

Navodaya Vidyalaya Samiti, Regional Office Bhopal
 (AN AUTONOMOUS ORGANIZATION UNDER MINISTRY OF EDUCATION) DEPT. OF SCHOOL EDUCATION & LITERACY, GOVT. OF INDIA)

NOTIFICATION

(For Website)

**ENGAGEMENT OF HOSTEL SUPERINTENDENT IN JAWAHAR
NAVODAYA VIDYALAYAS ON CONTRACT BASIS**

The Navodaya Vidyalaya Samiti intends to engage **Hostel Superintendent** on contract basis in Jawahar Navodaya Vidyalayas for the **Academic Session 2026-27**, as per requirement.

A) ELIGIBILITY**Educational Qualification**

Essential Academic Qualification	Desirable Academic Qualification
1. Graduation in any discipline from a recognized University/Institution. 2. Prior work experience: Minimum 02 years' experience in Pay Level-3 (₹21,700/-) or above of 7th CPC (or equivalent scale) in any recognized school; or • Ex-Defence personnel having a minimum 02 years' experience in Pay Level-3 or above of 7th CPC (or equivalent scale). Note: Ten months (excluding vacations with usual breaks in a year) shall be considered as one year for the purpose of determining experience.	(a) Master's Degree/B.Ed. (b) Proficiency in Regional Language, to be verified during Personal Talk (no documentary evidence required).

B) Preference

Preference shall be given to applicants having longer work experience in higher grade and greater suitability for the job. Before engagement, the work, conduct and anecdotal records of the candidate from the past/last employer must be verified. Only candidates having no adverse remarks/service record shall be considered for engagement.

C) Document Verification

Work & Conduct Certificate and other allied documents from the past/last employer shall be verified in original during document verification/Personal Talk of the candidate.

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D) Age Limit

Minimum Age as on **01.07.2026: 35 years**

Maximum Age as on **01.07.2026: 62 years**

E) Marital Status

Male & Female candidates **without encumbrances.**

F) Health/Fitness Requirement

As per NVS norms applicable for regular appointment.

G) Remuneration

Monthly consolidated remuneration: ₹35,750/-

- **Application Fee:** Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates will be exempted. Exempted candidate have to submit appropriate certificate.
- Eligible candidates may apply from 30.08.2026 to 08.09.2026 to any one Regional Office as per their choice.
- NVS may reject the candidature if a candidate is found to have applied to more than one Region. If such a case is detected even after engagement, the engagement shall be liable to be terminated with immediate effect.
- Documents submitted during the application process shall only be accepted for verification.
- The number of candidates called for Personal Talk may be restricted to a ratio of 1:7.
- Before applying, candidates should ensure that they fulfill all the prescribed eligibility criteria.

I) CONTRACT ENGAGEMENT PROCESS

- Contract engagement shall be carried out by the Regional Offices of Navodaya Vidyalaya Samiti, considering educational qualification, experience and Personal Talk.
- From among eligible candidates, only shortlisted candidates may be called for Personal Talk. Shortlisting may be done on the basis of marks awarded for Essential Qualification and Experience (out of 60 marks).

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- Candidates shall be required to produce original documents at the time of Personal Talk for verification.
- Candidates found ineligible during document verification shall not be permitted to appear in the Personal Talk.
- The list of shortlisted candidates along with the schedule of Personal Talk shall be displayed by the Regional Office on its website. Candidates are advised to visit the website of NVS Regional Office, Bhopal regularly.
- Hostel Superintendent shall be engaged on contract for one academic session only, as per requirement.

J) WEIGHTAGE FOR ESSENTIAL QUALIFICATION & EXPERIENCE

Total – 60 Marks (on pro-rata basis, wherever applicable)

S. No.	Qualification / Experience	Maximum Weightage
1.	Secondary (10th) Qualification – Percentage of marks obtained	05 Marks
2.	Senior Secondary (12th) Qualification – Percentage of marks obtained	05 Marks
3.	Essential Qualification – Graduation in any discipline – Percentage of marks obtained	10 Marks
4.	Next Higher Qualification – Post Graduation (PG) in any discipline	10 Marks
5.	Relevant Experience in similar capacity	30 Marks
	Total	60 Marks

K) PERSONAL TALK / INTERVIEW

Candidates shortlisted on the basis of the above **60 marks** shall be called for Personal Talk/Interview carrying **40 marks**.

Likely Areas of Personal Talk / Interview	Personality and General Awareness, Ability to communicate in English, Ability to communicate in Hindi/Regional Language, Ability to handle adolescents, discipline and hostel-related issues with sensitivity, Knowledge of First Aid, Health, Hygiene and Safety of students, Special Achievement / Leadership / Co-curricular & Sports Activities etc.
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L) OVERALL SELECTION WEIGHTAGE

Component	Maximum Marks
Academic Qualification & Relevant Experience	60 Marks
Personal Talk / Interview	40 Marks
Grand Total	100 Marks

Note: No TA/DA shall be paid to the candidates for appearing in the Personal Talk/Interview.

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**For other than Jawahar Navodaya Vidyalayas
(To be issued on the letter head of the School/ Institute)
EXPERIENCECUMCONDUCTCERTIFICATE**

1	Name of the candidate	
2	Gender(Male/Female)	
3	Father's Name	
4	Postal Address	
5	Post	
6	Nature of engagement(Contract/Part time)	
7	Duration of Engagement(from-----to-----)	
8	Session for engagement	
9	Total Duration in each academic session (In completed months)	
10	Job Profile	
11	Conduct(Very Good/Good /Not Good)	
12	The School/Institute is a (Central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.)	
13	The School/Institute is (Fully Residential/Partially Residential/ Day School)	
14	The School/Institute is (Co - educational / Only for Boys'/ Only for Girls')	
15	The School/Institute is upto (Secondary/ Senior Secondary level/ College)	
16	Board of Affiliation	

(Signature of the Issuing Authority)

(Designation of the Issuing Authority)

(Name of the Issuing Authority)

Seal of the School/Institute

(Experience certificate in this format should be submitted from each previous employer separately)

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