



# 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. 02-15/2023-NVS(Admn.)/1005

Dated: 08.08.2023

## NOTIFICATION

Navodaya Vidyalaya Samiti, an autonomous organization under the Ministry of Education (Department of School Education & Literacy) invites applications through proper channel for filling up 01 (one) post of Assistant Commissioner (Finance) on **deputation basis**.

Essential qualifications required for appointment are as under:-

Name of Post	Pay Level	Qualifications Required
Assistant Commissioner (Finance)	<b>Level-11</b> (Rs. 67700-208700) in the pay matrix of 7 <sup>th</sup> CPC	Persons serving in Central / Autonomous Bodies of Central / State Govt with experience of dealing with financial, budgetary and accounts matters and possessing qualifications and experience:  i. Bachelor's Degree in Commerce from a recognized University.  ii. Holding analogous post on regular basis OR with 08 years regular service in the Pay Level – 7 (Rs. 44900 – 142400) in Finance and Accounts / Audit.

### Upper Age Limit

Upto 56 years as on cut-off date. Relaxation of 02 years in upper age limit will be applicable to NVS employees for internal deputation.

### Terms and Conditions

1. The deputation will be governed by the standard terms and conditions of deputation prescribed by the Govt. of India and as amended from time to time.
2. The period of deputation would be initially for a period of one year, which may be extended upto 05 years at the discretion of the Competent Authority.
3. The officers selected will have the option to draw either his/her pay drawn in parents department plus Deputation (Duty) Allowance or his / her pay fixed by NVS in the scale of post as per existing Govt. of India instructions.

4. Navodaya Vidyalaya Samiti, being an autonomous organization, the employees are neither eligible for allotment nor retention of general pool accommodation.
5. Cut-off date for determining various eligibility criteria (educational qualifications, age limit, experience etc.) will be **01.04.2023**.
6. Candidates are advised to satisfy themselves about their eligibility before applying for the post. Prescribed essential qualifications are only a criterion of eligibility for consideration and do not entitle a candidate to be necessarily called for interview or selection.
7. NVS can take up the verification of eligibility of the candidate at any point of time. If found ineligible, the candidature shall be summarily rejected.
8. NVS reserves the right to adopt a suitable criteria as may be required, in order to shortlist the candidates for calling for the interview / personal interaction and to draw a select panel to fill up the posts on deputation basis. ACRs / APARs for the preceding 05 years (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22) of the shortlisted candidate will also be assessed at the time of interview / personal interaction.

## **HOW TO APPLY**

- I. Eligible candidates may fill application in given proforma (**Format-I**) giving complete details with recent photograph and send through proper channel to the Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.) – 201309 by **31.08.2023**. While forwarding the applications, it may be certified by the forwarding authority that the particulars furnished by the applicant are correct and that no vigilance or disciplinary case is pending or contemplated against the applicant concerned along with the copies of ACRs / APARs for preceding five years (i.e. 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22).
- II. A scanned copy of application (Format-I) alongwith all requisite documents such as Document in support of Date of Birth, Valid Identity proof of the candidate issued by Govt., Certificates regarding Educational / Professional Qualification, Experience Certificate, ACRs/APARs, NOC and Vigilance Certificate issued by cadre controlling authority etc must be sent (in pdf format only) through e-mail at [applications.nvs@gmail.com](mailto:applications.nvs@gmail.com) on or before last date i.e. **31.08.2023**. List of documents to be enclosed is available at **Annexure –B**.
- III. Application in other than prescribed proforma (**Format-I**) / incomplete application / application not received 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.

