



नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय, भोपाल

विज्ञापन क्रमांक 01 / 2026–2027

ऑनलाईन आवेदन आमंत्रित करने के संबंध में

शैक्षणिक सत्र 2026–2027 के लिए भोपाल संभाग के अंतर्गत संचालित सभी जवाहर नवोदय विद्यालयों में अनुबंध के आधार पर छात्रावास अधीक्षक (महिला व पुरुष) की सेवाएँ लेने हेतु ऑनलाईन आवेदन पत्र आमंत्रित है

विस्तृत अधिसूचना के लिए नीचे दी गई वेबसाइट का अवलोकन करें

www.navodaya.gov.in/nvs/ro/Bhopal/en/home/index.html

ऑनलाईन आवेदन जमा करने के लिए लिंक

छात्रावास अधीक्षक पद के लिए – <https://forms.gle/N84xShUyumuhmXwM6>

ऑनलाईन आवेदन जमा करने के लिए लिंक खुली रहेंगी

14/05/2026 सुबह 10.00 बजे से 24/05/2026 रात्रि 11.00 बजे तक

व्यक्तिगत साक्षात्कार (Personal talk/Walk in interview by physical Mode) के लिए संभावित तिथि

08 से 10 जून 2026

नोट : संविदा आधार पर छात्रावास अधीक्षक पर हेतु उम्मीदवारों को आवेदन पत्र भरने से पहले आवेदित पद के लिए अपनी पात्रता सुनिश्चित कर लेनी चाहिए, पात्रता होने पर ही आवेदन करें ।



NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE,
BHOPAL

Notification – 01/2026-27

ONLINE APPLICATIONS ARE INVITED FOR

**ENGAGEMENT OF HOSTEL SUPERINTENDENTS (MALE & FEMALE) ON
CONTRACT BASIS IN ALL JAWAHAR NAVODAYA VIDYALAYAS OF BHOPAL
REGION FOR THE ACADEMIC YEAR 2026-2027**

For Detailed Notification visit the below mentioned Website

www.navodaya.gov.in/nvs/ro/Bhopal/en/home/index.html

Links for Online submission of application

HOSTEL SUPERINDENDENTS- <https://forms.gle/N84xShUyumuhmXwM6>

Links for Submission of Online Application Forms will be open
From 14/05/2026 at 10.00 AM to 24/05/2026 at 11.00 PM

Tentative Dates for Personal talk (Physical Mode)
08th TO 10nd June 2026

Note : Candidates must ascertain their eligibility for the post applied before filling
up the application form .

Guidelines for engagement of Hostel Superintendents in JNVs (Male & Female-both) on contract basis for the year 2026-2027 - BHOPAL REGION

Eligibility criteria for engagement of Hostel Supdts. in JNVs

Panel of Hostel Superintendents on contract basis will be formed based on candidates essential academic qualifications ,higher qualification in the relevant field, work experience in relevant subject in recognized residential schools, institute, organization and personal talk.

Qualification

Sl. No.	Post	Educational Qualification	
		Essential Academic Qualification	Desirable Academic Qualification
1	Hostel Supdt.	<p>1. Essential Academic Qualification- Graduation in any discipline.</p> <p>2. Prior work Experience:</p> <p>* Minimum 05 years experience in pay level 5 or above of 7th CPC (or equivalent scale) in any recognized residential school.</p> <p>OR</p> <p>Minimum 07 years' experience on Consolidated pay not less than 29200/- per month in any recognised residential school.</p> <p>OR</p> <p>Ex-defence personnel having work experience of minimum 05 years in pay level 5 or above of 7th CPC.</p> <p>* Work experience in case of candidates having worked in Jawahar Navodaya Vidyalayas may be reduced to three years.</p>	<p>a) Master's degree/B.Ed,</p> <p>(b)Proficiency in regional language to be verified during personal talk (no documentary evidence required).</p>

Note :-Preference should be given to applicants having longer work experience in higher grade, suitability to the job. Before engagement work, conduct and anecdotal records from the past/last employer must be verified, only candidates without any adverse remarks/service record must be engaged.

