



नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

शिक्षा मंत्रालय, (स्कूल शिक्षा और साक्षरता विभाग)
भारत सरकार, बी-15, सेक्टर 62, नोएडा, उ.प्र. - 201309
Ministry of Education, (Department of School Education and Literacy),
Government of India, B-15, Sector 62, NOIDA, U.P. - 201309



F.No. 02-03/2022-NVS(Admn.)/663

Dated: 29.04.2022

NOTIFICATION

Navodaya Vidyalaya Samiti, an autonomous organization under the Ministry of Education (Department of School Education & Literacy) invites applications from retired employees from Central Government / State Government / Autonomous Organization for engagement as **Consultant (Establishment)** for its Hqrs. at NOIDA on short term **contract basis**.

1.	Name of post:	Consultant (Establishment) (On contract basis)
2.	Educational qualification:	Degree from a recognized University
3.	Experience / skills:	(i) Should have worked in the post in pay level – 11 and above in the pay matrix of 7 th CPC. (ii) Possessing experience of handling Administrative / Establishment matters in a responsible capacity in Central / State Government / Autonomous Organization and having command over service matters of government employees preferably in educational related organizations. (iii) Knowledge of computer including MS Office (iv) Proficiency in spoken and written English and Hindi languages
4.	Remuneration:	(i) In case of retired employees from pensionable departments, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement or Rs. 70,000/- whichever is less. (ii) In case of retired employees from non-pensionable departments, fixed monthly amounts of 50% of the last basic pay drawn without adding the component of increment or Rs. 70,000/- whichever is less.
5.	Upper Age Limit:	Up to 63 years as on 15.06.2022

Terms and Conditions of the Engagement will be as follows:

1. The term of appoint on contract shall ordinarily be for an initial period of one year which is extendable up to two years but not beyond the age of 65 years.
2. The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order / Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be submitted by

- the candidate to the effect that he / she has no criminal case pending against him / her at the time of engagement.
3. The selected candidate has to submit a medical fitness certificate from a recognized physician at the time of engagement.
 4. Candidate will be eligible for 08 days leave in a calendar year on pro-rata basis. However, more than 5 days of leave will not be sanctioned at a time.
 5. No TA / DA would be admissible to the Consultant for joining the assignment or on its completion. However, they may be allowed TA / DA on official tour, if any, as per the entitlement at the time of his / her retirement.
 6. Increment and Allowances of any nature are not admissible during the period of contract.
 7. During the period of engagement and but also thereafter, it is likely that the Consultant may come across certain information of important / confidential nature. Consultant will not divulge any information gathered by him / her during the period of engagement to anyone, who is not authorized to know / have the same.
 8. Working hours shall normally be from 09:00 hrs to 17:30 hrs during working days with lunch break from 1.00 pm 1.30 pm. However, in exigencies, he / she may be required to sit late and may be called on Saturday / Sunday and other holidays on need basis.
 9. The Consultant engaged on full time basis would not be permitted to take up any other assignment during the period of Consultancy with NVS.
 10. This engagement can be terminated without assigning reason at any time by giving one month notice on either side.
 11. The income tax or any other tax liability as applicable as per the prevailing rules will be deducted at source before affecting the payment.
 12. The Consultant shall be required to maintain absolute integrity in accordance with the rules as contained under the CCS (Conduct) Rules 1964.
 13. NVS reserves the right to decide the mode of selection depending upon the number of applications received.
 14. Incomplete applications, applications other than in the prescribed format and applications received after due date shall not be considered for selection process.
 15. For all the purpose of eligibility, the cut-off date will be the last date for submission of application.

HOW TO APPLY

- I. Eligible candidates may fill application in given proforma (**Format-I**) giving complete details with a recent photograph and send through registered post to the Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.) – 201309 by **15.06.2022**. On the cover of envelop, it should be clearly captioned “**Application for the post of Consultant (Establishment) – (On contract).**”
- II. A scanned copy of application (Annexure-A) along with all requisite documents such as Document in support of Date of Birth, Valid Identity proof of the candidate (Aadhar / PAN Card), Certificates regarding Educational / Professional Qualification, Experience Certificate etc., must be sent (in PDF format only) through e-mail at applications.nvs@gmail.com on or before last date i.e. **15.06.2022**. List of documents to be enclosed is available at **Annexure–B**.
- III. Application in other than prescribed proforma (**Format-I**) / incomplete application on or before closing date will be rejected without any intimation to candidate concerned.
- IV. No fee is required to be paid by the candidates.