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

**APPLICATION FOR THE POST OF ASSISTANT COMMISSIONER (FINANCE)  
ON DEPUTATION BASIS IN NAVODAYA VIDYALAYA SAMITI**

<b>General Information to Ascertain the Eligibility</b>	<b>Indicate Yes/No</b>
Do you possess a bachelor's degree in Commerce from a recognized University?	
Are you serving in Government Department / organization?	
Are you Holding analogous post with Pay Level - 11 in the parent cadre with experience in Finance and Accounts / Audit Matters?	
Are you possessing 08 years experience in the Pay Level-7 in the Pay Matrix of 7 <sup>th</sup> CPC in Finance and Accounts / Audit matters?	
Whether your age is exceeding 56 years as on cut-off date i.e. <b>01.04.2023</b> ?	

**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 **01.04.2023** : Year(s)\_\_\_\_\_, Month(s)\_\_\_\_\_, Day(s)\_\_\_\_\_

Affix recent passport size colour photograph
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**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) [Experience Certificate issued by the Competent Authority is to be enclosed] since joining service in Government Department / Organizations:

Post Held	Organization	Type of Organization	Pay Level [as per 7 <sup>th</sup> CPC in CDA pattern]			Nature of Duties	Period	
			Pattern [CDA / IDA]	Level in Parent Deptt.	Pay Level as per 7 <sup>th</sup> CPC		From	To
Total Experience in Level-7 and above: ____Year(s)____Month(s)								

**E. DETAILS OF PRESENT EMPLOYER:**

1. Name of Department where presently working : \_\_\_\_\_
2. Present Place of posting with address : \_\_\_\_\_  
: \_\_\_\_\_
3. Present Post Held : \_\_\_\_\_
4. Date of appointment on present post : \_\_\_\_\_
5. Pay Level of Present Post held by the Candidate : \_\_\_\_\_(as per 7<sup>th</sup> CPC Pay Matrix)
6. Present Basic Pay as per 7<sup>th</sup> CPC Pay Matrix : Cell No.\_\_\_\_Rs. \_\_\_\_\_
7. Nature of duties performed during last 7 years : \_\_\_\_\_  
: \_\_\_\_\_
8. Designation of Controlling Authority : \_\_\_\_\_
9. Address of Controlling Office with contact No. : \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_

**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. In case, any of the details in the application form are found false at a later stage, my candidature/appointment may be cancelled/withdrawn. I am fully aware that the appointment in the Samiti bears an All India Transfer Liability and I am likely to be posted anywhere in India.

(Signature of the Candidate)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**FOR USE OF FORWARDING OFFICE / AUTHORITY**

It is certified that details provided by the applicant as mentioned above are correct as per records. No disciplinary case pending or contemplated against Mr. / Ms. \_\_\_\_\_. If selected, the individual will be relieved immediately. Details of year-wise ACRs/ APARs grading are of the applicant are as under: -

<b>PERIOD</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>GRADINGS</b>					

The copies of ACRs/ APARs of Mr. /Ms. \_\_\_\_\_ for preceding 05 years i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 are enclosed.

(Signature & Seal of forwarding Authority)

Name \_\_\_\_\_

Designation \_\_\_\_\_

**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 <sup>th</sup> CPC in CDA pattern]			Present Basic Pay	Nature of Duties	Period	
				Pattern [CDA / IDA]	Pay Level in Parent Deptt.	Pay Level (Equivalent) to 7 <sup>th</sup> CPC Pay matrix (CDA scale)			From	To
Total Experience in Pay Level-8 and above of 7 <sup>th</sup> CPC for CDA Scale: ____Year(s)____Month(s)										

(Signature &amp; Seal of issuing Authority)

Name \_\_\_\_\_

Designation \_\_\_\_\_

**LIST OF DOCUMENTS TO BE ENCLOSED**

- A. Educational Qualifications
  - 1. Matriculation Certificate (Class X Pass Certificate)
  - 2. Class XII Pass Certificate
  - 3. Bachelor's Degree in Commerce from a recognized University
  - 4. 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 Govt.
- D. Experience Certificate in the prescribed format (**Annexure-A**) for service rendered in the Govt. organization including from present organization.
- E. Equivalency Certificate of CDA and IDA scale, in case, candidate serving in departments where IDA scale is application.
- F. Any other relevant documents.