



F.No.1-3/2018-NVS(GA)/127

Dated 14.06.2023

## NOTIFICATION

In exercise of the powers conferred under Rule -24 of the Rules of Navodaya Vidyalaya Samiti (hereinafter referred to as 'NVS'), the Executive Committee of the NVS hereby makes / amends the recruitment rules attached as schedule to this notification, in respect of following posts :

### JNV Cadre:

- i. Post Graduate Teacher (Computer Science)
- ii. Post Graduate Teacher (Physical Education) (Male / Female)
- iii. Post Graduate Teacher (Modern Indian Languages)
- iv. Trained Graduate Teachers (Computer Science)
- v. Trained Graduate Teacher (Art) [Earlier nomenclature Art Teacher]
- vi. Trained Graduate Teacher (Physical Education) (Male / Female) [Earlier nomenclature PET (M&F)]
- vii. Trained Graduate Teacher (Music) [Earlier nomenclature Music Teacher]
- viii. Staff Nurse (Female)
- ix. Office Superintendent
- x. Catering Supervisor [Earlier nomenclature Catering Assistant]
- xi. Electrician-Cum-Plumber
- xii. Mess Helper

### Hqrs./RO Cadre:

- xiii. Assistant Commissioner (Acad.)
- xiv. Assistant Commissioner (Admn.)
- xv. Assistant Commissioner (Finance)
- xvi. Executive Engineer
- xvii. Section Officer (Admn.)
- xviii. Section Officer (Finance & Accounts)
- xix. Legal Assistant
- xx. Assistant Section Officer
- xxi. Personal Assistant
- xxii. Computer Operator
- xxiii. Stenographer

### 1. Short Title and Commencement

- (i) These rules may be called NVS Recruitment (Revised) Rules, 2023.
- (ii) They shall come in to force on the date of their notification.

## 2. Future Maintenance of the Service

- (i) All persons appointed / recruited in accordance with the Recruitment Rules notified prior to this notification shall continue in the substantive posts held by them.
- (ii) The seniority of employees (both teaching & non-teaching) will be maintained centrally or at the Regional Office level, as the case may be, as per the instructions issued from time to time

Notwithstanding anything contained herein any class or category of posts and incumbents thereof, may be placed in the Regional Cadre or All India Cadre, as the case may be, by a general or special orders of Commissioner, NVS.

## 3. Number of Posts, Classification and Scales of Pay

The number of posts, their classification and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to this notification. Senior Scale and Selection Scale to the teaching staff and Modified Assured Career Progression Scheme to the non teaching staff shall be made applicable to the eligible posts in accordance with the orders issued in this behalf by the Govt. of India from time to time and as adopted by the NVS.

## 4. Method of Recruitment, Age-limit and other Qualifications

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 12 of the said Schedule.
- (ii) The post(s) where under element of direct recruitment exists, the upper age is relaxable by 05 years for employees of NVS/ Central Government/Autonomous Bodies.
- (iii) The Upper age-limit prescribed by direct recruitment shall be relaxable in the case of candidates belonging to the Schedule Castes & Schedule Tribes, OBC, EWS, EX-Serviceman and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.
- (iv) For promotion to the various posts under the NVS, the composition of the Departmental Promotion Committees for different categories of posts is as given in column 12, wherever applicable, of the said Schedule.
- (v) The scheme of the Navodaya Vidyalayas provides for admission of girls to the extent of at least one third of the students in each Vidyalaya. In order to effectively manage the residential custodial requirements of girl students, the Commissioner of the NVS may decide during each selection to enlarge the zone of consideration by up to 50% for female candidates in order to facilitate recruitment of more female candidates for direct recruitment in respect of all teaching posts in the Vidyalaya. However, there is no specific provision of reservation for recruitment of female candidates, except age relaxation as per the rules.



- (vi) In order to encourage more female candidates to apply for teaching jobs in the NVS, the upper age limit in case of female candidates applying for teaching posts in the Vidyalayas would be extended by 10 years while deciding their eligibility.
- (vii) Notwithstanding anything contained in these Rules, the Commissioner of the NVS may, in case of urgent need, permit appointment on short- term contract against any post included in these Rules on a consolidated remuneration, provided that the amount of remuneration shall not exceed the pay plus dearness allowance admissible at the minimum of the pay of the post. In such cases the contract period shall not normally exceed one year unless otherwise specified.

## 5. Probation

- (i) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.
- (ii) When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for confirmation of appointment or continuance therein as the case may be, and such confirmation of appointment shall be made in the order of seniority as indicated in the relevant select panel.
- (iii) An employee appointed as a direct recruit to any post in the NVS, specified in the Schedule, who has no lien on any post under the Central Government or any State Govt. or the NVS shall, while on probation, be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if
  - (a) On the basis of his/her performance or conduct during the probation, he/she is considered unfit for further retention in the post concerned, or
  - (b) On the basis of any information relating to his/her nationality, testimonials, age, health or antecedents, the appointing authority is satisfied that, he/she is ineligible or otherwise unfit for being an employee of the NVS.
- (iv) A direct recruit who holds a lien on a post under the Central Government or any State Government or in the NVS may, while on probation, be reverted to such post at any time on grounds of any of the circumstances specified in sub – rule (iii) above.