*(Work & conduct certificate and other allied documents from past/last employer are to be verified in original during document verification/personal talk of the candidate).

AGE LIMIT – Minimum Age as on 1st July 2026 : 35 years for engagement and maximum age limit will be 62 Years as on 1st July 2026.

Marital Status

Male & Female without encumbrances.

Health/Fitness Requirement:

As per NVS norms i.e. applicable for regular appointment.

NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE, BHOPAL

MINISTRY OF EDUCATION (DEPT. OF SCHOOL EDUCATION & LITERACY), GOVT. OF INDIA, MIG-172/2 A, Saket Nagar,
AIIMS Road, BHOPAL- 462024 (M.P.)

NOTICE FOR ENGAGEMENT OF HOSTEL SUPERINTENDENTS (MALE & FEMALE) IN ALL JNVS OF BHOPAL REGION ON CONTRACT BASIS FOR THE SESSION 2026-27

Jawahar Navodaya Vidyalaya (residential co-educational school system under Navodaya Vidyalaya Samiti Ministry of Education, Govt. of India), invites **online applications** from eligible candidates for engagement of Hostel Superintendents (Male & Female - both) purely on contract basis for the academic session 2026-27 in all Jawahar Navodaya Vidyalayas run in the States of Madhya Pradesh, Chhatisgarh & Odisha **through Online**. JNVs being residential in nature make it mandatory for the Hostel Superintendents to reside in the Vidyalaya campus to attend residential school duties & responsibilities besides Hostel monitoring.

Link for application – Online Application Forms will be open From 14/05/2026 at 10.00 AM to 24/05/2026 at 11.00 PM https://forms.gle/N84xShUyumuhmXwM6	Total Tentative Vacancies of Hostel Superintendents on contract basis
HOSTEL SUPERINTENDENTS	226 (113 Male + 113 Female)

- These vacancies are tentative and subject to change.

REMUNERATION OFFERED :

Post on purely contract basis	Remuneration (consolidate)
HOSTEL SUPERINTENDENTS	Rs. 35,750/- per month

AGE LIMIT –Minimum Age as on **1st July 2026**: 35 years for engagement and maximum age limit will be 62 Years as on **1st July 2026**.

01. Candidate must ascertain their eligibility for the posts mentioned above before filling up the form.
02. Visit our Website- www.navodaya.gov.in/nvs/ro/Bhopal/en/home/index.html
03. Use your correct & working email ID & mobile number .
04. **Using one email ID application can be submitted for one post only.**
05. The information should be filled up accurately if later at any stage, the information provided is found false/wrong/misleading, the candidature will be rejected.
06. A copy of the filled application form will be sent to the candidate's mail (Check in the spam, promotion, etc. sections/folders of the mail thoroughly).
07. As per eligibility & requirements candidates will be asked for document verification and **personal interaction on physical mode only (not online)**, further information with regard to this will be published on NVS RO Bhopal website.
08. Eligible candidates will be called for documents verification & personal talk at Jawahar Navodaya Vidyalaya, Shyampur, Distt. Sehore (MP) for (State of Madhya Pradesh, Chhattisgarh & Odisha) and the call letter will be sent by email only by the Principal of respective Venue JNV.
09. Candidates shall bring printed and self-attested copy of the application form at the time of documents verification at the venue.
10. Candidates shall bring work & conduct certificate in original from your last/past employer at the time of documents verification/personal talk at the venue.
11. **Candidates are directed to visit the website of NVS RO Bhopal and respective Venue JNV (i.e. JNV Sehore (MP)) on a regular basis for updates.**

12. Candidates shall bring self-attested, photocopies of both sides of all required documents and mark list of each semester/year of degree/post-graduation/diploma/experience certificates/awards & other related certificate etc. with originals at the time of document verification at the venue.
13. Candidates must bring any Government issued ID proof with its photocopy at the time of document verification.
14. The cut-off date for determining the eligibility will be 01st July 2026.
15. The Document Verification & Personal Talk for the eligible candidates for engagement of Hostel Superintendents (Male & Female – both) on contract basis will be conducted in the single selection center at Jawahar Navodaya Vidyalaya Shyampur, Distt. Sehore (MP) from 08-06-2026 to 10-06-2026(Tentative Dates).

