



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organisation under Ministry of HRD)

Department of School Education and Literacy

Government of India

B-15, Institutional Area, Sector-62,

NOIDA, Dist.- Gautam Budh Nagar,

Uttar Pradesh-201309

RECRUITMENT TO THE NON-TEACHING POSTS (FEMALE STAFF NURSE, CATERING ASSISTANT, LOWER DIVISION CLERK / STOREKEEPER, LABORATORY ASSISTANT IN JAWAHAR NAVODAYA VIDYALAYAS AND TO THE POST OF AUDIT ASSISTANT, HINDI TRANSLATOR, STENOGRAPHER, LOWER DIVISION CLERK IN NAVODAYA VIDYALAYA SAMITI HQ / REGIONAL OFFICES

Navodaya Vidyalaya Samiti, henceforth mentioned as NVS is an Autonomous Organisation under Ministry of Human Resource Development, Department of School Education and Literacy, Govt. of India having its HQ at NOIDA (Uttar Pradesh). It has 08 Regional Offices at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune & Shillong and more than 600 Jawahar Navodaya Vidyalayas which are co-educational, fully residential schools up to Senior Secondary Level and located mainly in rural areas, all across the country except in the State of Tamil Nadu. NVS invites online applications from Indian citizens for recruitment to various non-teaching posts viz Female Staff Nurse, Catering Assistant, Lower Division Clerk/Storekeeper, Lab Attendant in Jawahar Navodaya Vidyalayas and for the posts of Audit Assistant, Hindi Translator, Stenographer, Lower Division Clerk in NVS HQ / Regional Offices.

2. Detail of vacancies are as under (vacancies are tentative and may increase or decrease):

For NVS HQ / ROs:

S.No.	Name of the post	Number of vacancies				Total
		UR	OBC	SC	ST	
1	Audit Assistant	01	02	00	00	03*
2	Hindi Translator	04	01	00	00	05**
3	Stenographer	01	04	01	00	06#
4	Lower Division Clerk	07	01	01	01	10

* One post will be filled up with Person with Locomotor Disability (OA,OL,OAL,BL,HH)

** One post will be filled up with Person with Locomotor Disability (OL,OA,OAL,BL,LV,HH)

One post will be filled up with Person with Locomotor Disability (OL,OA,BL,OAL,B, LV)

OL(one Leg affected R and / or L), BL (Both Legs), OA (one Arm), OAL (One Arm and One Leg), LV (Low Vision), HH (Hearing Impaired)

For JNVs under 08 Regional Offices:

Regional Office	S. No.	Post	Number of vacancies				Total	PH	Ex-SM
			UR	OBC	SC	ST			
BHOPAL	1	Female Staff Nurse	12	07	04	0	23	00	00
	2	Catering Assistant	00	02	00	01	03	01	00
	3	LDC / Storekeeper	22	02	10	24	58	02	05
	4	Lab Attendant	14	02	02	06	24	00	03
CHANDIGARH	1	Female Staff Nurse	05	03	01	03	12	01	01
	2	Catering Assistant	08	05	03	01	17	03	01
	3	LDC / Storekeeper	28	18	08	02	56	02	05
	4	Lab Attendant	01	07	02	00	10	03	02
HYDERABAD	1	Female Staff Nurse	01	00	00	02	03	02	00
	2	Catering Assistant	10	00	03	02	15	01	00
	3	LDC / Storekeeper	37	02	02	00	41	00	03
	4	Lab Attendant	05	03	00	00	08	00	00
JAIPUR	1	Female Staff Nurse	06	02	00	01	09	00	00
	2	Catering Assistant	02	02	00	00	04	00	00
	3	LDC / Storekeeper	09	07	00	04	20	00	00
	4	Lab Attendant	06	02	01	00	09	00	00
LUCKNOW	1	Female Staff Nurse	06	06	03	00	15	01	00
	2	Catering Assistant	00	00	00	00	00	00	00
	3	LDC / Storekeeper	45	04	05	14	68	04	00
	4	Lab Attendant	05	00	00	05	10	03	00
PATNA	1	Female Staff Nurse	00	00	03	00	03	00	00
	2	Catering Assistant	00	00	00	00	00	00	00
	3	LDC / Storekeeper	43	18	11	15	87	02	08
	4	Lab Attendant	01	00	03	01	05	00	00
PUNE	1	Female Staff Nurse	03	05	00	02	10	01	00
	2	Catering Assistant	03	03	00	00	06	00	00
	3	LDC / Storekeeper	29	09	03	04	45	00	00
	4	Lab Attendant	04	00	00	00	04	00	00
SHILLONG	1	Female Staff Nurse	04	01	01	00	06	01	01
	2	Catering Assistant	03	06	06	01	16	01	01
	3	LDC / Storekeeper	28	10	22	05	65	02	06
	4	Lab Attendant	03	04	00	00	07	01	01
TOTAL NUMBER OF VACANCIES	1	Female Staff Nurse	37	24	12	08	81	06	02
	2	Catering Assistant	26	18	12	05	61	06	02
	3	LDC / Storekeeper	241	70	61	68	440	12	27
	4	Lab Attendant	39	18	08	12	77	07	06

