.	Method of recruitment, whether by Direct Rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	75% by promotion 25% by direct recruitment failing which on deputation.
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	PROMOTION: From among Principals with 3 years of regular service in the grade in the Samiti. DEPUTATION : Officers under the Central Govt./State Govts./Semi-Govt./Autonomous or Statutory Organizations (a) (i) Holding posts on regular basis in the scale of pay of Rs.10,000-15200/- (GP Rs. 6600 in PB-3) OR (ii) With 5 years regular service in the scale of pay of Rs.8000-13500 (GP 5400 in PB-3) (b) Possessing Educational Qualifications as prescribed for direct recruitment. (c) Experience in educational administration. (d) Upper age limit upto 55 years.
12.	If a DPC exists what is its composition	As per Appendix.

RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (ADMINISTRATION)
IN NVS HQRS/ROs/NLIs

S. N o.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Assistant Commissioner (Admn.)
2.	No. of Post	Hqrs. 03 and ROs 8, Total = 11
3.	Classification	Group "A" (Ministerial)
4.	Level in the Pay Matrix	Rs 10000-325-15200 (As per 5 th CPC) Rs. 15600-39100+GP Rs. 6600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	45 years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL : (1) Graduate Degree from a recognized University (2) Holding Analogous post on regular basis OR With 8 years service in the scale of Rs.6500-10500 (GP Rs. 4200 in PB-2) (3) Possessing Experience of handling Administrative/ Financial matters in a responsible capacity in Central/State Govt. / Autonomous/ Statutory Organisation.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	No
9.	Period of probation, if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	50% by promotion 50% by direct recruitment, failing which by transfer on deputation / short term contract
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION: From among Section Officers and Private Secretary with 8 years of regular service in the grade in the Samiti. TRANSFER ON DEPUTATION: Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations (a) (i) Holding analogous posts on regular basis OR (ii) With 8 years service in the scale of Rs. 6,500-10,500/- (b) Possessing experience of handling administrative / academic matters in a responsible capacity
12.	If a DPC exists what is its composition	As per Appendix.

**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (FINANCE.) IN NVS
HQRS/ROs**

S. No.	Particulars	Existing Recruitment Rules (1991 & 1999)
1.	Name of Post	Assistant Director (Finance)
2.	No. of Post	02
3.	Classification	Group "A" Ministerial
4.	Level in the Pay Matrix	Rs. 10000-325-15200 (As per 5 th CPC) Rs. 15600-39100+GP Rs. 6600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	45 years
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	NA
9.	Period of probation, if any	2 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By Promotion failing which by transfer on deputation / short term contract
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION From among Section Officers (other than Admn./Computer) with 8 years of regular service in the grade in the Samiti. Transfer on Deputation Officers under the Central Govt. / State Govt. / Semi Govt./ Autonomous or Statutory organizations (A) (i) Holding analogous post on regular basis or (ii) with 8 years regular service in the scale of Rs. 6500-10500 (GP Rs. 4200 in PB-2) (B) Possessing experience of handling financial matters in the responsible capacity
12.	If a DPC exists what is its composition	As notified by annexed

RECRUITMENT RULES FOR THE POST OF SECTION OFFICER IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (1991 & 1999)
1.	Name of Post	Section Officer
2.	No. of Post	22
3.	Classification	Group-"B" Ministerial
4.	Level in the Pay Matrix	Rs.6500-200-10500/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4600 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	50% by promotion failing which by transfer on deputation/or short term contract. 50 % by limited departmental examination failing which by transfer on deputation and or short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION:- From among all the Assistants and Audit Assistants with 3 years of regular service in the grade in the Samiti. DEPUTATION Persons working in Govt./Semi-Govt./Autonomous organizations A) (i) Holding analogous post on regular basis OR (ii) With three years regular service in the scale of 5500-9000/ Assistant/Audit Assistants. DEPARTMENTAL EXAM:- From among eligible (i) Office Suptds. With 4 years of regular service in the grade in the Samiti. ii) Legal Assistant/Statistical Assistant/Editorial Assistants/ Assistants/Audit Assistants/ Personal Assistants with 5 years of regular service in the grade in the Samiti.
12.	If a DPC exists what is its composition	As per Appendix.

