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नवोदय विद्यालय समिति

(मानव संसाधन विकास मंत्रालय

का स्वायत्त संस्थान

स्कूल शिक्षा एवं साक्षरता विभाग,

भारत सरकार)

बी - 15, इंस्टीट्यूशनल एरिया,

सेक्टर 62, नोएडा

उ०प्र०-201309



Fax: 0120-2405182

Tel: 0120-2405180, 84, 2405929

**NAVODAYA VIDYALAYA SAMITI**

(An Autonomous Organization under  
Ministry of Human Resource

Development, Department of School  
Education & Literacy)

Govt. of India

B-15, Institutional Area,

Sector-62, NOIDA

Uttar Pradesh-201309

F.No.2-10/2015-NVS(Admn)/3313

Dated: 28.02.2018

### NOTIFICATION

Sub: Promotion of Stenographers to the post of Personal Assistant – Reg.

Limited Departmental Test for promotion to the post of Personal Assistant from amongst Stenographers of the Samiti is scheduled to be held online soon. Eligible candidates are required to apply for the post of Personal Assistant under promotion quota.

#### 2. Number of vacancies

There are 04 vacancies including anticipated vacancy of Personal Assistant to be filled up under promotion quota. The category wise breakup is given below:-

Sl. No.	Category	Number of posts
1	UR	03 (including 01 anticipated)
2	ST	01

#### 3. Eligibility conditions:

Stenographers with 10 years of regular service in the grade in the Samiti subject to passing a departmental test for Shorthand/Typing speed as indicted below:-

- (i) Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English;

OR

- (ii) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in Hindi

The skill test, referred to above, for promotion of Stenographers to the post of Personal Assistant will be qualifying in nature. Mere qualifying in the said test does not vest any right on the candidate to get promotion to the post of Personal Assistant. Promotion of qualified candidates will be decided on the recommendation of DPC based on the seniority, performance in ACRs, vigilance clearance and integrity certificate.

4. All eligible candidates are requested to be alert and watch Samiti's website for publication of separate intimation for conduct of online test. The detailed instructions and guidelines regarding filling up of online applications and date for conduct of skill test will be intimated therein. It is further to intimate that communication for holding online departmental test will be notified by Samiti in respect of various posts including the post of Personal Assistant.

This issues with the approval of Competent Authority.

*Raghuvendra*  
27/02/2018

(Raghuvendra Kumar)  
Assistant Commissioner (Estt-III) & (Admn.)

Copy to:-

1. Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices - with the request to circulate this notification amongst all the stenographers working under them.
2. AC(IT), NVS Hqrs. - - with the request to place the notification in the website of the Samiti for information to all concerned.
3. AC(Estt-I), NVS Hqrs. - with the request to take further action for development of online portal for receipt of applications and conduct of test.
4. Notice Board, NVS Hqrs.

*28/2/18*  
**ISSUED**

*OK*