



नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय, भोपाल

विज्ञापन क्रमांक 01/2024-25

ऑनलाईन आवेदन आमंत्रित करने के संबंध में शैक्षणिक सत्र 2024-25 के लिए भोपाल संभाग के अंतर्गत संचालित जवाहर नवोदय विद्यालयों में अनुबंध के आधार पर छात्रावास अधीक्षक की सेवाएँ लेने हेतु ऑनलाईन आवेदन पत्र आमंत्रित

ऑनलाईन आवेदन जमा करने के लिए लिंक

छात्रावास अधीक्षक पद के लिए –<https://forms.gle/G1QXyef91B2BzBm38>

ऑनलाईन आवेदन जमा करने के लिए लिंक खुली रहेंगी

12/09/2024 सुबह 10.00 बजे से 21/09/2024 रात्रि 11.00 बजे तक

व्यक्तिगत साक्षात्कार (**Personal talk by physical Mode**) के लिए संभावित तिथि

07 से 09 अक्टूबर 2024

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

NAVODAY VIDYALAYA SAMMITI
REGIONAL OFFICE, BHOPAL

(AN AUTONOMOUS ORGANIZATION UNDER MINISTRY OF EDUCATION) DEPT. OF SCHOOL EDUCATION & LITERACY, GOVT. OF INDIA
A-135-1, ALKAPURI, GATE NO. 02 BHOPAL- 462024 (M.P.)

NOTICE FOR EMPANELMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENTS ON CONTRACT BASIS IN JNVs OF BHOPAL REGION FOR THE SESSION 2024-25

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 empanelment and engagement of the services Hostel Superintendents (Male & Female) purely on contract basis for the academic session 2024-25 in JNVs run in the States of Madhya Pradesh, Chhattisgarh & 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 - <u>https://forms.gle/G1QXyef91B2BzBm38</u>	Total Tentative Vacancies of Hostel Superintendents on contract basis
HOSTEL SUPERINTENDENTS	46(23 male + 23 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 2024**: 35 years for engagement and maximum age limit will be 62 Years as on **1st July 2024**.

01. Candidate must ascertain their eligibility for the posts mentioned above before filling up the form.
02. Visit our Website-
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 in different venues (State of Madhya Pradesh, Chhattisgarh & Odisha) subject wise 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) 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 2024.**

15. The Personal Talk for the Bhopal Region for Hostel Superintendents will be conducted in the single selection center at Jawahar Navodaya Vidyalaya Shyampur, Distt. Sehore(MP):

The eligible candidates should be short listed for personal talk 1:5 ratio (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, if required .

Guidelines for engagement of Hostel Superintendents on contract basis for the year 2024-25

BHOPAL REGION

Scheme of Engagement

Panel of Hostel Superintendents of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, work experience in relevant subject in recognized schools 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 style="text-align: center;">OR</p> <p>Minimum 07 years experience on Consolidated pay not less than 29200/- per month in any recognised residential school.</p> <p style="text-align: center;">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 JNVs 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 2024 : 35 years for engagement and maximum age limit will be 62 Years as on 1st July 2024.

Marital Status

Male & Female without encumbrances.

Health/Fitness Requirement:

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

NAVODAYA VIDYALAYA SAMITI**DUTIES AND RESPONSIBILITIES OF HOSTEL SUPRINTENDENTS
(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:-

[illegible]

- 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-pass	Time of in-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Classes	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.

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.