The eligible candidates should be short listed for personal talk 1:5 ration (05 time against anticipated vacancies) after considering allotment of marks for educational and other qualifications.

- NVS reserves the right to modify the place of personal talk & other conditions, if required .

Sd/-

(V BAJPAI)
DEPUTY COMMISSIONER

F. No. 1-2/2023(Hostel Superintendent)-NVS (SA)/
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April 30, 2026

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices

Subject: Engagement of Two Hostel Superintendents (One Male & One Female) on Contract Basis in all JNVs for the Academic Session 2026-27-reg.

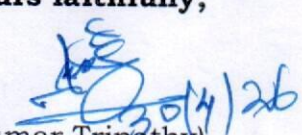
Madam / Sir,

With reference to the subject cited above, it is requested that you kindly complete the selection process for the appointment of two Hostel Superintendents (one male and one female) on a contractual basis in all Jawahar Navodaya Vidyalayas (JNVs) for the academic session 2026-27, in accordance with Letter No. F. No. 1-2/2023 (Hostel Supdt.) - NVS (SA) dated June 03, 2024, and Letter No. F. No. 1-2/2023 (Hostel Supdt.) - NVS (SA) dated September 05, 2024. This will facilitate the aforementioned engagement upon the reopening of the schools following the summer vacation.

This issues with the approval of the competent authority.

Enclosures: As above

Yours faithfully,


(Saroj Kumar Tripathy)
Assistant Commissioner (SA)

F. No. 1-2/2023(Hostel Superintendent)-NVS(SA)/

June 03, 2024

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Sub: Engagement of Two Hostel Superintendents on contract in 20% JNVs on pilot basis.

Madam / Sir,

With the recommendation of The Finance Committee of Navodaya Vidyalaya Samiti in its 76th meeting dated 18.10.2022 and with the approval of the Executive Committee of Navodaya Vidyalaya Samiti in its 43rd meeting dated 08.06.2023, it has been approved to engage two Hostel Superintendents (one male & one female) on contract basis in each JNV. The modalities of contract engagement of Hostel Superintendents will be as under -

1. Essential Academic Qualification- Graduation in any discipline
2. Desirable Academic Qualification - a) Master's degree/B.Ed, (b) Proficiency in regional language to be verified during personal talk (no documentary evidence required).
3. Minimum Age at the time of Engagement: 35 Years
4. Maximum Age of engagement: No engagement or extension beyond 62 years
5. Prior work Experience:
 - a) Minimum 10 years of experience in pay level 6 or above of 7th CPC (or equivalent scale), in Sr. Secondary residential school of Central/State Govt./Autonomous organizations of Central or State Govt./ Defence establishment.
 - b) Ten months (excluding vacations) with usual breaks in a year shall be considered as one year for purpose of determining experience.
6. Health/Fitness Requirement: As per NVS norms i.e. applicable for regular appointment.
7. Marital Status: Male & Female without encumbrances may be taken.
8. Engagement Process:

Regional level engagement based on educational qualification, experience and personal talk but without any written test. Discharge book/ Service particulars issued at the time of retirement / superannuation of ex- servicemen / employee must not have any adverse entry or occurrences affecting character. It shall be scrutinized at the time of interview.

Experience certificate from the previously served institutions/defense establishments clearly mentioning date of issuance needs to be submitted.



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Weightage for educational & other qualification (60)- Regional Offices may assign the weightage on various levels of qualifications viz. secondary, senior secondary, Graduation, Higher Qualification, Experience

Weightage of Personal talk (40) - Regional Offices may assign the weightage on different areas of personal talk viz. Personality and General Awareness, Ability to communicate in English, Ability to communication in Hindi/Regional language, Ability to handle emotional / psychological issues of adolescents with sensitivity, Knowledge of first aid, special achievements etc.

9. Performance monitoring:

- (a) Quarterly Report from Principal/Vice-Principal considering factors like indiscipline cases, punctuality of students, mobile phones possessed by students, handling incidents of ragging/ bullying, maintenance & cleanliness of dormitories & surrounding areas and IPR with parents and staff etc.
- (b) During Panel Inspection, Panel Inspection team may be empowered for conducting on the spot inquiry if performance is found unsatisfactory, intimation to be sent to Regional Office for further action.
- (c) In addition to assessment during panel inspection, the Annual performance report by Principal will be considered.