## 6. Disqualification

No person –

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or



(b) Having a spouse living has entered in to or contracted marriage with any person, shall be eligible for appointment to the said post. Provided that the NVS may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

#### 7. Residuary Matters

In regard to matters not specified/referred to in these Rules, the employees holding the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the NVS in general.

#### 8. Power to Relax

When the Executive Committee of the NVS upon a recommendation made by the Commissioner, NVS to the effect, is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions provided for any relaxation, exemption etc. of the provisions of Recruitment Rules issued prior to notification of these Revised Rules shall stand superseded after notification of these Rules.

#### 9. Savings

Nothing in these rules shall affect reservations, relaxations in age- limit and other concessions required to be provided by the NVS for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, EWS, Ex-Serviceman and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

#### 10. Interpretations

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner, NVS may, from time to time, issue with the approval of the Chairman, NVS, such general or special directions not inconsistent with the provisions of these Rules, which appear to be necessary for the purpose of removing such difficulty.

  
(Dr. Sameer Pandey)  
Joint Commissioner (Admn.)

1. All Officers at NVS, Hqrs.
2. Deputy Commissioners, all Regional Offices.
3. Principal, all JNVs- through respective ROs.
4. Notice Board.
5. DC (IT) for uploading the same in NVS website.

**RECRUITMENT RULES FOR THE POST OF POST GRADUATE TEACHERS (COMPUTER SCIENCE) IN JNVs**

1.	Name of Post	Post Graduate Teachers (Computer Science)
2.	No. of Post	306* *subject to variation
3.	Classification	Group 'B' (equivalent)
4.	Level in the Pay Matrix	Level-8(Rs.47600-151100) in the Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 40 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable.
7.	Educational and other qualifications required for direct recruits	Essential:  1. M.Sc. (Computer Science / IT) / MCA from recognized university.  OR M.E. Or M.Tech. (Computer Science / IT) from recognized university / institute.  2. B. Ed. Degree.
8.	Whether age and educational qualifications prescribed 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.	75% by direct recruitment and 25% by promotion through LDE.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Promotion through Limited Departmental Examination:</b> From amongst TGT (CS) having 03 years regular service as TGT (CS) in NVS & having qualifications prescribed in Co. No. 7.  Note: Promotion of TGT(CS) to PGT (CS) shall be governed by availability of vacancy irrespective of seniority as TGT(CS). LDE for promotion to the post of PGT (CS) will be qualifying in nature  <b>Transfer on Deputation:</b> Persons working in Govt. / Recognized Educational Institutions :- (a) Holding analogous post on regular basis; OR with 3 years of regular service as TGT(CS/IT) in Level-7 in the Pay Matrix (Rs 44900-142400); and (b) Possessing the educational and other qualifications as prescribed at Sr. No.7.
12.	If a DPC exists what is its composition	1. Deputy Commissioner – to be nominated by Commissioner, NVS - Chairperson 2. Assistant Commissioner from RO/Hqrs.- to be nominated by Commissioner, NVS - Member 3. Principal – to be nominated by Commissioner, NVS - Member 4. Asst. Comm. dealing with service matters - Member  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF POST GRADUATE TEACHER (PHYSICAL EDUCATION) (MALE / FEMALE) IN JNVs**

1.	Name of Post	Post Graduate Teacher (Physical Education) (Male/Female)
2.	No. of Post	91* (2023)  *subject to variation . **While appointing PGT (PE), one post of TGT(PE) will be reduced from 02 to 01 in the JNV concerned.
3.	Classification	Group 'B' (equivalent)
4.	Level in the Pay Matrix	Level-8 (Rs.47600-151100) in Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Age Limit for direct recruits	Not exceeding 40 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required or direct recruits	<b>Essential:</b> Master of Physical Education (M. P. Ed.) Degree from a recognized university/ institution.  <b>Desirable:</b> (a) Should have represented at least State at National Level in any of the Sports / Games recognised by Sports Authority of India (SAI) / the concerned federation. (b) Experience in the recognized institutions as Physical Education Teacher. (c) Experience of working in a residential school.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	No- in case of age.  Yes- in case of educational qualification
9.	Period of Probation if any	02 years for direct recruitee only.
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.	75% by Direct Recruitment 25% by Promotion through Limited Departmental Examination (LDE)
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Promotion through Limited Departmental Examination:</b>  From amongst TGT (PE) having 03 years regular service as TGT (PE) in NVS & having qualifications prescribed in Co. No. 7  <b>Note:</b> Promotion of TGT(PE) to PGT (PE) shall be governed by availability of vacancy irrespective of seniority as TGT(PE) LDE for promotion to the post of PGT (PE) will be qualifying in nature. Promotion of those who qualify the LDE will be considered as per their inter-se seniority from both the cadre i.e. TGT(PE) Male & Female in the ratio