3. Regional Offices Bhopal, Hyderabad and Shillong had issued separate advertisement and invited applications from eligible candidates for non-teaching posts in JNVs functional under their administrative control. Regional Office Chandigarh, Patna and Pune had also issued separate advertisement and invited applications from eligible candidates for these posts

in JNVs functional under their administrative control. Written examination / Trade test was also conducted by RO Chandigarh, Patna and Pune. However, final result was not declared due to administrative reasons. A conscious decision is taken to cancel all advertisement issued as well as Written Examination / Trade Test conducted for these posts by respective Regional Offices of the NVS as referred above and to conduct a centralized recruitment. It is further decided to allow all such eligible candidates who had applied as well as appeared in Written Examination / Trade Test, as the case may be, to participate in this centralized recruitment drive on the eligibility conditions / criteria mentioned in the advertisement issued by respective Regional Offices. Applications of such candidates, as arranged by respective Regional Offices have been integrated centrally on the designated recruitment portal. Such candidates are need not to apply afresh and need not to pay fee again. However, they have to update their details on the designated portal as mentioned at 3(A). Applications invited by the NVS(HQ) for the post of Audit Assistant, Hindi Translator, Stenographer & LDC from eligible candidates vide notification published in Employment News dated 12th – 18th March, 2016 have also been integrated on the designated recruitment portal. Candidates already applied against these posts against the said advertisement also need not to apply afresh and need not to pay fee again.

(A) IMPORTANT INSTRUCTIONS FOR OLD CANDIDATES:

These candidates have to *update the following details at the link www.nvshq.org / www.nvsnt2017.org*

1. **Change in the address of Communication-** *If the candidate's communication address has changed, candidate has to update his / her new address for communication;*
2. **Email-ID & Mobile Number :** *candidate has to update his / her functional E-Mail ID & mobile number. These are mandatory.*
3. *They have to opt the order of preference of Regional Offices/HQ for posting for joining in priority which is to be considered by NVS in case of his/her selection. However, the region allotment will be done as per the performance of the candidate in the final merit list drawn.*

(B) Details of advertisements published by respective Regional Offices / NVS HQ in the past:

Sl.No.	Name of the Region	Advertisement Number and date	Posts advertised and details of vacancy	Cut-off dates
1.	Bhopal	6-12 July, 2013	Catering Assistant (UR 02,SC-01) Lab Attendant (UR 07, OBC 02, SC 02, ST 05)	30.06.2013
2.	Chandigarh	21-27 July, 2012	LDC/Storekeeper (UR 17, OBC 13, SC 04, ST 01)	30.06.2012
3.	Hyderabad	29 Aug – 04 September, 2015	LDC/Storekeeper (UR 26, SC 01, ST 02)	30.06.2015
4.	Patna	23-29 March, 2013	LDC/Storekeeper (UR 36, OBC 14, SC 16, ST 07)	21.04.2013