10. Accommodation in the campus: Shared single accommodation inside campus will be provided to the Hostel Superintendents. Accommodation may be provided in the hostel/in the campus according to the availability of the accommodation. HMs should not be shifted from their allotted House Master's quarter.

11. Duration of Engagement:

Contract engagement for an academic session, excluding summer vacation (for summer bound JNVs) / Winter vacation (for winter bound JNVs) but including all other usual breaks falling in between. However, contract engagement may be discontinued any moment, without assigning any reason. Further, engagement may be terminated at any stage on the basis of unsatisfactory performance and as per terms and conditions of agreement entered into. Engagement is only for a period of 10 months in an academic session.

12. Remuneration - Rs. 35,750/- per month.. The expenditure on remuneration shall be booked under "Miscellaneous Contingencies".

Duties and Responsibilities -

Duties and responsibilities of Hostel Superintendents in JNVs are attached at Annexure-I. Terms & conditions for contract engagement are attached at Annexure-II.

General Instructions:- Hostel Superintendents are added to Navodaya Vidyalayas to ensure better management of the hostels and ensure safety and security of the students. So the existing functionaries of House system and Hostel Superintendents shall work in unison to improve the functioning of the House System of Vidyalayas. Therefore, following additional instructions are to be followed for utilizing the services of Hostel Superintendents effectively:-

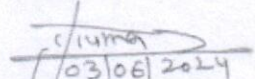


- ❖ Principal shall assign duties to Housekeeping staff, caretakers/matrons/guards/ ECP/gardener etc. so that they shall perform their duties under the supervision of Hostel Superintendents.
- ❖ Principal shall make necessary arrangements so that the system of Hostel Superintendent shall work effectively in managing hostels.
- ❖ Hostel Superintendent shall not be put on escorting / MOD/academic duties.
- ❖ Hostel Superintendent shall not be appointed as House Master/Associate House Master.

Regional offices are requested to initiate the engagement process of Hostel Superintendents for 20% of JNVs in their Region. The Hostel Superintendents may be available from the date of re-opening of JNVs after summer vacation in selected 20% JNVs. The JNVs may be selected by the Regional Offices considering the safety & security, repeated cases of indiscipline amongst students, poor management of Hostels etc.

This issues with the approval of Commissioner, NVS.

Yours faithfully


/03/06/2024
(Gireesh Kumar)
Deputy Commissioner (SA)

Encls.: As above

Copy to -

1. The Deputy Commissioner (Fin.), NVS (Hqrs.), for information.
2. The Deputy Commissioner (Admn.), NVS (Hqrs.), for information.
3. The AC(IT) with a request to upload on the website of NVS.
4. Guard File

NAVODAYA VIDYALAYA SAMITI

**DUTIES AND RESPONSIBILITIES OF HOSTEL SUPERINTENDENT'S
(Hostel Supdt.) IN JNVS**

A. Exclusive Duties:-

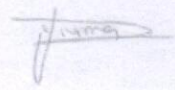
1. Ensuring Cleanliness and Maintenance and upkeep of the dormitories:

Hostel superintendent shall ensure that:

- Housekeeping staff clean the dormitories (wash rooms, toilets, staircases, common areas etc) twice a day.
- Drains around the dormitories are cleaned on daily basis.
- Appropriate cleaning materials are used by Housekeeping staff in cleaning of toilets and washrooms.
- Waste generated in the dormitories is disposed two times a day by Housekeeping staff.
- Dustbins are available in the dormitories.
- Regular grass /bush cutting and ensuring cleanliness around the dormitories on regular basis (Once in a fortnight).
- Electrical wiring and switch boards are intact and if found faulty, get repaired immediately through ECP.
- All basic facilities like water, electricity, fans, furniture, and bedding are available in the house. In the event of any shortage or malfunctioning, he/she must report to the Principal/HM and request to address the issues.
- Broken windows, doors, window panes and other M&R related issues of Hostels should be reported to the Principal/Vice-Principal to address the issue.
- Any other related duty assigned by the Principal.