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		<p>1:1 and subject to availability of vacancies under respective category and possessing minimum benchmark prescribed for promotion &amp; other criteria / condition as per rule.</p> <p><b>Transfer on Deputation:</b> Persons working in Govt. / Recognized Educational Institutions :-</p> <p>(b) Holding analogous post on regular basis; OR with 3 years of regular service as Physical Education Teacher in Level-7 in the Pay Matrix (Rs.44900-142400); and</p> <p>(c) Possessing the educational and other qualifications as prescribed at Sr. No.7.</p>
12	If a DPC exists what is its composition	<ol style="list-style-type: none"> <li>1. Deputy Commissioner – to be nominated by Commissioner, NVS - <b>Chairperson</b></li> <li>2. Assistant Commissioner from RO/Hqrs.- to be nominated by Commissioner, NVS - <b>Member</b></li> <li>3. Principal – to be nominated by Commissioner, NVS - <b>Member</b></li> <li>4. Assistant Commissioner dealing with service matters - <b>Member</b></li> </ol> <p>Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.</p>

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**RECRUITMENT RULES FOR THE POST OF POST GRADUATE TEACHERS (MODERN INDIAN LANGUAGE) IN JNVs**

1.	Name of Post	Post Graduate Teacher (Modern Indian Languages)
2.	No. of Post	46*(2023)  *subject to variation .
3.	Classification	Group "B" (Equivalent)
4.	Level in the Pay Matrix	Level-8 (Rs.47600-151100) in Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not Applicable
6.	Age Limit for direct recruits	Not exceeding 40 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH / Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  (a) Master Degree from a recognized University with at least 50% marks in aggregate in the Modern Indian Language concerned. (b) B.Ed. Degree. (c) Proficiency in teaching in Hindi / English  <b>Desirable:</b>  (a) Experience as TGT (Regional Language) in the recognized institutions in concerned subject. (b) Experience of working in a residential school. (c) Knowledge of Computer application
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	No – in case of age.  Yes – in case of educational qualification. However, condition of 50% marks in Post-Graduate Degree shall not apply in case of promotion.
9.	Period of Probation if any	02 years for direct recruitee only.
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 Direct Recruitment 50% by Promotion through LDE among TGT (Regional Language).
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Promotion:</b>  From amongst TGTs (Regional Language) having 03 years regular service in NVS with Master's Degree in the same subject, subject to qualifying a Departmental Examination to be conducted by NVS.  Note. Promotion of TGTs (Regional Language) to PGT (Modern Indian Language) shall be governed by availability of vacancy in the particular subject irrespective of seniority as TGT (Regional

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		<p>Language). LDE for promotion to the post of PGTs will be qualifying in nature. Promotion of those who qualify the LDE will be considered as per their inter-se seniority and subject to availability of vacancies under respective category &amp; subject and possessing minimum benchmark prescribed for promotion &amp; other criteria / condition as per rule.</p> <p><b>Transfer on Deputation:</b></p> <p>Persons working in Govt./Recognized Educational institutions :-</p> <p>(a) Holding analogous post on regular basis; OR With 3 years of regular service as TGT with post graduate degree in the concerned subject in Level-7 in the Pay Matrix (Rs.44900-142400); and</p> <p>(b) Possessing the educational and other qualifications as prescribed at Sr. No.7.</p>
12	If a DPC exists what is its composition	<ol style="list-style-type: none"> <li>1. Deputy Commissioner – to be nominated by Commissioner, NVS - <b>Chairperson</b></li> <li>2. Assistant Commissioner from RO/Hqrs.- to be nominated by Commissioner, NVS - <b>Member</b></li> <li>3. Principal – to be nominated by Commissioner, NVS - <b>Member</b></li> <li>4. Assistant Commissioner dealing with service matters - <b>Member</b></li> </ol> <p>Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.</p>

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**RECRUITMENT RULES FOR THE POST OF TRAINED GRADUATE TEACHERS (COMPUTER  
→ SCIENCE) IN JNVs**

1.	Name of Post	<b>Trained Graduate Teachers (Computer Science)</b>
2.	No. of Post	649* (2023) *subject to variation .
3.	Classification	Group 'B' (equivalent)
4.	Level In the Pay Matrix	Level-7 (Rs.44900-142400) in the Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 35 years 05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> 1. Bachelors Degree in Computer Application (BCA) from a recognized university.  <b>OR</b> Graduation in Computer Science from a recognized university. (provided that the computer science subject must be studied in all years as main subject)  <b>OR</b> BE/B Tech. (Computer Science / Information Technology) from a recognized University.  2. Passed the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE, for the purpose. 3. B.Ed. Degree.  <b>Desirable:</b> 1 Experience of working in a residential school. 2 Working knowledge of English and Hindi / other Regional Language.
8.	Whether age and educational qualifications prescribed 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.	100% by direct recruitment failing which by transfer or deputation/short-term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Transfer on Deputation:</b> Persons holding analogous post in Govt. Institutions and possessing qualifications prescribed for direct recruitment under column '7'
12.	If a DPC exists what is its composition	Not applicable

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**RECRUITMENT RULES FOR THE POST OF TRAINED GRADUATE TEACHER (ART) IN JNVs**