		18-24 January, 2014	Staff Nurse (UR 05, PH-OH 02) Catering Assistant (UR 05, PH-OH 01) Lab Attendant (UR 09, OBC 08, SC 03, ST 02, PH-OH 03)	01.01.2014
5.	Pune	20-26 December, 2014	LDC/Storekeeper (UR19, OBC 06, SC 02, ST 02)	01.01.2015
6.	Shillong	2-89/2012-NVS(SHR)/Pers dated August'2012	Staff Nurse (UR 01, SC 01)	30.07.2012
		22-28 August, 2015	LDC/Storekeeper (UR 23, OBC 06, SC 21)	30.06.2015
7.	NVS HQ	12-18 March, 2016	Audit Assistant (UR 01, OBC-02) Hindi Translator (UR 04, OBC 01) Stenographer (UR 01, OBC 04) LDC (UR 07, OBC 01, SC 01, ST 01)	Closing date of the application

(C) IMPORTANT DATES FOR OLD CANDIDATES:

(i)	Opening date for Up-dating Information on portal	12.11.2017
(ii)	Last date of Up-dating Information	13.12.2017

Note: (a) for old Candidates no fees are required to be paid.

(b) Communication with regard to updating the details has already been sent through Registered/Speed Post at the registered communications addresses against earlier advertisement.

(c) Old Candidates are not allowed to update their eligibility criteria such as age, qualification, experience etc. Their eligibility criteria will be decided on the basis of earlier applications submitted by them in response to advertisement issued by respective Regional Offices mentioned in the above table.

4. IMPORTANT INSTRUCTIONS FOR CANDIDATES APPLYING FRESH AGAINST THIS ADVERTISEMENT.

Candidates are required to apply online through NVS website www.nvshq.org / www.nvsnt2017.org No other means/mode of submission of applications will be accepted. The schedule of online applications is as follows:

IMPORTANT DATES:

(i)	Opening date for On-line Registration of Application on Portal	12.11.2017
(ii)	Last date of On-line Submission of Application with Fee	13.12.2017

Note : (i) Detailed instructions may be referred at the time of applying On-line application.

(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission of applications. NVS shall not be responsible, if candidates are not able to submit their applications due to last time rush.

5. DATE OF TEST:

Tentative Date of Online Computer Based Test (CBT)	12th, 13th & 14th January, 2018
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6. BRIEF DESCRIPTION OF QUALIFICATION/PAY SCALE & AGE LIMIT FOR THE POST OF AUDIT ASSISTANT, HINDI TRANSLATOR, FEMALE STAFF NURSE, STENOGRAPHER, CATERING ASSISTANT, LDC/STORE KEEPER AND LAB ATTENDANT:

Post Code	Name of The Discipline	Pay Scale	Age Limit (Min & Max)	Essential Qualification
01	Audit Assistant	9300-34800 (GP 4200) Level 6	18-30 years	<p>Essential: B Com from a recognized University.</p> <p>Desirable: 3 years experience of accounts works in a Govt. / Semi Govt. / Autonomous Organizations.</p> <p>Note: Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.</p>
02	Hindi Translator	9300-34800 (GP 4200) Level 6	18-30 years	<p>Essential:</p> <p>1. Master's Degree from the recognized University in Hindi / English with other language than Master's Degree at graduation level.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree of a recognized University with Hindi / English with a recognized Diploma in Translation from Hindi to English and vice versa.</p> <p>2. Two years experience of translation work from</p>

				Hindi to English and vice versa in Central / State Government Offices including Government of India Undertakings proof correction.
03	Female Staff Nurse	9300-34800 (GP 4600) Level 7	Up to 35 Years	<p>1. Essential :</p> <p>a) Passed Sr. Secondary Examination (Class XII) or equivalent and</p> <p>b) Grade 'A'(Three years) Diploma/Certificate in Nursing from recognized Institution.</p> <p style="text-align: center;">OR</p> <p>B.Sc(Nursing) from a recognised University/Institution.</p> <p>2. Registration with Indian/ State Nursing Council.</p> <p>3. Practical experience of two years in Hospital/Clinic.</p> <p>Desirable : Working Knowledge of Hindi/Regional Language and English.</p>
04	Stenographer	5200-20200 (GP 2400) Level 4	18 to 27 year	<p>Essential:</p> <p>1. Senior Secondary School Certificate (Class XII)</p> <p>2. Shorthand speed of 80 words per minute and typing speed 40 words per minute in English.</p> <p style="text-align: center;">OR</p> <p>Shorthand speed of 60 words per minutes and typing speed of 30 words per minute in Hindi.</p> <p>Note: Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.</p>

