

नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान
(स्कूल शिक्षा एवं साक्षरता विभाग)
भारत सरकार, क्षेत्रीय कार्यालय
ए-१३५/ए अलकापुरी, हबीबगंज, भोपाल-४६२०२४



NAVODAYA VIDYALAYA SAMITI

An Autonomous Organization under Ministry of H.R.D
(Deptt of School Education and Literacy)
Govt. of India, Regional Office
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F. No.28.01/2017-NVS(BPL)/Pers./ 1049

Date: 01.06.2017

BY SPEED POST/BY- E-Mail
IMMEDIATE ATTENTION

To

All Principal
Jawahar Navodaya Vidyalaya
Under Bhopal Region .

Sub: **Filling up of vacancies of teachers on contractual basis of PGTs/TGTs & FCSAs (other than Misc. Teachers) by drawing the merit list of candidates on the basis of their scoring/achievement on scholastic & non-scholastic basis for the session 2017-18 - Reg.**

Sir/Madam

In order to ensure that suitable arrangements of teachers are made against the vacancies in the JNVs from the very beginning of the academic year, it is proposed to complete the selection/process of teaching staff for appointment on contractual basis against the clear vacancies lying in the JNVs of the region by drawing a panel of teachers on the basis of their marks scoring in academic & other co-curricular activities.

Further, in case of filling up of vacancies of PGTs/TGTs & FCSAs (other than Misc. Category Teachers) on contractual basis during the on-going academic session 2017-18 it has been decided to finalize the selection of PGTs/TGTs & FCSAs without any interview i.e. by way of selecting the candidates by awarding the marks on basis of the marks scored by the candidates in their educational and other Co-curricular Activities viz. NCC, NSS, Scouts & Guide, Sports & Games, Teaching Experience, etc. at Vidyalaya level. This year **no weightage is to be given for interview** and the merit will be prepared purely on the basis of scholastic/non-scholastic performance of the candidates.

I am enclosing herewith specimen copy of the advertisement (**Annex-A-II**) which may be modified at your level as per requirement and upload on Vidyalaya website alongwith the vacancy position of teachers.

The Principals of JNV, Bhopal, Jabalpur, Indore, Raipur, Cuttack & Sambalpur are request to publish the brief advertisement (Annex-A-I) in local popular Hindi & English dailies covering all the districts in the State which has a maximum coverage in the nearby areas/districts. The advertisement will be given in sufficient space to easily catch the sight of the readers. It should be noted that the advertisement is required to be published in popular/prominent common newspaper having coverage in the area of the cluster .

While undertaking the selection process, it could be ensured that the candidate fulfilling the relevant essential eligibility conditions strictly as per the **Revised RR only** . Candidates **without B.Ed. in any case will not be considered for appointment** on contractual basis as B.Ed. is prescribed as mandatory requirement (except for the post of PGT-Bio tech., PGT-Comp. Sc & FCSAs) .

While making the selection of candidates, possessing of essential eligibility conditions **viz. age, educational qualification, weightage for possessing experience in residential/day scholar school etc. (for continuous 06 months service in a particular academic year will be treated as one Academic Year)** for awarding the weightage marks will be strictly followed /adhered to. The essential educational qualifications viz. required percentage of marks, at graduation in relevant subject combination etc. are to be strictly adhered to as per the revised RR of the Samiti, while making the selection process. The merit list of candidates so empanelled will be prepared in the enclosed prescribed format, in duplicate.

For the empanelment/engagement of contract teachers in the on-going academic session 2017-2018, the **recruitment will be undertaken by the Principals of the respective JNVs** of the Bhopal Region in the following manner : -

- Each Jawahar Navodaya Vidyalaya will upload vacancy position of PGTs/TGTs FCSAs on Vidyalaya website alongwith the advertisement as suggested by Regional Office, Bhopal. The Principal of each Cluster i.e. Bhopal/Indore/Jabalpur/Raipur/ Cuttack & Sambalpur will place the advertisement in Newspapers in Hindi and English dailies besides putting the same on its website.
- The prescribed format of application will be uploaded on the Navodaya Vidyalaya Samiti, Regional Office, Bhopal website and the same will also be available on the website of the concerned JNVs (The format of application is enclosed as **Annexure 'D-1-D-2'**).
- The applicants would be required to download the application form either from the website of Navodaya Vidyalaya Samiti (Regional Office), Bhopal or from website of Vidyalaya's website and the duly filled in application form alongwith the required testimonials, relevant certificates etc. will be sent by the applicant to the Principal of the concerned JNV when the applicant wants to participate in the selection process either in person or by Registered Post/Speed Post only so as to **reach by 15.6.2017**.
- The Principal of the concerned JNVs being the Chairman of the Appointment Committee will scrutinize the applications received subject wise and based on the scholastic & non-scholastic achievements of the applicant, he/she will prepare the Merit List upto two digits after decimal placing the applicants in the descending order of merit. The List of candidate found eligible for the post applied for upon preliminary scrutiny by the Vidyalaya will be required to be uploaded on Vidyalaya **website by 17.06.2017** besides placing it on Vidyalaya Notice Board (**Annex-C2**).
- The guidelines of preparation of the Merit List is enclosed as **Annex-'B-1-B-4'**.
- The prospective candidates who have applied against the vacancies of JNV concerned will report before the duly constituted Appointment Committee for verification of the original documents/testimonials in support of their eligibility for the post applied for **PGTs on 19.06.2016, for TGTs 20.06.2017 & for FCSAs on 21.06.2017 between 9.00 am - 3.00 pm** and if found eligible and placed in the merit list, will be offered the appointment by the Principal concerned on the same day itself as per vacancies available subject-wise.

