

**NAVODAYA VIDYALAYA SAMITI Ministry
of Human resource Development
(Department of School Education &
Literacy) (Govt. of India)
(Regional Office)
3RD FLOOR, LEKHRAJ PANNA, VIKAS NAGAR
LUCKNOW-226022**

Instructions to the Principals regarding empanelment/engagement of teachers on contract basis for the academic session 2018-19

For the empanelment/engagement of contract teachers in the on-going academic session 2018-19, contract appointments will be undertaken by the Principals of the respective JNVs of the Lucknow Region in the following manner :-

- Each Jawahar Navodaya Vidyalaya will upload vacancy position of teachers on Vidyalaya website alongwith the advertisement as suggested by Regional Office, Lucknow. The Regional Office, Lucknow will place the advertisement in Newspapers of each Cluster i.e. **The Times of India, Dainik Jagaran, and Amar Ujala** besides putting the same on its website.
- The prescribed format of application will be uploaded on the Navodaya Vidyalaya Samiti, Regional Office, Lucknow website and the same will also be available on the website of the concerned JNVs. (The format of advertisement is enclosed **as Annexure 'A'**).
- The applicants would be required to download the application form from the **Navodaya Vidyalaya Samiti (Regional Office), Lucknow/Vidyalaya's** www.navodaya.org website and the duly filled in application form along with the required testimonials, relevant certificates etc. will be sent by the applicant to the Principal of the concerned JNV either in person or by Registered Post/Speed Post only so as to reach concerned JNV by 02.05.2018.
- The Principal of the concerned JNVs being the Chairman of the Vidyalaya Appointment Committee will scrutinize the applications received subject wise and based on the scholastic & co-scholastic achievements of the applicant. He will prepare the Merit List up to two digits after decimal placing the applicants in the descending order of merit. The Merit List will be required to be uploaded on Vidyalaya website in the 3rd week of May, 2018 besides placing it on Vidyalaya Notice Board.
- The guidelines for preparation of the Merit List is enclosed as Annexure **'B'** to **'H'**.
- On **9th, 10th and 11th May, 2018** the perspective candidates who have applied against the vacancies of said JNVs will report before the Vidyalaya Appointment Committee for verification of the documents /testimonials in support of their claim between 9.00 am – 4.00 pm and if found eligible and placed in the merit list, will be offered the appointment by the Principal concerned as per vacancies available subject-wise.
- 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.

- Once the Vidyalaya completes the offer of appointment against the vacancies published, the rest of the panel will be kept with the vidyalaya itself for future use. The same panel may be utilised by any JNV of the Region if needed.
(The format of Merit List in **Excel format is annexed as Annexure 'C1-C2'**).
- Those JNVs who will receive any application against advertised vacancies will ask the Cluster In-charge to provide the names from the merit list available with JNVs.
- Since the select panel of contract teachers will be prepared on the basis of their scholastic and co-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 along with his/her application form. The composition of Vidyalaya Appointment Committee will be as under :-
 1. Principal of concerned JNV – Chairman
 2. Local educationist appointed by Principal, JNV concerned.
 3. A member of VMC (except parents and Vice-Principal/ Senior Most Teacher).
- It is advised to the candidates to apply to one JNV of his/her choice in the Region since there will be a common date for the candidates in the JNVs of Lucknow Region on which the candidates have to appear physically before the Vidyalaya Appointment Committee (VAC) for verification of his/her documents/testimonials in support of his/her claim at the concerned Vidyalaya so that the offer of appointment could be made to him/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 co-Scholastic achievements of candidates and any discrepancy will be viewed very seriously. The Scrutiny Committee will be appointed by Principal JNV from among the teachers and office staff preferably Vice-Principal/ SMT, OS/ UDC (3 members).
- While preparing the Merit List for TGT (Hindi, English, Social Science, Maths and Science) weightage to the tune of 10% of the qualified percentage CTET/ TET will be given.
- The criteria for preparing the Merit List for the candidates of PGT (IT), PGT (Food Production and Beverages) and Misc. Category Teachers is enclosed at Annexure B to H.
- While preparing the Merit List, all the candidates who have applied and appear for verification of their documents on **9th, 10th and 11th May, 2018** shall be asked to mark their presence personally and their name be incorporated in the worksheet for preparing the Merit List irrespective of the fact they are 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 assigned responsibilities can be terminated after providing an opportunity to show improvement in consultation with Cluster Assistant Commissioner. The further replacement could be made from the panels of any JNV of the Region with due permission of the Cluster In-charge.