1	Name of Post	<b>Trained Graduate Teacher (Art)</b>
2	No. of Post	649*(2023)  *subject to variation .
3	Classification	Group 'B' (Equivalent)
4	Level in the Pay Matrix	Level-7 (Rs.44900-142400) in the Pay Matrix (entry scale)
5	Whether Selection Post or Non-selection Post	Not applicable
6	Age Limit for direct recruits	Not exceeding 35 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government / Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7	Educational and other qualifications required for direct recruits	<b>Essential:</b>  Degree in Fine Arts / Crafts from a recognized University (BFA).  <b>OR</b>  B.Ed. Degree in Fine Arts from Regional Institute of Education.  <b>Desirable:</b>  (i) B.Ed. Degree. (ii) Working knowledge of English and Hindi / other Regional Language. (iii) Experience of Working in a residential School. (iv) Working knowledge of computers.
8	Whether age and educational qualifications prescribed 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.	100% by 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	<b>Transfer on Deputation:</b>  Persons working in Govt./Recognized Educational Institutions.  (a) Holding analogous post on regular basis; (b) Possessing the educational and other qualifications as prescribed in Column '7'.
12	If a DPC exists what is its composition	Not applicable

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**RECRUITMENT RULES FOR THE POST OF TRAINED GRADUATE TEACHER (PHYSICAL EDUCATION) (MALE/FEMALE) IN JNVs**

1.	Name of Post	<b>Trained Graduate Teacher (Physical Education) (Male / Female)</b>
2.	No. of Post	595(M)+649(F) =1244*(2023)  *subject to variation
3.	Classification	Group 'B' (Equivalent)
4.	Level in the Pay Matrix	Level-7 (Rs.44900-142400) in the Pay Matrix (entry scale)
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 35 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor of Physical Education degree (B P Ed.) from a recognized institution.  <b>Desirable:</b> i) Represented at least State at National Level in any of the Sports/Games recognized by Sports Authority of India (SAI)/the concerned federation. ii) Working knowledge of English and Hindi / other Regional Language. iii) Experience of working in a residential school. iv) Diploma from National Institute of Sports
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotes	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.	100% by 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	<b>Transfer on Deputation:</b> Persons working in Govt./Recognized Educational Institutions. (a) Holding analogous post on regular basis; (b) Possessing the educational and other qualifications as prescribed in Column '7'.
12.	If a DPC exists what is its composition	Not applicable

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**RECRUITMENT RULES FOR THE POST OF TRAINED GRADUATE TEACHER (MUSIC) IN JNVs**

1.	Name of Post	TGT (Music)
2.	No. of Post	649* (2023)  *subject to variation .
3.	Classification	Group 'B' (Equivalent)
4.	Level in the Pay Matrix	Level-7 (Rs.44900-142400) in the Pay Matrix (entry scale).
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 35 years  05 years relaxation in upper age limit in case of employees of NVS/ Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  A Bachelor's Degree in Music from a recognized university, provided that music subject is studied in all three years of degree as main subject.  <b>Desirable:</b>  (i) Working knowledge of English and Hindi / other Regional Language. (ii) Experience of working in a residential school (iii) Working knowledge of computers.
8.	Whether age and educational qualifications prescribed 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	100% by 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	<b>Transfer on Deputation:</b> Persons working in Govt./Recognized Educational Institutions. (a) Holding analogous post on regular basis; (b) Possessing the educational and other qualifications as prescribed in Column '7'.
12.	If a DPC exists what is its composition	Not applicable

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

1.	Name of Post	Staff Nurse (Female)
2.	No. of Post	649* (2023) *subject to variation .
3.	Classification	Group 'B' (Equivalent)
4.	Level in the Pay Matrix	Level-7 (Rs.44900-142400) in the Pay Matrix
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 35 years  05 years relaxation in upper age limit in case of employees of Central Government / Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH / Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  1. (i) B. Sc (Hons.) in Nursing from a recognized University / Institute. OR Regular course in B.Sc Nursing from a recognized University / Institute. OR Post Basic B.Sc. Nursing from a recognized University / Institute. 2. Registered as a Nurse or Nurse Mid-wife (RN or RM) with any State Nursing Council. 3. Two and Half years' experience in minimum 50 bedded Hospital after acquiring (1) above.
8.	Whether age and educational qualifications prescribed 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.	100% by 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	<b>Deputation:</b>  Persons working in Govt./Recognized Educational Institutions.  (a) Holding analogous post on regular basis in Govt Hospital/ Clinic/Hospitals recognized under AMA Rules.  and  (b) Possessing the educational and other qualifications as prescribed in Column '7'
12.	If a DPC exists what is its composition	Not applicable

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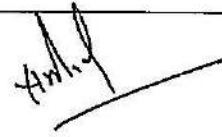
**RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN JNVs**

