

**NAVODAYA VIDYALAYA SAMITI**  
**REGIONAL OFFICE PUNE**  
**(MINISTRY OF EDUCATION, GOVT. OF INDIA)**

**ENGAGEMENT OF TEACHERS ON CONTRACT BASIS**

Applications are invited from eligible candidates **only through E-MAIL** for the posts of **PGTs, TGTs, Misc. Teachers & FCSA (Faculty-cum-System-Administrator)** for engagement on contract basis in Jawahar Navodaya Vidyalayas situated in the States/UTs of Maharashtra, Gujarat, Goa, Daman & Diu, Dadra & Nagar Haveli. The eligibility criteria, application form and the email address to which the application is to be sent are available in the website link <https://navodaya.gov.in/nvs/ro/Pune/en/home/index.html>. The Last date for submission of applications by email is 11.09.2020.

**DEPUTY COMMISIONER**

नवोदय विद्यालय समिति,  
क्षेत्रिय कार्यालय पुणे  
(शिक्षा मंत्रालय, भारत सरकार,  
स्कूल शिक्षा और साक्षरता विभाग)  
शेति महामंडल भवन, दुसरा तल, बी-विंग, 270 भांबुर्डा,  
सेनापती बापट रोड, पुणे 411016



NAVODAYA VIDYALAYA SAMITI,  
REGIONAL OFFICE PUNE  
(Ministry of Education, Govt. of India,  
Deptt. of School Education & Literacy)  
Sheti Mahamandal Bhawan, 2<sup>nd</sup> Floor, B-Wing,  
270 Bhamburda, Senapati Bapat Road, Pune –  
411 016.

[Web: https://navodaya.gov.in/nvs/ro/Pune/en/home/index.html](https://navodaya.gov.in/nvs/ro/Pune/en/home/index.html)

Tel : - (020) –25673684,25673683, FAX- 25673731

## ANNEXURE-V

### INSTRUCTIONS TO CANDIDATES

Navodaya Vidyalaya Samiti, Regional Office Pune invites applications THROUGH EMAIL ONLY from eligible candidates for engagement as Faculty-cum-System Administrators on Computer Project basis in the Jawahar Navodaya Vidyalayas located in the States/UTs of Maharashtra, Gujarat, Goa, Daman & Diu, Dadra & Nagar Haveli.

#### **Prescribed Qualification :**

Graduate with Diploma in Computer Application (equivalent to “A” level course of DOEACC) from a recognised institution

**(or)**

“A” level certificate from DOEACC

**(or)**

BCA from recognised University / Institution

**(or)**

B Tech / B E in Computer Science / Information Technology or Information Science from a recognized University.

The candidate having experience in Govt./Govt. Aided Residential School and qualified CTET conducted by CBSE shall be given additional weightage for selection.

**Tenure of engagement & Remuneration** : The selected candidate will be engaged on contract basis at a fixed monthly remuneration of Rs.26,250/- for a period of ten months from the date of engagement or till the end of March-2021 whichever is less excluding long vacations. Candidate selected as FCSA

for JNV Kutch/Dangs/Ratnagiri (hard station) will be paid Rs.31,250/- as monthly remuneration.

**Terms & Conditions :**

1. The engagement shall be purely on contract basis for the specified period and will not confer any right on any employee to seek regularisation of services or for continuation of contract period.
2. The candidate engaged as FCSA on contract basis will be responsible to teach the children, impart training to other teachers / other staff members, up keeping of hardware & software, maintenance of records for supply and issue of computer stationery and consumables and would submit periodic reports to the Principal as required.
3. The FCSA is deployed for teaching the students from Class VI to Class X.
4. The FCSA shall take 26 periods in a week during academic hours and 12 periods in the afternoon.
5. The FCSA can also be entrusted with other duties like MOD, tutorship and prep duties.
6. The FCSA shall maintain the website of the Vidyalaya regularly.
7. The FCSA is entitled one leave per month subject to the maximum of 08 for the total tenure.
8. On termination of the contract, the FCSA shall not be entitled to any terminal benefits from the Principal of the JNV or NVS.
9. Notwithstanding anything in the contract, the Principal may terminate the service of the FCSA before the expiry of the said period in case if his/her work is not found satisfactory or if his/her conduct is found to be unbecoming of a Govt servant and unsuitable for a co-educational residential institution.

