



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under
Ministry of Human Resource Development,
Department of School Education & Literacy),
Government of India
B-15, Sector 62, Noida, U.P. - 201309
Website: www.nvshq.org
Tele : 0120-2405927, Fax No. 0120-2405182

ADVERTISEMENT

Applications are invited from eligible persons for filling the post of Deputy Commissioner (Finance) in Navodaya Vidyalaya Samiti on **deputation basis** initially for a period of one year which is extendable on year to year basis for a maximum period of four years, as per details given below. The officer selected on deputation basis for the post of Deputy Commissioner (Finance) is liable to be posted at NVS Hqrs. Office at NOIDA.

Name of post	Pay scale	Number of vacancies
Deputy Commissioner (Finance)	Rs.12000-375-16500 (Pre-revised) Revised to Pay Band-3, Rs.15600-39100/- plus Grade Pay of Rs.7600/ (as per 6 th CPC)	One (01)

ELIGIBILITY CONDITIONS

Officers under the Central Govt. / State Govt./Semi Govt. / Autonomous or Statutory Organizations

- a)** (i) Holding analogous posts on regular basis **or**
(ii) with 5 years regular service in the scale of Rs.10000-15200 (revised to pay band PB-3, Rs.15600-39100 plus Grade pay of Rs.6600/- as per 6th CPC)
- b)** Possessing experience of handling of handling accounts/finance matters in a responsible capacity.

PART-II

HOW TO APPLY

1. Applications must be submitted through proper channel in the prescribed format published as **Annexure** to this advertisement.
2. Envelope containing the application must be superscribed in bold letters "APPLICATION FOR THE POST OF DEPUTY COMMISSIONER (FINANCE) IN NVS ON DEPUTATION BASIS."
3. Applications must be accompanied with self attested photocopies of certificates in proof of age, qualifications, experience and pay drawn at present.
4. Duly filled in application must reach by post within 30 days of the publication of advertisement at the address given below:

**Assistant Commissioner (Admn.)
Navodaya Vidyalaya Samiti
Government of India
B-15, Institutional Area, Sector 62, Noida,
U.P. – 201309**

Candidates residing in the North Eastern States of Meghalaya, Manipur, Mizoram, Nagaland, Arunachal Pradesh, Tripura, Assam, Sikkim and remote areas like Lahaul Spiti, Andaman and Nicobar Islands, Lakshwadeep Island will be allowed 10 days additional time for submission of applications.

6. Applications submitted in a different format or at a different address other than that given above shall not be entertained.

PART-III

ELIGIBILITY

1. Cut off date for determining various eligibility criteria (educational qualifications, age limit, experience etc.) will be 30.11.2017.
2. Candidates are advised to satisfy themselves about their eligibility before applying. Prescribed essential qualifications are only a criterion of eligibility for consideration and does not entitle a candidate to be necessarily called for interview or selected.
3. **Age** : Candidates below the age of 56 years only can apply for this post.

PART-IV

INSTRUCTIONS TO CANDIDATES

1. The candidates must apply only in the application format published as Annexure to this advertisement and may also utilize it in original. If needed, this form can be got photocopied, typed or printed neatly on white paper of foolscap size (21 cm x 30 cm) in double space only on one side of the paper. No forms will be supplied by NVS.
2. Attested copies of ACR/APAR for the last 5 years should be enclosed along with the application.
3. Applications should be received in this Office through proper channel along with all relevant enclosures like vigilance clearance, testimonials and ACRs within 30 days from the publication of Advertisement.
4. 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.
5. NVS reserves the right to adopt a suitable criteria as may be required, in order to shortlist the candidates for calling for the interview and to draw a select panel to fill up the post of Deputy Commissioner on deputation basis in NVS.
6. Selected candidates are liable to be posted / transferred anywhere in India.

**APPLICATION FORM FOR THE POST OF DEPUTY COMMISSIONER(FIN)
ON DEPUTATION BASIS**

Affix Recent
Photo

1. Post applied for: _____
2. Name (IN BLOCK LETTERS): _____
3. Father / Husband Name: _____
4. Whether belongs to
(General/SC/ST/OBC/PH) _____
5. Date of Birth: _____
6. Age as on 30.11.2017 _____
7. Date of superannuation
from the present service _____
8. Present basic pay and
scale of pay: _____

9. Correspondence address: _____

- 10 (a). Name and address of the
organization where presently
working. _____

- (b). Name /Particular of Relieving
Authority in the
parent organization. _____

11. Educational Qualification (in chronological order from Senior Secondary
[class-XII] onwards)

S. No.	Examination Passed	Years of passing	Board / University	Total marks obtained

12. Posts held in last ten years (in chronological order)

S. No.	Post held	Organization	Post held (from-to)	Pay Scale with break up	Nature of duties performed

13. Name of native District and State:

14. Contact telephone numbers: (With STD Code)

15. E-mail ID:

16. Any other relevant information:

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 in agreement with the instruction contained in the advertisement issued by the Samiti for the post applied for.

(Signature of the Candidate)

Date: _____

Place: _____

(FOR USE OF FORWARDING OFFICE)

It is certified that the details provided by the applicant as above are correct as per the records. No vigilance / disciplinary case is pending / contemplated against Shri / Smt. / Ms. _____. If selected, the individual will be relieved immediately.

(Signature of the forwarding officer)

Name _____

Designation _____

Seal of the Office _____