05	Catering Assistant	5200-20200 (GP 2400) Level 4	Up to 35 years	<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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">OR</p> <p>Trade proficiency Certificate in Catering with a minimum of 10 years of service in Defence Services of regular establishment (for Ex-Servicemen only).</p>
06	Lower Division Clerk (HQ/RO Cadre)	5200-20200 (GP 1900)	18-27 years	<p>ESSENTIAL:</p> <p>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 25 words per minutes in Hindi typing correspond to 10500 KDPH as on average of 5 key depressions for each word.</p> <p style="text-align: center;">OR</p> <p>Passed +2 level or Senior Secondary Certificate from CBSE/State Govt. With Secretarial Practices and Office Management as Vocational Subjects.</p>
07	Lower Division Clerk/ Store Keeper (JNV Cadre)			

				<p>Desirable:</p> <ol style="list-style-type: none"> 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 organization. <p>Note:</p> <ol style="list-style-type: none"> 1. Preference will be given to candidates 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 requirement whether the typing speed should be in English or Hindi. 3. Direct recruit will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.
08	Lab Assistant	5200-20200 (GP 1800) Level 1	Between 18 and 30 years	Middle Pass with General Science.

7. AGE RELAXATION

Maximum relaxation in upper age limit will be as under:

SL. No.	Category of Persons	Extent of age relaxation/ concession
(a)	Scheduled Caste/Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	NVS Employees/ Candidates with 3 years continuous service in Central Govt. Provided the posts are same or allied cadres	5 years
(d)	Persons ordinarily domiciled in State of Jammu & Kashmir during 1.1.1980 to 31.12.1989	5 years

(e)	Persons with disabilities (i) SC/ST (ii) OBC (NCL) (iii) General	15 Years 13 Years 10 Years
(f)	For groups 'C' and 'D' posts, Ex-Servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air force) shall be allowed to deduct the period of such service from his/ her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he / she shall be deemed to satisfy the condition regarding age limit. For group 'B' posts, the ex-servicemen & Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years military service.	

NOTE: All the concessions mentioned above will be concurrent, i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit will be granted subject to maximum of age prescribed to enter in Government service i.e. 55 years of age.

7(1): The OBC candidates who are being to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. Only those OBC Categories which are applicable for appointment under Central Government will be considered.

7(2): The Cut-Off date for determining various eligibility criteria (Educational Qualifications, Age Limit, Experience etc.) for candidates applying fresh will be **31.10.2017**. Applicants must satisfy about their eligibility as on **Cut Off date** before applying. The NVS will take up verification of eligibility conditions with reference of original documents only after the candidates have qualified the online Computer Based Test (CBT).

8. MODE OF SELECTION

(a) **Selection Process:** Candidates will be shortlisted on the basis of their performance in online Computer Based Test (CBT). NVS reserves the right to decide the cut off marks in online Computer Based Test (CBT). The decision of the NVS about the mode of selection to the above posts shall be final and binding. No correspondence will be entertained in this regard. For Stenographer & LDC / Storekeeper post, candidates shortlisted against CBT will be called for Skill Test which is only qualifying in nature and carries no weightage before considering them finally. In case a candidate fails to qualify the skill test, their candidature would be rejected. **However, the mode of selection whichever for all the above posts will be the sole discretion of NVS and may be changed.**

(i) **Exam Cities :** The Computer Based Test (CBT) for the recruitment to the above mentioned posts will be held at selected cities as mentioned in the list as available on the designated recruitment portal. Candidate may select a centre as per his/her choice from the list available. **However, the NVS has the right to conduct the written test at all the cities or any one of the cities depending upon number of the candidates and other compulsions.** Number of centres in each city will depend upon the number of candidates opting for a city and availability of infrastructure and

centre may be changed. The candidate will be allowed to choose 3 (Three) written examination centres out of available list. However, NVS reserves the right to alter/change city of Examination other than given choice based upon availability of infrastructure and other arrangements required for conduct of Computer Based Test. Only 1 (One) written examination city will be allowed to the candidate against three choices opted by him. Option once submitted can not be altered.