2. Safety and security of students: Following aspects of safety and security are to be ensured by the Hostel Supdt. :

- He/She will visit the dormitories and the surroundings on daily basis and ensure that dormitories & surroundings are neat & clean and free from any risk /danger, any issues/risk of danger, if present in the dormitories /surroundings should be brought into notice of the Principal/ HM for immediate action.
- Keep a close watch on all the activities and movements of the students in a residential area particularly non-academic hours i.e., own time daily, Sundays and holidays, and at night, and report to the HM/VP/Principal about any incident.
- He/She will ensure locking of the dormitories through Caretakers when students are out of the dormitory for different activities.
- Record of visitors visiting the hostels must be maintained and submitted to the Principal for Counter Signature
- Any other such duties assigned by the Principal.



3. Distribution of Items of Student Entitlements:

- The JSA(Storekeeper)/office superintendent shall provide following items to Hostel superintendent for onward distribution to students.
 - ❖ Daily use items
 - ❖ Bedding items
 - ❖ Stationery items.
 - ❖ Uniform
- The Hostel Superintendent shall distribute the items to students as per schedule and keep the records.

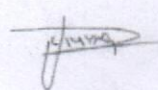
4. Daily Routine: Following aspects of daily routine are to be ensured by the Hostel Superintendent :

- He/She must ensure that students get up in the morning as per the schedule of the daily routine.
- He/She must ensure that students report for different activities as per the schedule of the daily routine
- He/she will supervise that all students get up and sleep on time.
- He/She must ensure that Care takers/Matrons escort the students while going for different activities.
- Lights are off of the dormitories as per schedule of the daily routine.
- Rounds are to be carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
- Students shall not sneak out of the dormitories.
- Any other such duties
(Principal shall assign duties to caretakers, guards, housekeeping staff in a staggered manner and put them under the supervision of Hostel Superintendent)

5. Leave to students: Following aspects regarding leave to students are to be ensured by the H.Suptd.:

- Hostel Superintendent shall process the leave application of students received for approval after recommendation of House Master and signed by the Principal (for grant of leave to students). After approval of the leave, the Hostel Superintendent shall allow the students for out pass under an authentic escort (parent/guardian as per record).
- Hostel Superintendent shall maintain day-wise record of out-passed students in the following format:-

Date of out-pass / reas on of out-pass	Time of out-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of reporting back	Sign. Of the Escort	



- Hostel Superintendent shall provide the information of out-passed students to the concerned House Masters on real time basis.
- Hostel Superintendent shall allow in pass to a student reporting back after availing leave, when reported under the escort of an authentic escort (parent/guardian as per record) and report to the concerned HM. Record of in-pass shall be maintained in following format by the Hostel Superintendent:-

Date of in-passes	Time of in-passes	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of out-passed	Sign. Of the Escort	

- Hostel Superintendent shall provide the information of in-passed students to the concerned House Masters on real time basis.
- Checking of the belongings of the students shall be done at the time of reporting after availing leave (other than vacation and break). (Students belongings shall be checked by HM and AHM when students report after vacation /break).

B. General Duties:

- He/she should be very affectionate and polite with the children.
- He/she will attend all sort of the well-being, comfort, and happiness of the students in the Hostel.
- He / she will work in coordination with VP/HMs/AHMs/Office-Superintendent.
- He/she will be very courteous to the parents and create confidence in them that their child is living in a very safe and secure environment.
- To ensure that he/she is always impartial and fair equally to all the students.
- Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
- He/she needs to be cautious of
- his/her own conduct, behaviour, character, habits, punctuality, and sense of moral values at all times.
- To brief the Principal immediately in order to solve any problem of the house beyond his reach or domain.
- Hostel Superintendents shall report to the Principal only. However, Hostel Superintendent shall intimate the house related issues/reports to the concerned House Masters/Associate House Masters, also House Masters may bring into the notice of Hostel Superintendents the necessary M&R work and cleanliness issues for early solution.
- Any other duties assigned by the Principal.