1.	Name of Post	<b>Office Superintendent</b>
2.	No. of Post	594* (2023) *subject to variation .
3.	Classification	Group 'B' (Equivalent)
4.	Level in the Pay Matrix	Level-6 (Rs. 35400-112400) in the Pay Matrix
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 prescribed 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.	(a) 50% by promotion. (b) 50% by Limited Departmental Competitive 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	<b>Promotion:</b> Senior Secretariat Assistant (UDCs) with 05 years of regular services in the grade in the Vidyalaya cadre as per their inter-se seniority.  <b>Limited Departmental Competitive Examination:</b> From amongst SSAs (UDCs) of the NVS with 03 years of regular service in the grade in the NVS, failing which transfer on deputation / short term contract.  <b>Deputation :</b> Persons working in Govt. / Autonomous Organizations Holding analogous posts. OR With 05 years regular service as UDC in Level-4 in the Pay Matrix (Rs. 25500-81100)
12	If a DPC exists what is its composition	1. Deputy Commissioner Concerned, NVS - <b>Chairperson</b> 2. An Officer from NVS HQrs. nominated by Commissioner, NVS - <b>Member</b> 3 Assistant Commissioner, NVS RO concerned - <b>Member.</b> 4. One officer to be nominated by Commissioner, NVS - <b>Member</b>  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF CATERING SUPERVISOR IN JNVs**

1.	Name of Post	Catering Supervisor
2.	No. of Post	637* (2023) *subject to variation
3.	Classification	Group 'C' (Equivalent)
4.	Level in the Pay Matrix	Level-4 in the Pay Matrix (Rs. 25500-81100)
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age Limit for direct recruits	Not exceeding 35 years  05 years relaxation in upper age limit in case of employees of NVS/Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	Bachelor's Degree in Hotel Management from an institution recognized by Ministry of Tourism. Govt. of India / State Government.  OR  Trade proficiency Certificate in Catering with a minimum of 10 years' service in Defence Services of regular establishment (for Ex-servicemen only).
8.	Whether age and educational qualifications prescribed 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.	100% 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 Holding analogous posts and possessing the qualifications prescribed for direct recruitment under Column '7'.
12.	If a DPC exists what is its composition	Not applicable





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

1.	Name of Post	Electrician-Cum-Plumber
2.	No. of Post	598* (2023) *subject to variation .
3.	Classification	Group 'C' (Equivalent)
4.	Level in the Pay Matrix	Level-2 in the Pay Matrix (Rs. 19900-63200)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 40 years.  05 years relaxation in upper age limit in case of employees of Central Government / Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH / Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  1. 10 <sup>th</sup> class pass. 2. Industrial Training Institute (ITI) Certificate in the trade of Electrician / Wireman. 3. At least 2 years experience in electrical installation / wiring / plumbing.  <b>Desirable</b>  two years experience in in maintenance of electrical appliances.
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.	100% 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	<b>Deputation:</b>  Persons working in Autonomous organizations holding analogous post and possessing qualifications prescribed in column '7' for direct recruitment.
12.	If a DPC exists what is its composition	Not Applicable

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**RECRUITMENT RULES FOR THE POST OF MESS HELPER IN JNVs**

1.	Name of Post	Mess Helper
2.	No. of Post	1297* (2023) *subject to variation .
3.	Classification	Group 'C' (Equivalent)
4.	Level in the Pay Matrix	Level-1 in the Pay Matrix (Rs. 18000-56900)
5.	Whether selection post or non-selection Post	Not applicable
6.	Age limit for direct recruits	Between 23 and 35 years  Age relaxation to the extent of period spent as casual labourer in JNV mess, including broken period, if any will be given, provided that one stretch of such service is for more than six months, including breaks.  Age relaxation for SC / ST / OBC and categories as applicable under the Govt. of India Rules.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  (i) Matriculation pass (Class X passed from recognized board)  (ii) 05 Years' experience of working in a Govt. residential organization's Mess / school's Mess and  (iii) Passing of skill test prescribed by NVS.
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.	100% by direct recruitment  Note: Casual workers having worked in the Navodaya Vidyalaya mess for more than 05 years shall be considered for appointment to the post along with other candidates.
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	Not applicable

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER(ACAD) IN NVS**

1.	Name of Post	Assistant Commissioner (Acad.)
2.	No. of Post	38* (2023) *subject to variation
3.	Classification	Group "A" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-12 of Pay Matrix (Basic Rs. 78800-209200)
5.	Whether selection post or non-selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 45 years. 05 years relaxation in upper age limit in case of employees of NVS/Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Master's Degree from a recognized university with at least 50% marks. (ii) B.Ed. (iii) Working as Principal in the Pay Level 12 (Rs. 78800 to Rs. 209200) for at least 03 years in Central Govt. /State Govt. /Autonomous Organizations of Central Govt./State Govt. <b>Desirable:</b> i) Working knowledge of English and Hindi / other Regional Language. (ii) Experience of Working in a residential School. (iii) Research work done in the field of education.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	Not applicable
9.	Period of probation, if any	2 Year for direct recruit only.
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	(a) 50% by promotion through seniority cum fitness basis (b) 25% by promotion through Limited Departmental Competitive Examination (c) 25% by direct recruitment  failing which (DR/Promotion/LDCE) on deputation.
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<b>Promotion:</b> From among Principals of NVS with 03 years' service in the grade rendered after appointment thereto on a regular basis in the NVS.  <b>Limited Departmental Competitive Examination:</b> From among Principals of NVS with 03 years' service in the grade rendered after appointment thereto on a regular basis in the NVS.  <b>Transfer on Deputation:</b> Officers under the Central Govt./Autonomous or Statutory Organizations