RECRUITMENT RULES FOR THE POST OF ACCOUNT OFFICER IN NVS HQRS/ROs/NLIs

S. No.	Particulars	Existing Recruitment Rules (1991 & 1999)
1.	Name of Post	Account Officer
2.	No. of Post	9
3.	Classification	Group-"B" Ministerial
4.	Level in the Pay Matrix	Rs.7450-225-11500 (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4600 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	N.A.
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By transfer on deputation basis
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Deputation: From among persons serving in Govt./Semi Govt./Autonomous organizations. (i) Holding analogous OR (ii) with two years of regular service in the scale of Rs. 6500-10500 in the organized account services
12.	If a DPC exists what is its composition	As per Appendix.

RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2008)
1.	Name of Post	Executive Engineer
2.	No. of Post	02
3.	Classification	Group "A" Ministerial
4.	Level in the Pay Matrix	Rs. 10000-325-15200 (As per 5 th CPC) Rs. 15600-39100+GP Rs. 6600(PB-3) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	55 Years
7.	Educational and other qualifications required for direct recruits	Essential At least graduate degree in Civil engineering from a recognised university with atleast 50% marks.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By deputation.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Deputation : From persons working in Govt. departments /organizations as : a) Executive Engineer (Civil) with experience in Civil works OR b) Assistant Engineer(Civil) with 5 years experience in Civil works
12.	If a DPC exists what is its composition	N.A.

RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Assistant Engineer (Civil)
2.	No. of Post	01
3.	Classification	Group "B"
4.	Level in the Pay Matrix	Rs.6500-200-10500/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4600(PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Upto 40 years
7.	Educational and other qualifications required for direct recruits	Degree in Civil Engineering from a recognized Institute with six years experience in construction of buildings.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years for direct recruitment
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which by deputation
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION :From among persons serving in Govt./Semi Govt./Autonomous Organisations under the Govt.(i) Possessing qualifications and experience as for direct recruits; and(ii) Holding analogous postORWith 8 years of regular service in the scale of pay of Rs.5000-150-8000/-.(iii) Upper age limit up to 50 years
12.	If a DPC exists what is its composition	