Contractual Engagement of Hostel Superintendent

This agreement is made on the _____ between Sh./Smt./Ms. _____ (hereinafter referred to as Contractee/Hostel Superintendent) of the first part:

AND

Principal, Jawahar Navodaya Vidyalaya _____ (hereinafter, referred to as Principal) of the second part and both of them together referred to as parties who are duly authorized to sign this agreement by the Competent Authority of NVS.

WHEREAS the Principal has engaged with effect from the _____ (day and date) _____ the contract Hostel Superintendent to serve the JNV _____ and the said Contractee _____ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

NOW WHEREOF BOTH THE PARTIES AGREE AS UNDER:

- 1 This contract will be for a period from _____ to _____ from the date of engagement of the contract _____ as aforesaid. The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.
- 2 This contract can be terminated by either party by giving one month notice or one month remuneration in lieu of that. No need to communicate the reasons leading to the termination of contract, in case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.
- 3 During the period of contract, the Contractee shall be entitled to consolidated monthly fixed amount at approved rates that will be notified by the Navodaya Vidyalaya Samiti, from time to time. The present approved rate of remuneration is Rs. 35,750/- per month.
- 4 The Contractee _____ will himself/herself efficiently and diligently and will devote his/her whole time to the duties of the service. Duties and responsibilities is prescribed and attached herewith as Annexure -I.
- 5 The Contractee will not engage himself/herself directly or indirectly in any trade, business or occupation on his own account.
- 6 The Contractee _____ will be entitled for one Casual leave per month that will have to be approved by the Controlling Authority.
- 7 JNV being the co-residential school setup is responsible for providing a safe and secure work place and strives to ensure that all individuals associated with the JNV/NVS are treated in a respectful and fair manner. Though, it is not possible to list all forms of behavior that are unacceptable at the work place; some examples of unacceptable behavior (Don'ts) that would be considered violation of JNV rules of conduct are annexed as Annexure - III of this agreement. Such behavior may result in termination of engagement without assigning any reason. No further correspondence to this effect shall be entertained.
- 8 All taxes including TDS will be deducted as per Income Tax Rules and other rules.



- 9 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.
- 10 Consequent upon expiry of the contract period, the Contractee shall not have any right for continuation/re-engagement. Only after review of service performance, utility and usefulness the contractee can be re-engaged as per need, however, contractee shall not have any claim even on the basis of good performance for continuation or re-engagement. It is a sole right and the prerogative of the NVS to decide the question of engagement /re-engagement keeping in view, the interest of the department and need for engagement/re-engagement of the Hostel Superintendent in the Vidyalaya concerned.
- 11 The Contractee shall attend the orientation/training programs as and when organized
- 12 for smooth adjustment and capacity building.
- 13 The Contractee shall perform any assigned job other than his/her specific duties as conveyed by the Samiti including Principal.
- 14 The Contractee shall not reveal any data or information about the Vidyalaya activities to any person outside Vidyalaya, during the time of the contract engagement or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may deemed fit.
- 15 The Contractee shall also inter alia discharge the duties and responsibilities attached to the services of contractual engagement of Hostel Supdt. in addition to the duties that are mentioned herein above. The said Duties and Responsibilities attached to the services of contractual engagement of Hostel Supdt. form part of this offer of appointment is attached herewith at Annexure 'I' and as prescribed by the Samiti from time to time.
- 16 The Contractee/ Hostel Superintendent will be provided shared single accommodation inside campus, preferably in the Hostel if available.
- 17 In case of any dispute regarding engagement/re-engagement of Hostel Superintendent, the jurisdiction shall lie with the Hon'ble Court of Law in the concerned District where the JNV is located.
- 18 The Do's and Don'ts as applicable to staff shall be equally applicable to the Contractee alongwith other Do's and Don'ts in practice in the JNV

PARTIES hereto agree to have gone through the details mentioned above with respect to aims and objectives time frame quantifiable goals management issues outcome analysis and additional terms and conditions attached to this contract and understood the contents as the part of this contract.

