



नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन)

An Autonomous Organization of Ministry of Human Resource Development, Govt. of India)

लेखराज पन्ना, तृतीय तल Lekhraj Panna, Third Floor

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पत्रां.16-8 / एफसीएसए / 2018 / नविस. ल.क्षे. / कार्मिक

दिनांक 25.04.2018

Speed Post रजिस्टर्ड

सेवा में,

प्राचार्य,

जवाहर नवोदय विद्यालय,

लखनऊ संभाग ।

विषय : जवाहर नवोदय विद्यालयों में एफ.सी.एस.ए. के पद पर संविदा आधार पर विद्यालय स्तर पर चयन न करने के सन्दर्भ में ।

महोदया / महोदया,

उपर्युक्त विषयक कृपया आप इस कार्यालय के पत्र दिनांक 13.04.2018 का सन्दर्भ ग्रहण करें जिसके द्वारा एफ.सी.एस.ए. का चयन विद्यालय स्तर पर करने के लिए निर्देशित किया था परन्तु नवोदय विद्यालय समिति, (मु) नॉएडा के पत्र दिनांक 26.03.2018 के अनुसार एफ.सी.एस.ए. पद पर चयन हेतु विद्यालय स्तर केवल आवेदन पत्र आमंत्रित किये जायेंगे तथा एफ.सी.एस.ए. की नियुक्ति क्षेत्रीय कार्यालय स्तर से की जाएगी। इस सन्दर्भ में दिशा निर्देश निम्नवत है:-

1. विद्यालय स्तर पर आवेदन पत्र दिनांक 02.05.2018 तक प्राप्त होने पर ही स्वीकार किये जायेंगे।
2. विद्यालय में दिनांक 11.05.2018 को एफ.सी.एस.ए. के सभी प्राप्त आवेदन पत्रों की जाँच होगी।
3. विद्यालय स्तर पर जाँच किये गए एफसीएसए के सभी आवेदन पत्र (संलग्नको सहित) स्पीड पोस्ट से क्षेत्रीय कार्यालय, लखनऊ में दिनांक 18.05.2018 या उसके पूर्व अनवार्य रूप से प्राप्त हो जाने चाहिए।
4. एफ.सी.एस.ए. पद हेतु प्राप्त सभी आवेदन पत्रों की सम्पूर्ण जाँच क्षेत्रीय कार्यालय स्तर पर गठित 04 प्राचार्यों की एक समिति करेगी।
5. प्रपत्रों की जाँच प्रक्रिया पूरी होने के पश्चात एफ.सी.एस.ए. की नियुक्ति क्षेत्रीय कार्यालय, लखनऊ स्तर से ही की जाएगी।

(1) शैक्षिक योग्यतायें (एफ.सी.एस.ए.)

Graduate with Diploma in Computer Application (equivalent to "A" level course of DOEACC) from a recognized institution.

OR

"A" level certificate from DOEACC.

OR

BCA from recognized University. Institution.

(2) चयन का आधार:-

Selection of candidate is to be made based in the following criteria for FCSA:



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(A) Weightage

(1) Marks in the concerned subject (Computer Science /IT/ Informatic Practices) as per prescribed qualification (60 marks)

(2) Qualified in CTET (10 marks)

(3) Additional marks of 20 marks of the candidate has a B.E. in Computer Science.

(4) Experience @1 per year. If the candidate has served in JNV marks may be awarded 2 marks per year (10 marks).

- Is candidate has got 70% marks in concerned subject in UE he/ she will be allotted $70/100 \times 60 = 42$ marks.
- If qualified CTET conducted by CBSE full 10 marks can be allotted.
- Experience in government / govt. aided residential schools only is to be considered and 1 or 2 marks as the case may be for each completed 12 months service is to be allotted. Months should not be rounded off to one year eg. For 30 months service only 2 marks to be allotted.