**ENGAGEMENT OF FCSA**  
**GUIDELINES FOR CANDIDATES**

Jawahar Navodaya Vidyalayas (residential co-educational schools under Navodaya Vidyalaya Samiti, Ministry of Education, Govt. of India), of Pune Region invite applications through **E-MAIL ONLY BY 5 PM ON 11.09.2020** from eligible candidates for engagement as FCSA for the academic session 2020-2021 only against existing vacancies in the Jawahar Navodaya Vidyalayas situated in the States / UTs of Goa, Gujarat, Maharashtra, Daman, Diu and Dadra and Nagar Haveli.

The details of vacancies are as under :

<b>1</b>	<b>FCSA</b>	73 JNVs	<b>Total- 73 *</b>
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**\* The no. of vacancies is tentative.**

Application formats along with all other relevant details are attached. Since JNVs are residential in nature, it is mandatory for the teachers to reside in the Vidyalaya campus to attend residential school duties besides their routine duties. Boarding and Lodging may be provided as available at the JNV site, after the physical reopening of the Vidyalaya for students.

Interested and eligible applicants can download the application format above and apply **through E-MAIL ONLY. DULY FILLED IN AND SIGNED APPLICATION ALONGWITH DOCUMENTS/TESTIMONIALS IN A SINGLE PDF FILE shall be sent to CONPUNE20@GMAIL.COM** only by 5 pm on **11.09.2020. Applications will not be accepted in the Regional Office, Pune or any other JNV or at any other email address.** In addition to the application by E-mail the candidate will also submit the application on **Google Form** as per link provided below.

**<https://forms.gle/J1pJDGWemLvoV7D66>**

No hard copy of the application will be accepted. Selected candidate can be posted to any of the JNVs in the region as per requirement of the Samiti.

While submitting the application by email, the candidate must mention **‘Application for the post of FCSA’** in the subject of the email.

DEPUTY COMMISSIONER

**APPLICATION FORMAT FOR ENGAGEMENT OF FACULTY-CUM-  
SYSTEM-ADMINISTRATOR (FCSA) ON CONTRACT  
BASIS FOR THE SESSION 2020-2021  
(TO BE SUBMITTED THROUGH EMAIL ONLY)**

To,  
The Principal,  
\_\_\_\_\_ Cluster  
\_\_\_\_\_ District

**PART-I**

1. Tel.No. (with STD Code)/Mobile no.: \_\_\_\_\_
2. E-Mail Address : \_\_\_\_\_
3. Name : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
6. Full Address for Communication : \_\_\_\_\_  
\_\_\_\_\_
7. Home District : \_\_\_\_\_
8. Category to which belong :- Gen/SC/ST/OBC/EWS : \_\_\_\_\_
9. Aadhar (UIDAI) No. : \_\_\_\_\_
10. In case of Navodaya Vidyalaya Spouse, give full details:
- A. Name of spouse : \_\_\_\_\_
- B. Post Held : \_\_\_\_\_
- C. Place of Posting : \_\_\_\_\_

Paste Latest  
passport size  
photograph  
of applicant

**11. Education Qualification :**

S.No.	Course of Study	Max. Marks	Marks Obtained	% age of marks
1	10 <sup>th</sup> SSC (For the candidates)			
2	12 <sup>th</sup> HSC (For the candidates)			
3	Graduate with Diploma in Computer Application (equivalent to 'A' level course of DOEACC) from a recognized institution. <b>OR</b> 'A' level certificate from DOEACC. <b>OR</b>			

	BCA from recognized University/Institution <b>OR</b> B Tech / B E in Computer Science / Information Technology or Information Science from a recognized University.			
4	CTET conducted by CBSE (Mention if qualified only )			

(Kindly enclose proof in respect of conversion of grades into marks) Specify Graduation/Post Graduation etc. with subjects, if requiring in the additional rows.

**12. Experience in Govt. Residential/Govt. Aided Residential Schools only.**

S.No.	Name of the Institution	Duration		Total Period	
		From	To	Years	Months

Total Experience : \_\_\_\_\_ Years.  
(to be rounded off in completed years and months should be ignored)

**I solemnly undertake that in the event of my engagement on contract basis in the Samiti, my services are liable to be terminated without notice if any of the foregoing information furnished by me in my application form is found to be wrong or suppressed. I also undertake that I have applied only once for one post under this drive. I further understand that this engagement is purely on contract and does not confer the right for regularization.**

**Date:**

**SIGNATURE OF CANDIDATE**

**PART – II CERTIFICATE (For office use)**

Certified that I have scrutinized personally the information in Part – I above with the copies of testimonials and found it to be in order. The candidate is **ELIGIBLE / NOT ELIGIBLE** for the post.

**SIGNATURE OF THE OFFICE SUPDT / HEAD OF VERIFICATION COMMITTEE**

**Name & Designation**

**Date:**