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY IN NVS HQRS/ROs/NLIs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Private Secretary
2.	No. of Post	1
3.	Classification	Group "B" Ministerial
4.	Level in the Pay Matrix	Rs.6500-200-10200 (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4600 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	NA
9.	Period of probation, if any	NA
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By promotion, failing which by deputation
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION : Personal Assistants with 3 years of regular service in the grade in the Samiti. TRANSFER ON DEPUTATION : Persons working in the Govt./Semi-Govt./Autonomous Organizations holding analogous post OR With 3 years of regular service as PA/Steno in the scale of Rs.5500-175-9000
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF EDITORIAL ASSISTANT IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Editorial Assistant
2.	No. of Post	01
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	Rs. 5,000-150-8,000/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 30 Years
7.	Educational and other qualifications required for direct recruits	Essential Graduate from recognized University Desirable Three years experience in collection, compilation and sub-editing of material for publication and working knowledge of book production techniques, layout and proof correction
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which by deputation/ short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION: Persons working in Govt./ Semi-Govt. / Autonomous Organizations under the Govt. (a) Holding analogous posts OR With 8 years service in the scale of Rs. 4,000-6,000/- (b) Possessing the educational qualifications and experience as prescribed in Column '8'. SHORT TERM CONTRACT (i) Persons possessing educational qualification and experience as prescribed in column '8'. (ii) Upper age limit up to 55 years. (iii) Period of contract shall be initially for one year extendable further year to year basis by renewal of contract. (iv) Remuneration for contract appointment shall be as fixed by the Samiti.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF LEGAL ASSISTANT IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Legal Assistant
2.	No. of Post	01
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	Rs. 5,000-150-8,000/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 & 32 Years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL: Degree in Law from a recognized University. DESIRABLE: Three years experience of handling legal cases.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any.	02 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which by deputation/ Short term contract
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION: Persons working in Govt. / Autonomous Organizations(a) (i) Holding analogous posts on regular basis OR With 6 years service in the scale of Rs.4,500- 7,000/- (GP 2800 in PB-1)(ii) Possessing educational qualification and experience as prescribed in Column '8'.(b) Upper Age limit up to 55 years SHORT TERM CONTRACT (i) Persons possessing educational qualifications and experience as prescribed in column '8'.(ii) Upper age limit up to 55 years.(iii) Period of contract shall be initially for one year extendable further year to year basis by renewal of contract.(iv) Samiti shall fix remuneration for contract appointment.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF STATISTICAL ASSISTANT IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Statistical Assistant
2.	No. of Post	01
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	Rs. 5,000-150-8,000/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 & 30 Years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL : Degree in Economics or Statistics or Mathematics as a subject from a recognized University. DESIRABLE : Three years experience of collection and interpretation of Statistical data.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years for direct recruits
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment, failing, which by deputation/short term contract
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	(ii) Possessing educational qualification and experience as prescribed in column '8' (b) Upper age limit up to 55 years SHORT TERM CONTRACT (i) Persons possessing educational qualification and experience as prescribed in column '8'. (ii) Upper age limit up to 55 years. (iii) Period of contract shall be initially for one year extendable further year to year basis by renewal of contract. (iv) Remuneration for contract appointment shall be as fixed by the Samiti.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF ASSISTANT SECTION OFFICER (ASO) IN NVS
HQRS/ROs/NLIs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Assistant
2.	No. of Post	48
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	Rs.5000-150-8000 (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	Between 18 and 30 Years
7.	Educational and other qualifications required for direct recruits	Essential (i) Degree from a recognized University (ii) Knowledge of Computer Operation Desirable Three years experience in administrative, financial matters in Central Govt. / Autonomous Organization under the Central Govt.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Age - No Qualification - Yes
9.	Period of probation, if any	2 years for direct recruits
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	i) 33 1/3% by promotion ii) 33 1/3 % by Limited Departmental Examination iii) 33 1/3% by direct recruitment, failing which on deputation
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Promotions From among Upper Division Clerks, Stenographers and Computer Operators with 10 years of regular services in the grade in Samiti LIMITED DEPARTMENTAL EXAMINATIONS From among UDCs/ Stenographers/ Computer Operators with 6 years of regular service in the grade in the Samiti DEPUTATION Persons working in Govt. /Semi - Govt. / Autonomous organizations under the Government. (A) (i) Holding analogous post or (ii) with 10 years regular service as UDC in the field of administration and / or Accounts in the pay scale of Rs. 4000-100-6000 (ii) Upper age limit upto 50 years NOTE :- Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF AUDIT ASSISTANT IN NVS HQRS/ROs

S. N o.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Audit Assistant
2.	No. of Post	36
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	Rs. 5,000-150-8,000/- (as per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 30 Years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL B.Com from a recognized University DESIRABLE Three years experience of accounts works in Govt. /Semi-Govt. / Autonomous organizations
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment, failing which by transfer on deputation and/or short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	TRANSFER ON DEPUTATION: Persons working in Govt. /Semi-Govt. / Autonomous Organizations(a) (i) Holding analogous posts on regular basis OR (ii) With 5 years service in the scale of Rs. 4,000-6,000/- (GP 4200 in PB-1) (b) Possessing the educational and other qualifications prescribed for direct recruitment under Column '8'. NOTE : Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.
12.	If a DPC exists what is its composition	As per appendix
13.	Circumstances in which UPSC to be consulted in making rectt.	-