(c) **Reservations and Relaxations to PWD Candidates:** Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. There is no restriction with regard to educational qualification or age etc for the scribe. Compensatory time to be allowed in this case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe additional time of minimum of forty minutes for examination of two hours duration. Reservation for the person with disabilities in respect of the current year vacancies will be given as per the Govt. Rules. However, posts are identified suitable for persons with disabilities will be as per O.M.No.16-15/2010-DD-III dated 29.7.2013 by Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & Empowerment.

(d) No candidate will be admitted for the online Computer Based Test (CBT) without the proper Admit Card.

(e) Scheme of Examination

Post	Test	Component of the Test	Total Marks	Duration of the test
Audit Assistant	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks i) Hindi and English 15 Marks each - 30 Marks; ii) Mental Ability/ Reasoning/ Arithmetic -30 Marks iii) General Awareness & Current Affairs-20 Marks iv) Subject Knowledge -20 Marks	100	150 minutes (Two and Half hours)
Hindi Translator	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks ii) Translation English to Hindi - 30 Marks; ii) Mental Ability/ Reasoning/ Arithmetic -30 Marks iii) General Awareness & Current Affairs-20 Marks iv) Subject Knowledge-20 Marks	100	150 minutes (Two and Half hours)
Stenographer	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks iii) Hindi and English 15 Marks each - 30 Marks; ii) Mental Ability/ Reasoning/	100	150 minutes (Two and Half hours)

		Arithmetic -30 Marks iii) General Awareness & Current Affair-20 Marks iv) Knowledge of Computer-20 Marks		
Staff Nurse	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks i) Hindi and English 10 marks each-20 marks; ii) General Awareness & Current Affairs-20 marks iii) Mental Ability/Reasoning-20 Marks iv) Subject Knowledge-40 marks	100	150 minutes (Two and Half hours)
Catering Assistant	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks i) Hindi and English 10 marks each -20 marks; ii) General Awareness & Current Affairs-20 marks iii) Mental Ability/Reasoning-20 Marks iv) Subject Knowledge-40 marks	100	150 minutes (Two and Half hours)
Lower Division Clerk/ Store Keeper	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks i) Hindi and English 10 Marks each- 20 Marks; ii) Mental Ability/ Reasoning-20 Marks iii) General Awareness & Current Affair -20 Marks iv) Arithmetical Ability-20 Marks v) Knowledge of Computer-20 Marks	100	150 minutes (Two and Half hours)
Lab Assistant	Online Computer Based Test	100 Objective Type Multiple Choice Questions carrying equal marks i) Hindi and English 10 Marks each- 20 Marks; ii) Mental Ability/ Reasoning/ Arithmetical Ability-30 marks iii) General Awareness & Current Affairs- 20 Marks iii) General Science-30 Marks	100	150 minutes (Two and Half hours)

- (f) Schedule of examination will be intimated with the Admit Card. Detailed examination schedule will also be notified on NVS website www.nvshq.org / www.nvsnt2017.org in due course.

(g) Other Details :

- (ii) There will be no negative marking.
- (iii) Test Paper will be bilingual: Hindi & English.
- (iv) Candidates will be shortlisted for admission to online Computer Based Test (CBT) based upon information provided by him/her. It will be sole responsibility of the candidate to prove his/her eligibility w.r.t. qualification criteria advertised by NVS.
- (vi) Final selection will be through online Computer Based Test (CBT) for post code number 01, 02, 03, 05 & 08 and for post code number 04, 06 & 07 through online Computer Based Test (CBT) and subsequent skill test (only qualifying in nature).
- (vii) In case of tie of marks obtained by more than one Candidate, the resolution will be done in following order
 - a) The candidate with earlier/older Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher
 - b) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.

