



नवोदय विद्यालय समिति
Navodaya Vidyalaya Samiti
मानव संसाधन विकास मंत्रालय
Ministry of Human Resource Development
स्कूल शिक्षा एवं साक्षरता विभाग
Department of School Education & Literacy
भारत सरकार / Govt. of India
बी-15, सेक्टर 62, संस्थागत क्षेत्र, नोएडा, गौतमबुद्ध नगर,
उत्तर प्रदेश
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दूरभाष / Tel. 0120-2405969-73, ई.प. 2010.

F.No.2-7/15-NVS(Admn.) /3758

Dated: /6 /04/2018

NOTIFICATION

Samiti proposes to conduct Limited Departmental Competitive Examination for promotion to the post of Section Officer (SO) by inviting ONLINE applications from the eligible candidates. The eligibility conditions as per Recruitment Rules (RRs) in vogue are as under:-

- (i) Office Superintendents with 04 years of Regular service in the grade in the Samiti.
- (ii) Legal Assistant/Statistical Assistant/ Editorial Assistant/ Assistants/ Audit Assistants/Personal Assistants with 05 years of regular service in the grade in the Samiti.

2. The cut off date for eligibility criteria is 1.1.2018.

3. Number of vacancies

There are 02 clear vacancies available for the post of Section Officer. In addition 02 vacancies are anticipated. The categorywise vacancies are as under:-

Sl. No.	Category	Number of posts
1	UR	04
2	SC	NIL
3	ST	NIL

4. The Plan and Syllabus for Limited Departmental Competitive Examination for the post of Section Officer is as under:-

4.1 PLAN & TYPE OF EXAM

(i) It is proposed to have a Computer Based Test (CBT) consisting of one paper of 100 marks with 2 ½ hours duration.

(ii) Qualifying marks :

- | | | | |
|----|--------------------|---|-----|
| a) | for UR category | - | 45% |
| b) | for SC/ST category | - | 40% |

Note: There is no vacancy for SC/ST category in present instance. They have to compete for the post under UR category

(iii) There will be no negative marking for wrong answers.

(iv) Candidates will be arranged in the order of merit in accordance with the marks secured by them in the written examination subject to possessing minimum bench mark prescribed for promotion i.e. Good or Very Good as the case may be. (Bench mark is "Very Good" w.e.f. 25.07.2016 in accordance with the Govt. of India instructions).

4.2 SYLLABUS

The details of syllabus of Computer Based Test (CBT) is as under:-

Max 100 Marks

Time 2 ½ hours

(a) Service Rules , Financial and Administrative Matters

- | | | |
|-----|---|----------|
| 1. | CCS (Conduct) Rules | |
| 2. | CCS (CCA) Rules | |
| 3. | CCS (Leave) Rules & Joining time | |
| 4. | Reservation & Concession in Promotion & Appointment | 80 marks |
| 5. | General Financial Rules 2017 | |
| 6. | CPF, NPS, Gratuity, applicable to Samiti's employees. | |
| 7. | CCS Medical Attendance Rules | |
| 8. | FR/SRs | |
| 9. | RTI Act – 2005 | |
| 10. | Income Tax | |

(b) Knowledge of Hindi and English - (10+10)

20 marks

Total 100 marks

Recommended Reference books

1. Fundamental and Supplementary Rules (Chaudhuri's compilation or Swamy's compilation).
2. The Central Civil Services (Conduct) Rules, 1964.
3. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
4. Compilation of General Financial Rules (Revised and Enlarged), 2017.
5. Central Civil Services (Leave) Rules, 1972.
6. Swamy's Handbook on Establishment and Administration.
7. RTI Act

5. **GENERAL CONDITIONS**

(A) The Computer Based Test referred to above for promotion to the post of Section Officer is the "competitive examination" and not "qualifying in nature". The candidates will be arranged in the order of merit in accordance with the marks secured by them.

(B) Mere success in the examination confers no right of selection unless the Samiti is satisfied after such verification as may be considered necessary about the candidates having regard to his/her conduct in service, that he/she is eligible and suitable in all respects for promotion to the post of Section Officer.

(C) Medium of examination will be bilingual i.e. Hindi and English

(D) 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/her 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 as 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 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 the Samiti of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
 - a) To be disqualified by the Samiti from the examination for which he/she is a candidate; and/ or
 - b) To be debarred either permanently or for a specified period:-
 - i) by the Samiti from any examination or selection held by them;
 - ii) by the Samiti, from any employment under them, and/or
 - c) To disciplinary action under the opportunity of making such representation, in writing, as he/she may wish to make in that behalf, and 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.

5. All eligible candidates are requested to be alert and watch Samiti's website for publication of separate intimation for conduct of **ONLINE test**. The detailed instructions and guidelines regarding filling up of online applications and date for conduct of online examination will be intimated therein. It is further to intimate that communication for holding online departmental test will be notified by Samiti in respect of various posts including the post of Section Officer.

6. The earlier notification dated 20.07.2015 stands withdrawn.

This issues with the approval of Competent Authority.

16.04.2018

(B.C.Panda)

Assistant Commissioner (Admn.)

Copy to:-

1. Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices - with the request to circulate this notification amongst all the eligible candidates.
2. AC(IT), NVS Hqrs. - - with the request to place the notification in the website of the Samiti for information of all concerned.
3. AC(Estt-I), NVS Hqrs. - with the request to take further action for development of online portal for receipt of applications and conduct of test.
4. Notice Board, NVS Hqrs.