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		<p>(a) (i) Holding analogous post on a regular basis in the parent cadre/ department;  <b>OR</b>  (ii) Principals of a school of Govts./ Autonomous or Statutory Organizations with 03 years' service.</p> <p>(b) Possessing Educational Qualifications as prescribed for under Column No. 7.</p>
12	If a DPC exists what is its composition	<p>1. Commissioner, NVS -Chairperson  2. Joint Commissioner (Admn.), NVS - Member  3 &amp; 4. Two Officers to be nominated by the Chairperson of the Committee -Members.</p> <p>Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.</p>

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (ADMN.) IN NVS**

1.	Name of Post	<b>Assistant Commissioner (Admn.)</b>
2.	No. of Post	11* (2023) (Hqrs. 03 and ROs 8, Total = 11)  *subject to variation
3.	Classification	Group "A" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-11 of Pay Matrix (Basic Rs. 67700-208700)
5.	Whether selection post or non-selection Post	Not applicable
6.	Age limit for direct recruits	Not exceeding 45 years.  05 years relaxation in upper age limit in case of employees of NVS/Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  (i) Graduate Degree from a recognized university. (ii) Holding Analogous post on regular basis in Central Govt. / State Govt. / Autonomous Body.  <b>OR</b>  Working on the post of Section Officer or equivalent with at least 08 years of service in Central Govt. / State Govt. / Autonomous Body. (iii) Possessing at least 08 years' Experience of handling Administrative matters in a supervisory capacity in Central / State Govt. / Autonomous Body.  Explanation: For the purpose of these rules, the term 'Supervisory Capacity' refers to the post / position, not below the post of Section Officer or equivalent, which involves supervision of his subordinate employees, but excluding the teaching / academic cadre posts.
8.	Whether age and educational qualifications for direct recruits will apply to promotees	<b>Age:</b> No <b>Educational Qualification:</b> The promotee should have a graduate degree
9.	Period of probation, if any	2 years
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	(a) 50% by promotion through seniority cum fitness basis (b) 25% by promotion through Limited Departmental Competitive Examination. (c) 25% by direct recruitment.  failing which (Promotion/LDCE/DR) on deputation / short term contract.
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<b>Promotion:</b>  From amongst Section Officers (Admn.) of NVS with 8 years of regular service in the grade in the NVS.

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		<p><b>Limited Departmental Competitive Examination:</b></p> <p>Officers of NVS Hqrs. / ROs with following qualification and experience:</p> <p>i) Having Graduation Degree  ii) At least 5 years regular service in the post of Level-7 of Pay Matrix in NVS Hqrs. / ROs.  iii) Possessing at least 05 years' Experience of handling Administrative matters in a supervisory capacity.</p> <p><b>Transfer On Deputation:</b>  Officers having qualification as mentioned in the Column No. 7.</p>
12	If a DPC exists what is its composition	<p>1. Commissioner, NVS -Chairperson  2. Joint Commissioner (Admn.), NVS - Member  3 &amp; 4 Two Officers to be nominated by the Chairperson of the Committee -Members.</p> <p>Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above</p>

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT COMMISSIONER (FINANCE) IN NVS**

1.	Name of Post	Assistant Commissioner (Finance)
2.	No. of Post	02* (2023) *subject to variation
3.	Classification	Group "A" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-11 of Pay Matrix (Basic Rs. 67700-208700)
5.	Whether selection post or non-selection Post	Non 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.	NA
9.	Period of probation, if any	2 years
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 through seniority cum fitness basis 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	<p><b>Promotion:</b> On the basis of seniority-cum-fitness from amongst Section Officer (Finance) of the NVS with at least 8 years of regular service in the grade in the NVS.</p> <p><b>Transfer On Deputation:</b> From amongst Officers of the Central / Autonomous Bodies of Central/State Govt. with experience of dealing with financial, budgetary and accounts matters and possessing the following qualifications and experience:</p> <p>(i) Bachelor's Degree in Commerce from a recognized University.</p> <p>(ii) Holding analogous post on regular basis <b>OR</b> With 08 years' regular service in the Pay Level 7 (₹ 44900 to ₹ 142400) in Finance and Accounts/ Audit.</p>
12.	If a DPC exists what is its composition	<p>1. Commissioner, NVS -Chairperson 2. Joint Commissioner (Admn.), NVS - Member 3 &amp; 4. Two Officers to be nominated by the Chairperson of the Committee -Members</p> <p>Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.</p>

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**RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER IN NVS**