9. HOW TO APPLY :

- (i) **Candidates are required to apply Online through NVS web-site i.e. www.nvshq.org / www.nvsnt2017.org** No other means/mode of application will be accepted. No hard copies of application and documents are required to be sent to NVS in connection with the online application.
- (ii) The candidates shall apply online as per the qualifications and eligibility criteria mentioned as indicated above.
- (iii) Candidates are required to have a valid personal email ID which must be valid for at least one year from the date of application. The NVS through its exam conducting agency may send admit card etc. through the registered email ID or the same may be downloaded from the designated portal. Under no circumstances, candidate should share/ mention email ID to/ or of any other person.
- (iv) In case, a candidate does not have a valid personal email ID, candidate should create his/her new email ID before applying On-line.
- (v) **While applying on-line, candidates need to upload the following scanned documents:**
 - (a) Copy of the recent (Not older than 3 weeks) passport size colour photographs.
 - (b) Candidate's Signature.
 - (c) Documentary proof of date of birth (10th Passing certificate).
 - (d) Final/Provisional Degree Degree/Certificate, (if applicable) & *Mark Sheet*.

- (e) Caste certificate in respect of reserved category (OBC Non-Creamy Layer, SC/ST).
- (f) PWD certificate in case of persons with disability candidates.
- (g) Service Certificate in case of Ex-Serviceman.
- (vi) Login id and Password would be generated on successful submission of application and will be displayed on the screen. Candidates are advised to note down their login id and password for future use.
- (vii) The candidates applying fresh have to pay examination fees online through the prescribed link at online application, the post wise examination fees payable is as under:
- | | |
|---|-----------|
| Staff Nurse, Audit Assistant, Hindi Translator: | Rs.1000/- |
| Catering Assistant, Stenographer: | Rs. 750/- |
| Lower Division Clerk/ Storekeeper: | Rs. 750/- |
| Lab Attendant: | Rs. 750/- |
- (viii) No fee is required to be paid by candidates belonging to SC/ST/PH/Ex-Servicemen categories, hence, the steps for payment of fees will not be applicable to them online application form. Once the fee is deposited the same shall not be refunded under any circumstances.
- (ix) The candidates should take a printout of the online application, affix a recent passport size photograph and preserve it with them for their record **and should not send the same at NVS or any other address.** The application printout with photograph affixed will have to be submitted during document verification along with the self attested copies of certificates in support of Age, Qualification, Experience, Caste Validity, Non Creamy Layer, Physical disability, Valid Identity proof as applicable.
- (x) The name of the candidate and his/her father/husband etc. should be spelt correctly in the online application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature at any stage of recruitment process.
- (xi) Candidates are required to download the call letters from NVS website i.e. **www.nvshq.org / www.nvsnt2017.org** Candidates may be intimated about the same through e-mail/SMS by exam conducting agency of the NVS. However, candidates are advised in their own interest to view NVS website i.e. **www.nvshq.org / www.nvsnt2017.org** from time to time with regard to the call letters and other updates related to this recruitment as they may not get the intimation through e-mail/SMS due to technical fault. No correspondence should be entertained by the NVS nor NVS shall send separate intimation to the candidates to this effect.
- (xii) A candidate may apply for more than one post if candidate is eligible and desires to do so. In such cases, the candidate will have to pay the requisite fee separately for each post he/she would like to apply.