Rights of the NVS –

The NVS reserves the right to cancel the notification and stop the process of engagement of Consultant, at any stage or initiate the process of inviting applications afresh for the post of Consultant (Establishment).

Sd/-
(A. Thangavelu)
Deputy Commissioner (Admn.)

APPLICATION FOR ENGAGEMENT OF CONSULTANT (ESTABLISHMENT) ON SHORT TERM CONTRACT BASIS FOR NAVODAYA VIDYALAYA SAMITI HQRS AT NOIDA

General Information to Ascertain the Eligibility	Indicate Yes/No
Do you possess a degree from a recognized University?	
Are you a retired employee of Central Government / State Government / Autonomous Organization?	
Do you possess the experience of handling Administrative / Establishment matters and worked in pay level – 11 and above in the pay matrix of 7 th CPC?	
Whether your age is exceeding 63 years as on cut-off date i.e. 15.06.2022	

A. PERSONAL DETAILS:

1. Candidate's Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Category (UR/SC/ST/OBC) : _____
5. Gender (Male/Female/TG) : _____
6. Date of Birth (dd/mm/yyyy) : _____ (as per class X certificate)
7. Age as on 15.06.2022 : Year(s)_____, Month(s)_____, Day(s)_____
8. Date of Superannuation : _____

Affix recent passport size colour photograph

B. CONTACT DETAILS:

1. Present Address : _____
 _____ District _____
 State / UT Pin Code _____
2. Permanent Address : _____
 _____ District _____
 State / UT Pin Code _____
3. Contact Number : Mobile No. _____ Telephone No. _____
4. E-mail ID : _____
 [All correspondence will be made through this mail only]

C. QUALIFICATION DETAILS (in chronological order from Secondary [class -X] onwards) [Copies of supporting documents are to be enclosed]:

Class / Course	Board / University	Institute	Year of Passing	Subject / Specialization	%age of marks obtained

D. EXPERIENCE (in chronological order) since joining service in Government Department / Organizations: [Experience Certificate in prescribed format (**Annexure-A**) signed by a Gazetted Officer is to be enclosed].

Post Held	Name of Organization	Type of Organization (Central / State / Autonomous Organization)	Pay Level [as per 7 th CPC in CDA pattern]			Nature of Duties	Period	
			Pattern [CDA / IDA]	Level in Parent Deptt.	Pay Level as per 7 th CPC		From	To
Total Experience in Legal Matters : _____Year(s)_____Month(s)								

E. DETAILS OF LAST EMPLOYER:

1. Name of Department : _____
2. Place of posting with address : _____
: _____
3. Post Held : _____
4. Date of appointment on the post : _____
5. Pay Level of Post held by the Candidate : _____(as per 7th CPC Pay Matrix)
6. Last Basic Pay as per 7th CPC Pay Matrix : Cell No. _____Rs. _____
7. Nature of duties performed : _____
: _____

F. DECLARATION:

I solemnly declare the statements and details given above in the application form are correct to the best of my knowledge and belief and no material fact is concealed by the undersigned. It is also hereby declared that I was free from vigilance angle at the time of my retirement and no criminal case is pending against me as on today. In case, any of the details in the application form are found false at a later stage, my candidature / engagement may be cancelled / withdrawn without any intimation.

(Signature of the Candidate)

Date: _____

Place: _____

EXPERIENCE CERTIFICATE

(in chronological order)

Name of candidate: _____

Sl. No.	Post Held	Organization Name	Type of Organization [Central / State / Semi Govt.]	Pay Level [as per 7 th CPC in CDA pattern]			Present Basic Pay	Nature of Duties	Period	
				Pattern [CDA / IDA]	Pay Level in Parent Deptt.	Pay Level (Equivalent) to 7 th CPC Pay matrix (CDA scale)			From	To
Total Experience in Pay Level-6 and above of 7 th CPC for CDA Scale: ____Year(s)____Month(s)										

(Signature of Gazetted Officer with seal)

Name _____

Designation _____

Department _____

LIST OF DOCUMENTS TO BE ENCLOSED

S. No.	Description	Indicate (Yes / No)
A)	Educational Qualifications	
	1. Matriculation Certificate (Class X Pass Certificate) 2. Class XII Pass Certificate 3. Certificate of other educational qualifications such as UG, PG, etc.	
B)	Document in support of Date of Birth.	
C)	Valid Identity proof of the candidate issued by Government (Aadhar / PAN Card)	
D)	Experience Certificate in the prescribed format (Annexure-A) for service rendered in the Govt. organization including from present organization.	
E)	Copy of LPC and PPO should be enclosed of the retired Government servant.	
F)	Any other relevant documents.	