1.	Name of Post	Executive Engineer
2.	No. of Post	02* (2023) *subject to variation
3.	Classification	Group "A" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-11 of Pay Matrix (Basic Rs 67700-208700)
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	2 years
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	(a) 50% by deputation.  (b) 50% by promotion from among Assistant Engineers on seniority-cum-fitness basis, failing which by deputation/short term contract.
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<b>PROMOTION:</b> On the basis of seniority-cum-fitness from amongst Assistant Engineers of the NVS with at least 7 years of regular service in the grade in the NVS.  <b>TRANSFER ON DEPUTATION:</b> (i) A Graduate degree in Civil Engineering from a recognized University with at least 50% marks. (ii) Persons serving in Government Department/ Organization – a) Holding analogous post with same pay scale in the parent cadre with experience in civil works. <p align="center"><b>OR</b></p> b) Assistant Engineer (Civil) with 7 years' experience in Civil Works in Level-7 in the Pay Matrix. <p align="center"><b>OR</b></p> c) Assistant Executive Engineer (Civil) or equivalent post in Level-10 of pay Matrix with four (04) years' regular service in the grade.
12.	If a DPC exists what is its composition	1. Commissioner, NVS -Chairperson 2. Joint Commissioner (Admn.), NVS - Member 3 & 4. Two Officers to be nominated by the Chairperson of the Committee -Members  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (ADMN) IN NVS**

1.	Name of Post	Section Officer (Admn.)
2.	No. of Post	18* (2023) *subject to variation
3.	Classification	Group "B" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-7 of Pay Matrix (Basic Rs 44900-142400)
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 Rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	50% by promotion through seniority cum fitness basis  50 % by promotion through limited departmental competitive examination  failing which (Promotion / LDCE) by transfer on deputation and or short term contract.
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<b>Promotion:-</b> From amongst all the Assistant Section Officers with 05 years of regular service in the grade in the NVS.  <b>Limited Departmental Competitive Examination:</b> From among Assistant Section Officers (Assistant) / Office Superintendents with 03 years of regular service in the grade in the NVS  <b>Transfer On Deputation:</b> Persons working in Govt./Autonomous organizations (i) Holding analogous post on regular basis OR (ii) With 05 years regular service in Level-6 of Pay Matrix (Basic Rs. 35400-112400) in the post of Assistant Section Officer/Assistant. (iii) Possessing at least 5 years experience of handling Administrative matters.
12.	If a DPC exists what is its composition	1 Joint Commissioner/ Internal Financial Adviser & Chief Accounts Officer, NVS - <b>Chairperson</b> 2. Deputy Commissioner Incharge, NVS Hqrs <b>-Member</b> 3. One Deputy Commissioner to be nominated by Commissioner, NVS <b>-Member</b> 4. One officer to be nominated by Commissioner, NVS. <b>- Member</b>  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (FINANCE & ACCOUNTS) IN NVS**

1.	Name of Post	Section Officer (Finance & Accounts)
2.	No. of Post	11* (2023) *subject to variation
3.	Classification	Group "B" (Equivalent)
4.	Pay Level in the Pay Matrix	Level-7 of Pay Matrix (Basic Rs. 44900-142400)
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 Rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	50% by promotion. 50 % by limited departmental competitive examination failing which (promotion/LDCE)by transfer on deputation and or short term contract
11.	In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<b>Promotion:-</b> From amongst all the Audit Assistant with 05 years of regular service in the grade in the NVS.  <b>Limited Departmental Competitive Examination:</b>  Among Audit Assistant with 03 years of regular service in the grade in the NVS.  <b>Transfer On Deputation:</b> Persons working in Govt./Autonomous organizations (I) Holding analogous post on regular basis OR (ii) With 05 years regular service in Level-6 of Pay Matrix (Basic Rs. 35400-112400) in the post of Audit Assistant and equivalent (iii) Possessing at least 5 years experience of handling Financial matters.
12.	If a DPC exists what is its composition	1. Joint Commissioner/ Internal Financial Adviser & Chief Accounts Officer, NVS -Chairperson 2. Deputy Commissioner Incharge, NVS Hqrs -Member 3. One Deputy Commissioner to be nominated by Commissioner, NVS -Member 4. One officer to be nominated by Commissioner, NVS. - Member  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF LEGAL ASSISTANT IN NVS**

1.	Name of Post	<b>Legal Assistant</b>
2.	No. of Post	01* (2023) *subject to variation
3.	Classification	Group "B" (Equivalent)
4.	Level in the Pay Matrix	Level-6 in the Pay Matrix(Rs. 35400-112400)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 23 and 35 Years  05 years relaxation in upper age limit in case of employees of NVS/Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  i) Degree in Law from a recognized University. ii) Three years experience of handling legal cases in a Government Department /Autonomous Bodies /PSU.  <b>Desirable:</b> i) Working Knowledge of Computer Operation. ii) Working knowledge of Hindi & English.
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 falling which by deputation/ short term contract.
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Transfer On Deputation:</b> Persons working in Govt./ Autonomous Organizations under the Govt.  (i) Holding analogous posts OR With 6 years service in Level-4 in the Pay Matrix (ii) Possessing the educational qualifications and experience as prescribed in Column '7'  <b>Short Term Contract:</b> Persons possessing educational qualification and experience as prescribed in column '7'.
12.	If a DPC exists what is its composition	Not applicable