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT IN NVS HQRS/ROs/NLIs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Personal Assistant
2.	No. of Post	18
3.	Classification	Group "C" Ministerial
4.	Level in the Pay Matrix	Rs.5,000-150-8,000/- (As per 5 th CPC) Rs. 9300-34800+GP Rs. 4200 (PB-2) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Selection
6.	Age limit for direct recruits	N/A
7.	Educational and other qualifications required for direct recruits	N/A
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N/A
9.	Period of probation, if any	N/A
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By Promotions failing which on transfer / transfer on deputation basis and/short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION : From among the Stenographers with 10 years of regular service in the grade in the Samiti subject to passing a departmental test for Shorthand/Typing Speed as indicated below : Shorthand speed of 100 words per minutes and typing speed 40 words per minutes in English, OR Shorthand speed of 80 words per minutes and typing speed of 40 words per minute in Hindi. DEPUTATION : Persons working in the Govt./Semi-Govt./Autonomous Organizations (a) (i) Holding analogous post OR (ii) With 10 years of regular service in the scale of Rs.4000-6000. (b) Possessing the educational and other qualifications prescribed for promotion
12	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (CIVIL) IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Junior Engineer (Civil)
2.	No. of Post	Hqrs. 01
3.	Classification	Group "C"
4.	Level in the Pay Matrix	Rs.4500-125-7000 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 2800 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Upto 35 years
7.	Educational and other qualifications required for direct recruits	Degree in Civil Engineering or Three years Diploma in Civil Engineering from a recognized institution with three years experience in construction of building.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years for direct recruits
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which on deputation.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION : From among persons serving in Govt/Semi-Govt./Autonomous Organisations under the Govt. (i) Holding analogous post (ii) Possessing educational qualifications and experience as prescribed for direct recruitment. (iii) Maximum age up to 55 years
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (ELECTRICAL) IN NVS HQRS/ROs

S. No	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Junior Engineer(Electrical)
2.	No. of Post	Hqrs. 01
3.	Classification	Group "C"
4.	Level in the Pay Matrix	Rs.4500-125-7000 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 2800 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	upto 35 years
7.	Educational and other qualifications required for direct recruits	Degree in Electrical Engineering or Three years Diploma in Electrical Engineering from a recognized institution with three years experience in construction of building.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	2 years for direct recruits
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which on deputation.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION From among persons serving in Govt/Semi-Govt./Autonomous Organisations under the Govt. (i) Holding analogous post (ii) Possessing educational qualifications and experience as prescribed for direct recruitment. (iii) Maximum age up to 55 years
12.	If a DPC exists what is its composition	As per appendix

**RECRUITMENT RULES FOR THE POST OF SENIOR SECRETARIAT ASSISTANT (SSA) IN NVS
HQRS/ROs**

S. No	Particulars	Existing Recruitment Rules (1991)
1.	Name of Post	Upper Division Clerk
2.	No. of Post	Hqs. 12, ROs 14, Total = 26
3.	Classification	Group "C" Ministerial
4.	Level in the Pay Matrix	Rs 4000-100-6000 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 2400 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	50% by promotion failing which by transfer on deputation/short term contract 50% by Limited Departmental Examination failing which by transfer on deputation and/or short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Promotion: LDCs with 8 years of regular service in the grade in the Headquarters/ Regional Offices of the Samiti. Deputation: Persons working in the Govt./Semi-Govt./ Autonomous Organisations. a) Possessing B.Com. Degree and knowledge of Computer Applications and data entry. b) Holding analogous posts on regular basis OR with 8 years of regular service in the pay scale of Rs.3050-4590/. Limited Departmental Exam LDC working in the Samiti on regular basis for atleast 5 years. In case, however, of candidates possessing a graduate degree, the length of qualifying service required for limited departmental exam would be three years.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER IN NVS HQRS/ROs

S. No.	Particulars	Existing Recruitment Rules (07.09.1991)
1.	Name of Post	Stenographer
2.	No. of Post	49 (HQ-14, RO-35)
3.	Classification	Group "C" Ministerial
4.	Level in the Pay Matrix	Rs. 4000-100-6000 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 2400 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 & 27 Years
7.	Educational and other qualifications required for direct recruits	1. Sr. Secondary School Certificate (Class XII) 2. Shorthand speed 80 words per minutes and typing speed 40 words per minute in English OR Shorthand speed 60 words per minutes and typing speed 30 words per minutes in Hindi
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	02 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Not Applicable NOTED Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT (JSA) IN NVS
HQRS/ROs