The Vidyalaya Appointment Committee consisting of the concerned Principal as Chairman, a VMC member and a local educationist will screen the applications received and will prepare Merit List of all the subjects except PGT (IT), Food and Beverages and Misc. Category Teachers adopting following criteria:-

S.No.	Educational Qualification	Weightage/ Percentage of marks out of total aggregate/prescribed Marks for consideration in preparing Merit	
		PGT	TGT/FCSA
A-1	Post Graduation in the concerned subject	50%	20% (in relevant subjects)
2.	Graduation in the concerned subject	20%	50%
3.	Intermediate/Class XII	-	10%
4.	B.Ed.	20%	20%
5.	M.Ed.	03 Marks	03 Marks
6.	M.Phil or Ph.D	03 Marks	03 Marks
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks	03 Marks
2. OR	Representing State/ University/Region in Sports & Games	02 Marks	02 Marks
3.	Representing Distt. in Sports & Games	01 Mark	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks	03 Marks
2.	NCC 'B' Certificate	02 Marks	02 Marks
3.	NCC 'A' Certificate	01 Mark	01 Mark
D.	NSS	01 Mark	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks	02 Marks
2	S&G Governor's award	01 Mark	01 Mark
F.	Certificate of Performance (Art/ Music/ Literacy) organized by School/ College/ University (Affiliated to CBSE/ Govt. Boards only)		
1.OR	National Level	03 Marks	03 Marks
2.	State Level	01 Marks	01 Marks
G-1 OR	Relevant teaching experience in Day school (Govt. recognised)	0.1 Mark for each completed month (Max. 5 years)	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools (Govt. only)	0.2 Marks for each completed month (Max. 5 years)	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks	03 Marks
I.	CTET/ TET	-----	10% of qualified % age

S.No.	Educational Qualification	Weightage/ marks out of total aggregate/prescribed Marks for consideration in preparing Merit
		TGT Music
A-1(a)	Higher Secondary/Inter/PUC	5%
2.	BA with Music	60%
3.	Post-Graduation in Music	10%
4.	B.Ed.	10%
	OR	
(b)	Higher Secondary/Inter/PUC	25 %
	Sangeet Visharad/Sangeet Bhushan/Nritya Visharad or the recognized equivalent in southern states.	60%
	OR	
c	Sangeet Bhaskar/Nritya Bhushan or the recognized equivalent in southern states	50%
	Graduation	25%
	Higher Secondary/SSLC/PUC	10%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/ University /Region in Sports & Games	02 Marks
3.	Representing Distt. In Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art/Music/Literacy) organized by School/College/University (affiliated to CBSE/Govt. Boards only)	
1.OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks

S.No.	Educational Qualification	Weightage/ Percentage of marks out of total aggregate/prescribed Marks for consideration in preparing Merit
		TGT Art
A-1(a)	5 years recognized diploma	75%
	Hr. Sec/Inter/PUC	10%
	OR	
(b)	Hr. Sec/Inter/PUC	10%
	Graduate with Fine Arts/Drawing/painting/Sculpture	65%
	B.Ed.	10%
	OR	
(c)	Graduation with Fine Arts/Drawing/Painting/Sculpture	20 %
	MA Drawing and painting, Fine arts from a recognized University	65%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/ University /Region in Sports & Games	02 Marks
3.	Representing Dist. In Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art/Music/Literacy) organized by School/College/University (affiliated to CBSE/Govt. Boards only)	
1.OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks

S.No.	Educational Qualification	Weightage/ Percentage of marks out of total aggregate/prescribed Marks for consideration in preparing Merit
		Physical Education Teacher
A-1(a)	Higher Secondary/Inter/PUC	10%
2.	Bachelor's Degree in Physical Education (B.Ped.)	60%
3.	Post-Graduation in Physical Education	10%
	OR	
(b)	Higher Secondary/Inter/PUC	5 %
	BA/B.Sc./B.Com.	25%
	D.P.Ed.(1 year)	40%
	M.Ped. (1 year)	10%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/ University /Region in Sports& Games	02 Marks
3.	Representing Distt. In Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art/ Music/ Literacy) organized by School / College/ University (affiliated to CBSE/ Govt. Boards only)	
1.OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks

S.No.	Educational Qualification	Weightage/ marks out of total aggregate/prescribed Marks for consideration in preparing Merit
		Librarian
A-1(a)	Higher Secondary	10%
2.	BA/B.Sc.	20%
3.	Degree/ Diploma in Library Science	40%
4.	Weightage of Post-Graduation Degree	15%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/ University /Region in Sports & Games	02 Marks
3.	Representing Distt. in Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art/ Music/ Literacy) organized by School / College/ University (affiliated to CBSE/ Govt. Boards only)	
1.OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employce	03 Marks

S.No.	Educational Qualification	Weightage/ Percentage of marks out of total aggregate/prescribed Marks for consideration in preparing Merit
PGT (IT)/COMPUTER SCIENCE		
A-1(a)	Atleast 50% marks in aggregate in any of the following:	50%
	BE or B.Tech. (Computer Science/IT) from a recognized University or an equivalent Degree or Diploma from an Institution/University recognized by the Govt. Of India.	50%
	OR	
	BE or B.Tech. (any stream) and Post Graduate Diploma in Computers from any recognized University.	50%
	OR	
	M.Sc. (Computer Science)/MCA or Equivalent from a recognized University	50%
	OR	
	B.Sc. (Computer Science)/BCA or equivalent and Post Graduate Degree in any subject from a recognized University.	50%
	OR	
	'A' level from DOEACC and Post Graduate Degree in any subject	50%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/ University/Region in Sports & Games	02 Marks
3.	Representing Distt. in Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President /Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art/ Music/ Literacy) organized by School / College/ University (affiliated to CBSE/ Govt. Boards only)	
1.OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks

ANNEXURE 'H'

S.No.	Educational Qualification	Weightage/ Percentage of marks out of total aggregate/prescribed Marks for consideration in preparing Merit
		FOOD PRODUCTION AND BEVERAGES
A-1(a)	Degree/3 years Diploma in Hotel Management with 60% marks	50%
B-1 OR	Representing National/SGFI in Sports & Games	03 Marks
2. OR	Representing State/University/Region in Sports & Games	02 Marks
3.	Representing Distt. in Sports & Games	01 Mark
C-1 OR	NCC 'C' Certificate	03 Marks
2.	NCC 'B' Certificate	02 Marks
3.	NCC 'A' Certificate	01 Mark
D.	NSS	01 Mark
E-1 OR	S&G President/Scouts & Guide Award	02 Marks
2	S&G Governor's award	01 Mark
F.	Certificate of Performance (Art Music Literacy) organized by School College University (affiliated to CBSE Govt. Boards only)	
1. OR	National Level	03 Marks
2.	State Level	01 Marks
G-1 OR	Relevant teaching experience in Day school	0.1 Mark for each completed month (Max. 5 years)
2.	Teaching experience in Residential Schools	0.2 Marks for each completed month (Max. 5 years)
H.	Spouse / dependent of NVS employee	03 Marks