IN WITNESS WHEREOF, the parties hereunto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee

Principal

Witness:

Witness:

EXAMPLES OF MISCONDUCT

(DON'TS)

- Immoral or indecent conduct.
- Conviction of a felony.
- Conviction of a misdemeanour involving moral turpitude while an employee of the University.
- Violation of local, state, or federal law which causes unfavourable publicity to the University, impairs the credibility of the employee to perform the employee's job or is otherwise connected to University employment.
- Theft or inappropriate removal or possession of company property or the property of a fellow employee.
- Wilful destruction of company property or the property of a fellow employee.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace which may include:
 - Causing physical injury to another person.
 - Making threats of any kind.
 - Aggressive, hostile or violent behaviour, such as intimidation of others; attempts to instil fear in others; or subjecting others to emotional distress.
 - Other behaviour which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, or a demonstrated pattern of refusing to follow NVS policies and procedures, etc.
 - Intentionally damaging NVS property or property of another employee, student or member of the public.



- Possession of a weapon while on NVS property or while on NVS business.
- Sexual or other harassment.
- Sabotaging another's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized disclosure of business "secrets" or confidential information.
- Falsifying company records or reports, including one's time records or the time records of another employee.
- Excessive absenteeism.
- Excessive tardiness.
- Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
- Posting unauthorized materials on walls or bulletin boards; defacing or removing authorized material from bulletin boards.
- Violation of a safety rule or safety practice.
- Smoking in prohibited areas.
- Failure to report for work without giving the supervisor or department head notice of absence within two hours after the beginning of the scheduled workday.
- Vending, soliciting or collecting contributions on the University's time or premises without prior appropriate authorization from the University.
- Gambling, lottery, or any other game of chance on the employer's premises during working hours.
- Any other offense of equal magnitude to the above.



F.No.1-2/2023/Hostel Supdt. /-NVS (SA) /11/19

September 04, 2024
05

To
The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub: Relaxation in Education Qualification, experience etc. in connection with the engagement of
Hostel Superintendent on contractual basis reg.

Ref: NVS Hqrs letter F.NO. 1-2/2023-Host.Sup.-NVS (SA)/ dated 03.06.2024.

Sir/ Madam,

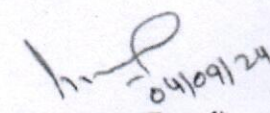
ROs were directed to initiate engagement of Hostel Superintendents in 20% of JNVs as per eligibility criteria and engagement process circulated vide letter no. 1-2/2023-Host.Sup.-NVS(SA)/ dated 03.06.2024 as referred above. Some ROs have informed that very few candidates participated in the engagement process and majority of whom did not meet the eligibility criteria. Taking into consideration the problem faced, ROs were requested to suggest modification/relaxation in the eligibility criteria and engagement process of Hostel Superintendents.

Considering the guidelines issued by this office vide letter dated 03.06.2024 and suggestion received from ROs following modification in the guidelines are approved by the competent authority.-

Area (1)	Existing (2)	Modified (3)
Prior work Experience 0+	A) Minimum 10 years of experience in pay level 6 or above of 7 th CPC (or equivalent scale), in Sr. Secondary residential school of Central/State Govt./ Autonomous organizations of Central or State Govt./Defence establishment B) Ten Months (excluding vacations) with usual breaks in a year shall be considered as one year for purpose of determining experience	<ul style="list-style-type: none">Minimum 05 year experience in pay level 5 or above of 7th CPC (or equivalent scale) in any recognized residential school. <p>OR</p> <p>Minimum 07 years' experience on Consolidated pay not less than 29200/- per month in any recognised residential school.</p> <p>OR</p> <p>Ex-defence personnel having work experience of minimum 05 years in pay level 5 or above of 7th CPC.</p> <ul style="list-style-type: none">Work experience in case of candidates having worked in JNVs may be reduced to three years.

Preference should be given to applicants having longer work experience in higher grade, suitability to the job. Before engagement work, conduct and anecdotal records from the past / last employer must be verified, only candidates without any adverse remark/ service record must be engaged. All other condition of the eligibility criteria & engagement process issued vide letter dated 03.06.2024 will remain same.

This issues with the approval of the competent authority.


(Vijay Kumar Tyagi)
Assistant Commissioner (SA)