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In case, the candidate appearing in the merit list does not turn up for verification exercise, then the next candidate in the merit list would be offered the offer of appointment subject to his/her eligibility and verification of documents. However, a clear and specific note in the minutes will be incorporated regarding the candidates who do not turn up for verification of documents besides indicating him 'ABSENT' in the attendance sheet.

The Merit List of teachers to be drawn in a uniform manner (in duplicate in the format enclosed herewith -**Annex-C-1**) . Marks are to be awarded for each parameters/component wise out of the total marks indicated in the format for preparing the merit list of candidates appended with this letter. **The name & designation/Deptt. Of the Appointment Committee members, should invariably be indicated underneath their signature in each page of the list of merit list of teachers.**

Those JNVs who didn't receive sufficient no. of applications in response to the ibid advertised and could draw the panel, they will obtained names of candidates selected from the nearest JNV (distancewise) where the panels/names of selected candidates are available to fill up the vacancy if any available. The Principal concerned will keep the details of such candidates who have been sponsored to other JNVs on the demand of the concerned Principal.

Since the select panel of contract teachers will be prepared on the basis of their scholastic and non-scholastic achievements henceforth the Principal-cum-Chairman of the Selection Committee has to be very vigilant and careful in preparing the merit list after careful observation of the testimonials annexed by the candidates alongwith his/her application form.

The composition of Appointment Committee will be as under :-

- | | |
|--|-----------------|
| 1. Principal of concerned JNV - | Chairman |
| 2. Local educationist to nominated by Principal, JNV concerned- | Member |
| 3. A member of the VMC of the Vidyalaya concerned- | Member |

It is pertinent to mention here that the candidates would be able to apply to the Cluster (State) in one JNV of his/her choice only since there will be a common date for the candidates in the JNVs of Bhopal Region on which the candidates have to appear physically before the Appointment Committee for verification of his/her documents/ testimonials in support of his/her eligibility conditions prescribed for the post at the concerned Vidyalaya so that the offer of appointment could be made to his/her in case placed in the Merit List as stated in above para.

Utmost care has to be taken while preparing the Merit List based on the Scholastic and non-scholastic achievements of candidates and any discrepancy will be viewed very seriously and the Principal of the concerned Vidyalaya will be held responsible. The Verification Committee will be constituted by Chairman, VAC/(Principal JNV) from among the teachers, and office staff.

While preparing the Merit List, all the candidates who have applied and appear for verification of their documents on 19th, 20th & 21st June 2017 shall be asked to mark their attendance and their name be incorporated in the worksheet for preparing the Merit List irrespective of the fact they are eligible or not eligible. **The non-eligible candidate may be shown 'NE' indicating the reasons** therein for declaring him/her not eligible.

Candidates selected on contract basis, if later on found unsuitable to shoulder the assigned responsibilities can be terminated after providing an opportunity to show improvement in consultation with Cluster Assistant Commissioner.

Simultaneously you are requested to upload the details of advertisement on Vidyalaya website alongwith following documents :

1. Advertisement
2. Eligibility Criteria
3. Tentative Vacancy Position
4. Application Format for PGTs/TGTs & FCSAs

Arrangements should be made that a copy of the advertisement sent to the newspaper is also be displayed on the **Vidyalaya Notice Board as well as website of the Vidyalaya**. Wherever possible it may also be provided to the PROs of the Universities and Head of the Department of the Colleges, Employment Officers of the respective district/office of the DEOs in order to attract more qualified and better skilled candidates.

However, in case no vacancy exist in the Vidyalaya, there is no need for drawing the panel of teachers by conducting the above exercise.

Yours faithfully,


(K.S. GULERIA) 17

DEPUTY COMMISSIONER I/c

Encl: As stated.

Copy to:

- 1 The Principal, JNV, Bhopal/Indore/Jabalpur/Raipur/Cuttack & Sambalpur-for information - **with a request to publish the advertisement (Annex-A) in local popular Hindi & English dailies covering all the districts in the State. The advertisement will be given in sufficient space to easily catch the sight of the readers. It should be noted that the advertisement is required to be published in popular/prominent newspaper having coverage in the area of the cluster.**
- 2 All Assistant Commissioners Cluster Incharges, NVS, RO, Bhopal - for information and necessary action along with a set of all above documents. It is to be ensured that the process is completed in a very transparent manner with ZERO ERROR in the JNVs of his/her Cluster .
- 3 The Assistant Commissioner (Admn.), NVS, RO, Bhopal.


DEPUTY COMMISSIONER I/c