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT SECTION OFFICER (ASO) IN NVS**

1.	Name of Post	Assistant Section Officer (ASO)
2.	No of Post	55* (2023) *subject to variation
3.	Classification	Group "B" (Equivalent)
4.	Level in the Pay Matrix	Level-6 in the Pay Matrix (Rs. 35400-112400)
5.	Whether selection post or non-selection Post	Non-Selection
6.	Age limit for direct recruits	Between 23 and 33 Years  05 years relaxation in upper age limit in case of employees of NVS/Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Bachelor Degree from a recognized University (ii) 03 years experience in administrative, financial matters in Central Govt. / Autonomous Organization under the Central Govt.  Note: Educational qualification required for direct recruitee will not be applicable for promotee
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	No
9.	Period of probation, if any	02 Years for both direct recruits and promotees.
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.	25 % Direct Recruitment 25% Promotion through Seniority cum Fitness basis 50% promotion through Limited Departmental Competitive Examination  failing which (DR/Promotion/LDCE) on deputation/short term contract basis
11.	In case of Recruitment by Promotion/ Deputation/ Absorption grades from which Promotion / Deputation/ Absorption to be made	<b>Promotion:</b> Senior Secretariat Assistant with 05 years of regular services in the grade in Hqrs. / ROs cadre as per their inter-se seniority.  <b>Limited Departmental Competitive Examinations:</b>  SSA/ Computer Operators with 3 years of regular service in the grade in NVS.  <b>Transfer On Deputation:</b> Persons working in Govt. / Autonomous organizations under the Government. (i) Holding analogous post or (ii) with 5 years regular service as SSA(UDC) in the field of administration in Level-4 in the Pay Matrix
12.	If a DPC exists what is its composition	1. Deputy Commissioner Incharge, NVS -Chairperson 2. Assistant Commissioner, NVS Hqrs - Member 3. Assistant Commissioner, NVS RO -Member. 4. One officer to be nominated by Commissioner, NVS - Member  Note. An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT IN NVS**

1	Name of Post	Personal Assistant
2.	No. of Post	25* (2023) *subject to variation
3.	Classification	Group "B" (Equivalent)
4.	Level in the Pay Matrix	Level-6 in the Pay Matrix (Rs. 35400-112400)
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.	By Promotions through Seniority cum Fitness Basis 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	<b>Promotion:</b> through Seniority-cum-Fitness basis from amongst Stenographers with 10 years of regular service in the grade in the NVS  <b>Transfer on Deputation:</b> Persons working in the Govt./Autonomous Organizations (i) Holding analogous post OR (ii) With 10 years of regular service as Stenographer in Level-4 in the Pay Matrix
12	If a DPC exists what is its composition	1. Deputy Commissioner Incharge, NVS - <b>Chairperson</b> 2. Assistant Commissioner, NVS Hqrs - <b>Member</b> 3. Assistant Commissioner, NVS RO - <b>Member.</b> 4. One officer to be nominated by Commissioner, NVS - <b>Member</b>  Note: An SC/ST Officer may also be nominated in the DPC, in case an Officer from these categories is not already an Official member of the DPC as constituted above.

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**RECRUITMENT RULES FOR THE POST OF COMPUTER OPERATOR IN NVS**

1.	Name of Post	Computer Operator
2.	No. of Post	08* (2023) *subject to variation
3.	Classification	Group "C" (Equivalent)
4.	Level in the Pay Matrix	Level-4 in the Pay Matrix (Rs. 25500-81100)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 30 Years  05 years' relaxation in upper age limit in case of employees of Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7	Educational and other qualifications required for direct recruits	<b>Essential:</b>  BCA / B.Sc. (Computer Science / IT) from a recognized University.  <b>OR</b> BE / B Tech (Computer Science / IT)
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.	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	<b>TRANSFER ON DEPUTATION :</b>  Persons working in Government/ Autonomous Organization:  a) Possessing educational and other qualifications prescribed for direct recruitment under column - '7' b) Holding analogous post
12	If a DPC exists what is its composition	Not Applicable

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**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER IN NVS**

1.	Name of Post	Stenographer
2.	No. of Post	49* (2023)  *subject to variation
3.	Classification	Group "C" (Equivalent)
4.	Level in the Pay Matrix	Level-4 in the Pay Matrix (Rs. 25500-81100)
5.	Whether selection post or non-selection Post	Not Applicable
6.	Age limit for direct recruits	Between 18 and 27 Years  05 years' relaxation in upper age limit in case of employees of Central Government/Autonomous Bodies. Age relaxation for SC/ST/ OBC/ PH /Ex-Servicemen as applicable under the Govt. of India rules issued from time to time would be applicable
7.	Educational and other qualifications required for direct recruits	(i) 12 <sup>th</sup> pass from a recognized Board or University. (ii) <b>Skill test Norms</b> <b>Dictation:</b> 10 mts @ 80 w.p.m <b>Transcription:</b> 50 mts (Eng.) 65 mts (Hindi) (On computer)
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	Direct Recruitment through open competition.
12.	If a DPC exists what is its composition	Not applicable

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