10. GENERAL INSTRUCTIONS AND INFORMATIONS :

1. Only Indian Nationals are eligible to apply.
2. The vacancies for the post of Audit Assistant, Hindi Translator, Stenographer, Catering Assistant, Staff Nurse, Lower Division Clerk/ Storekeeper, Lab Attendant indicated above are tentative and likely to be increased / decreased. The NVS reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. NVS also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reasons thereof.
3. Incomplete On-line application, in any manner shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances
4. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data / information filled by the candidate in online application and the original testimonies, his / her candidature is liable to be rejected.
5. Any modifications/ amendments/instructions in the advertisement will be given in NVS website / designated recruitment portal only.
6. Response query management will be made operational on the designated recruitment portal after online Computer Based Test (CBT) is over for inviting comments/responses/objections, if any, from the candidates. Candidate has to pay the requisite fee for each challenge. Thereafter, objections will be referred to experts and key will be finalized by examination conducting agency for preparation of result. In case of successful challenge, the fee paid will be refunded to the candidate concerned.
7. Results of the online Computer Based Test (CBT) will be published on NVS website. No enquiry in this regard will be entertained by the NVS. The list of short listed candidates for recruitment to the post of Audit Assistant, Hindi Translator, Stenographer, Catering Assistant, Staff Nurse, Lower Division Clerk/ Storekeeper, Lab Attendant will also be displayed on the NVS website. No separate correspondence shall be entertained in this regard.
8. Canvassing in any form will disqualify a candidate.
10. The NVS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/ her candidature shall be summarily rejected.
11. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/SMS/notices on the NVS website. Important information regarding recruitment will be available on NVS website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letter/other information related to this recruitment displayed on the **NVS website i.e. www.nvshq.org or designated portal**. The NVS will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the

candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be kept valid till the completion of recruitment process.

12. The NVS may, at its discretion, hold/cancel/re-examination as and when necessary in case if need arises for the same. In such eventuality, candidate will have to appear for such re-examination at his/her own cost.
13. No TA/DA will be paid to any candidate for appearing in the written examination or re-examination/ skill test etc.
14. Selected candidates are liable to be posted anywhere in India. However, 09 choices for posting in HQ/respective regional offices have been provided in the online application form for the post of Audit Assistant, Hindi Translator, Stenographer, LDC/Store Keeper. Candidates have to mandatorily opt for all the 09 choices in order of their preference. Similarly, in case of Staff Nurse, Catering Assistant and Lab Attendant 8 choices of Regional Office have been provided to opt for. But this does not confer any right to the candidates for their posting according to their preference and it will be the sole discretion of the NVS to decide the place of posting of the selected candidates. However, the allotment of region will be done taking into consideration the preferences of ROs opted and the performance of candidates in the final merit list. Regional Office once allotted will not be changed and the candidate has to submit an affidavit to serve in that region only.
15. LDC and LDC/Storekeeper are two distinct cadres. LDC posts are for HQ/Regional Offices only and LDC/Storekeeper posts are for JNVs under Regional Offices. Vacancies of LDC and LDC/Storekeeper have been notified in the present advertisement separately. Candidates may apply for LDC post only, for LDC/Storekeeper post only or for both posts.
16. Selected candidates will initially be on probation for a period two years, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time without assigning any reason thereof.
17. Qualifications acquired by the candidates should be strictly in accordance with the prescribed qualifications for respective post. Any candidate seeking claim of equivalence of the qualifications with that of the notified one should furnish documentary evidence in support of their claim at the time of verification of documents in the selection process, otherwise such case will be summarily rejected. Similarly, where grades have been given, the corresponding marks showing equivalent percentage of marks should be produced at the time of selection.
18. In case of any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version will be treated as final.
19. The candidate response sheet and other related papers/documents of examination related to this recruitment would be kept as record for six months only from the date of examination.
20. Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.
21. The candidate is liable to be disqualified from the examination and debarred either permanently or for a specified period, at any stage of examination/ recruitment in NVS on account of the following:

- a) Using unfair means during the examination; or
- b) Impersonating or procuring impersonation by any person; or
- c) Misbehaving in the examination hall: or
- d) Resorting to any irregular means in connection with his/her candidature during selection process; or
- e) Obtaining support for his/her candidature by any means, such candidate in addition to rendering himself/herself liable to criminal prosecution.
- f) In case of possession and use of electronic devices such as Mobile Phone, Micro Phone or any other Associated Accessories, Calculator, Log Tables, pager, Digital Diary, Book/ Notes etc. during the On-line examination.
- g) Furnishing of false, tampered, fabricated particulars or suppress any material information while submitting the application or at any stage during the recruitment process.

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