S. No	Particulars	Existing Recruitment Rules (1995 & 1999)
1.	Name of Post	Lower Division Clerk
2.	No. of Post	Hqs. 24, ROs 42, Total = 66
3.	Classification	Group "C" Ministerial
4.	Level in the Pay Matrix	3050-75-3950-80-4590 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 1900 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	N.A
6.	Age limit for direct recruits	18 to 27 Years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL 1. Senior Secondary (Class XII) certificate from a recognized Board with 50% marks and possessing minimum speed of 30 words per minutes in English typing or 35 words per minutes in Hindi typewriting OR Passed +2 level or senior secondary from CBSE / State board with secretarial practices and office management as vocational subject. DESIRABLE 1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 6 months diploma in computer from a recognised institution or through computer literacy certificate at school level. 2. Experience in accounts/administrative matters in Govt. / Semi Govt. / Autonomous organisation.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	NOTE 1. Preference will be given to candidates having passed +2 from CBSE with secretarial practices and office management as vocational subject. 2. The appointing authority shall decide each time depending upon the requirement whether the typing speed should be in English or in Hindi
9.	Period of probation, if any	02 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct Recruitment (90%) and promotion (10%)
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	PROMOTION 10% of the vacancies of LDCs will be filled on the basis of a merit test from among eligible Gr-D employees of Navodaya Vidyalayas who have rendered 08 years of regular service in the grade in the Samiti and possesses typing qualification as prescribed in Col. 8.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF ELECTRICIAN IN NVS HQRS/ROs

S. No	Particulars	Existing Recruitment Rules (07.06.1991)
1.	Name of Post	Electrician
2.	No. of Post	01
3.	Classification	Group "C" (Ministerial)
4.	Level in the Pay Matrix	3050-75-3950-80-4590 (As per 5 th CPC) Rs. 5200-20200+GP Rs. 1900 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 30 years.
7.	Educational and other qualifications required for direct recruits	ESSENTIAL: 1. High School Certificate 2. Certificate course in the relevant trade from the Central Industrial Training Institute or Vocational Certificate in the relevant subject at +2 level from an educational institution in Electrical Trade DESIRABLE: Two Years experience in Electrical installation, maintenance of appliances.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	02 Years for direct recruits
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment failing which by transfer on deputation and/or short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	TRANSFER ON DEPUTATION: Persons working in Government / Autonomous Organization holding analogous post and possessing qualifications prescribed for direct recruitment.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF CARETAKER IN NVS HQRS

S. N o.	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Caretaker
2.	No. of Post	01
3.	Classification	Group "C"
4.	Level in the Pay Matrix	Consolidated salary of Rs.4,000+DA with annual increase equivalent to one increment in pay scale of Rs.4,000-6,000 scale on renewal of contract. (As per 5 th CPC) Rs. 5200-20200+GP Rs. 2400 (PB-1) (As per 6 th CPC)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Senior Secondary (Class XII) Certificate from a recognized Board with knowledge of Computer Operation.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	On contract initially for one year renewable on year to year basis up to a maximum period of 5 years. Further extension will be given with the prior approval of the Commissioner, NVS.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	From among ex-servicemen possessing experience of housekeeping functions.
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF STAFF NURSE (FEMALE) IN JNVs

S.N o	Particulars	Existing Recruitment Rules (2009)
1.	Name of Post	Staff Nurse (Female)
2.	No. of Post	As sanctioned from time to time
3.	Classification	Group "C" (Non- Ministerial)
4.	Level in the Pay Matrix	Rs. 5,000-150-8,000/-
5.	Whether Selection Post or Non-selection Post	NA
6.	Age Limit for direct recruits	Up to 35 years
7.	Educational and other qualifications required for direct recruits	ESSENTIAL : a) Passed Sr. Secondary Examination (Class XII) or equivalent, and b) Grade "A" (Three years) Diploma/Certificate in Nursing from a recognized Institution. OR B.Sc. (Nursing) from a recognized University/ Institution. 2. Registration with Indian/State Nursing Council. 3. Practical experience of two years in Hospital/Clinic. DESIRABLE : Working knowledge of Hindi/Regional Language and English.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	100% direct recruitment failing which by transfer on deputation.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	DEPUTATION: Persons holding analogous post in Govt. Hospital/ Clinic/ Hospitals recognized under AMA Rules and possessing qualifications as prescribed in column "8"
12.	If a DPC exists what is its composition	As per Appendix.

RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN JNVs

S. No	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Office Superintendent
2.	No. of Post	As sanctioned from time to time
3.	Classification	Group 'B' (Ministerial)
4.	Level in the Pay Matrix	Rs. 5,500-175-9,000/-
5.	Whether Selection Post or Non-selection Post	N.A.
6.	Age Limit for direct recruits	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	50% by promotion, failing which by transfer on deputation and/or short term contract. 50% by Limited Departmental Examination failing which by transfer/transfer on deputation
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Promotion : From among the UDCs of the Vidyalaya who have put in ten years of regular service in the grade in the Samiti. Limited Departmental Examination :1. From among Assistants/Audit Assistants/ Legal Assistants/Statistical Assistant/ Editorial Assistant/ Personal Assistant of the Samiti with 4 years regular service in the grade in the Samiti.2. UDCs, Stenographers and Computer Operators of the Samiti with 6 years of regular service in the grade in the Samiti or 6 years combined regular service in the grade of UDC and higher grade in the Samiti. Transfer on Deputation :Persons working in Govt./Autonomous OrganizationsHolding analogous posts OR With 5 years service as Assistant/Audit Assistant in the scale of Rs. 5000-150-8000/-
12.	If a DPC exists what is its composition	As per appendix

RECRUITMENT RULES FOR THE POST OF CATERING ASSISTANT IN JNVs

S. No	Particulars	Existing Recruitment Rules (2007)
1.	Name of Post	Catering Assistant
2.	No. of Post	As sanctioned from time to time
3.	Classification	Group "C" (Non-ministerial)
4.	Level in the Pay Matrix	Rs. 4000-100-6000
5.	Whether Selection Post or Non-selection Post	N.A.
6.	Age Limit for direct recruits	Up to 35 years
7.	Educational and other qualifications required for direct recruits	<p>1. Secondary School (X class pass), and</p> <p>2. Three years Diploma in Catering or equivalent from an institution recognized by Ministry of Tourism, Govt. of India/State Govt.</p> <p>OR</p> <p>Passed Sr. Secondary (Class XII) from CBSE with Hotel Management and Catering as Vocational subject and at least one year experience in catering.</p> <p>OR</p> <p>Passed Sr. Secondary (Class XII) or equivalent and one year diploma in catering or equivalent from a recognized institution with three years experience in catering in reputed institution/hotels.</p> <p>OR</p> <p>Trade proficiency Certificate in Catering with a minimum of 10 years service in Defence Services of regular establishment (for Ex-servicemen only).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation if any	2 Years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	Direct recruitment, failing which by transfer on deputation
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<p>TRANSFER ON DEPUTATION :</p> <p>Holding analogous post in Govt./recognized institutions and possessing qualifications prescribed for direct recruitment under column '8'.</p>
12.	If a DPC exists what is its composition	As per Appendix.

RECRUITMENT RULES FOR THE POST OF SENIOR SECRETARIAT ASSISTANT IN JNVs/NLIs

S. No	Particulars	Existing Recruitment Rules (1999)
1.	Name of Post	Upper Division Clerk
2.	No. of Post	322
3.	Classification	Group-C
4.	Level in the Pay Matrix	Rs.4000-100-6000
5.	Whether Selection Post or Non-selection Post	NA
6.	Age Limit for direct recruits	NA
7.	Educational and other qualifications required for direct recruits	NA
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation if any	NA
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	50% by promotion failing which by transfer on deputation and /or short-term contract. 50% by limited departmental exam failing which by transfer on deputation and/or Short-term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<p>Promotion: LDCs/Store Keepers of Navodaya Vidyalayas with 8 years of regular service in the grade in the Samiti.</p> <p>Deputation: Persons working in Government/ Autonomous Organisations (a) Possessing B.Com Degree (b) Holding analogous post on regular basis OR with 8 years of regular service in the pay scale of Rs.3050-4590/- (c) Knowledge of Computer operations and data entry.</p> <p>LDE: LDCs/Store Keepers working in the Samiti on regular basis for atleast 5 years. In case, however of candidates possessing a graduate degree, the length of qualifying service required for limited departmental exam would be 3 years.</p>
12.	If a DPC exists what is its composition	As notified and annexed.

RECRUITMENT RULES FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT/STORE KEEPER IN JNVs/NLIs

S. No	Particulars	Existing Recruitment Rules (1995/2003)
1.	Name of Post	Lower Division Clerk
2.	No. of Post	923
3.	Classification	Group "C" Ministerial
4.	Level in the Pay Matrix	Rs.3050-75-3950-80-4590
5.	Whether Selection Post or Non-selection Post	N.A.
6.	Age Limit for direct recruits	Between 18 and 27 years
7.	Educational and other qualifications required for direct recruits	<p>Essential : Senior Secondary (Class XII) Certificate from a recognized Board/University with 50% marks or equivalent and possessing minimum speed of 30 words per minutes in English typewriting or 25 words per minute in Hindi/Regional Language typewriting</p> <p>OR Passed +2 level of senior secondary from CBSE/State Board with secretarial practices and office management as vocational subjects</p> <p>Desirable 1. Knowledge of computer operations and data entry acquired either as a subject at +2 level or through 6-months Diploma in computers from a recognised institution or through Computer Literacy Certificate at School level. 2. Experience in accounts/administrative matters in Govt./Semi. Govt./ Autonomous organisation.</p> <p>NOTE 1. Preference will be given to candidate having passed +2 from CBSE with secretarial practices and office management as vocational subjects. 2. The appointing authority shall decide each time depending upon the requirements whether the typing speed should be in English or in Hindi</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9.	Period of Probation if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By direct recruitment
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<p>10% of the posts of LDCs will be filled on merit from among eligible Group 'D' employees of Hqrs./ROs who have rendered 8 years of regular service in the grade in the Samiti and possess the typing qualifications as prescribed in Column '8'.</p> <p>NOTE Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may required.</p>
12.	If a DPC exists what is its composition	As per appendix.

RECRUITMENT RULES FOR THE POST OF ELECTRICIAN-CUM-PLUMBER IN JNVs

S. No	Particulars	Existing Recruitment Rules (2003)
1.	Name of Post	Electrician-Cum-Plumber
2.	No. of Post	As sanctioned from time to time
3.	Classification	Group 'C' (Non- Ministerial)
4.	Level in the Pay Matrix	Rs.3,050-75-3,950-80-4,590/- PB-1, Rs.5200-20200 with Grade Pay-Rs.1900/- (revised)
5.	Whether selection post or non-selection Post	N.A.
6.	Age limit for direct recruits	Between 18 and 40 years.
7.	Educational and other qualifications required for direct recruits	Essential (1) 10th Class pass (2) ITI Certificate or equivalent in the trade of Electrician or Wireman/Plumbing from a Recognized Institute. (3) At least 2 years experience in electrical installation, wiring and plumbing work. Desirable 2 years experience in electrical installation, maintenance of appliances.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.
9.	Period of probation, if any	2 years
10	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	100% by direct recruitment, failing which on deputation.
11	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	Deputation : Persons working in Autonomous Organizations holding analogous post and possessing qualifications prescribed in column '8' for direct recruitment.
12	If a DPC exists what is its composition	As per appendix.

RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER IN JNVs

S. No	Particulars	Existing Recruitment Rules (1995)
1.	Name of Post	Driver
2.	No. of Post	285
3.	Classification	Group "C" Non-Ministerial
4.	Level in the Pay Matrix	Rs 3050-75-3950-80-4590 PB-1 (5200-20200) Grade Pay-1900 (revised)
5.	Whether selection post or non-selection Post	N.A.
6.	Age limit for direct recruits	Between 18 and 30 years
7.	Educational and other qualifications required for direct recruits	(i) Pass VIII Class (ii) Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism and experience of driving a motor vehicle for atleast three years.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.
9.	Period of probation, if any	2 years
10.	Method of recruitment- Whether by direct recruitment Or by promotion or by deputation / absorption and percentage of vacancies to be filled by various methods.	By Direct Recruitment
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	N.A.
12.	If a DPC exists what is its composition	As per appendix