(3) विस्तृत जानकारी के लिए नविस (मु०) पत्र दिनांक 26.03.2018 की प्रति संलग्न है।

(4) संविदा आधार पर अन्य पदों पर चयन प्रक्रिया यथावत रहेगी।

(5) विद्यालय के सभी शैक्षिक रिक्त पदों की सूचना विद्यालय की वेबसाइट पर तत्काल अनिवार्य रूप से अपलोड की जानी है।

संलग्न : यथोपरि

भवदीय

चंद्रमौली
(जी० चंद्रमौली)
उपायुक्त प्रभारी
26/03/18

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु :

1. सहायक आयुक्त, संकुल प्रभारी, वाराणसी, आगरा एवं हरिद्वार संकुल, नविस, क्षेत्रीय कार्यालय, लखनऊ।
2. नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय, लखनऊ की वेबसाइट हेतु।
3. उपायुक्त (शैक्षिक) नवोदय विद्यालय समिति, (मु) नॉएडा को सूचनार्थ

अनुभाग अधिकारी (प्रशासन)

नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय

भारत सरकार

(स्कूल शिक्षा और साक्षरता विभाग)

डी-15 इन्दिरा प्रसाद गुप्तिया सेक्टर 62, नोडा

गौतम बुद्ध नगर, उत्तर प्रदेश-201309

दूरभाष: 0120-2405195-6

No.F.2-94/2008-NVS (Acad)



Navodaya Vidyalaya Samiti

Ministry of Human Resource Development
Government of India

(Department of School Education & Literacy)

B-15, Institutional Area, Sector-62, Noida.

Gautam Budh Nagar, Uttar Pradesh-201309

URL: www.navodaya.gov.in

Tele: 0120 2405195-6

March 26, 2018

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices

**Sub: Appointment of Faculty-cum-System Administrator
in JNVs - reg.**

Sir / Madam,

This is regarding engagement of Faculty-cum-System Administrator (FCSA) in Jawahar Navodaya Vidyalayas. Guidelines have already been issued in this regard from time to time, but so many Complaints / Grievances / RTI references are being received from the candidates about favoritism, misappropriation, ignorance of merit etc. in selection of candidates for FCSA post on contract basis.

The guidelines for engagement of FCSA on contract already issued are as under:-

1. Prescribed Qualification

Graduate with Diploma in Computer Application (equivalent to 'A' level course of DOEACC) from a recognized institution

Or

'A' level certificate from DOEACC.

Or

BCA from recognized University / Institution

2. Criteria for selection of candidates

Selection of candidates is to be made based on the following criteria for FCSA:-

(A) Weightage

(i) Marks in the concerned subject (Computer Science /IT / Informatic Practices) as per prescribed qualification (60 Marks)

Digitally signed by [Name] DN: cn=[Name], o=[Organization], ou=[Department], email=[Email], c=IN
Date: 2018.03.26 10:37:15 +05'30'

- (ii) Qualified in CTET - 10 Marks
- (iii) Additional marks of 20 marks if the candidate has a BE in Computer Science
- (iv) Experience @ 1 per year. If the candidate has served in JNV, 2 marks may be awarded 2 marks per year (10 Marks)
 - If candidate has got 70% marks in concerned subject in CTET, he/she will be allotted $70/100 \times 60 = 42$ Marks.
 - If qualified CTET conducted by CBSE full 10 marks can be allotted.
 - Experience in government/govt. aided residential schools only is to be considered and 1 or 2 marks as the case may be for each completed 12 months service is to be allotted. Months should not be rounded off to one year eg. For 30 months service only 2 marks to be allotted.
- (B) Merit list is to be prepared on the criteria as explained above and the selection list is to be prepared accordingly as per merit.
- (C) Depending on the number of vacancies the coordinating Principals are authorized to refer the candidate to the JNV having the requirement in the order of merit in the panel.
- (D) The intent of engagement is to be sent from the JNV having the requirement to the selected candidate through email and also informed over phone.
- (E) There shall be no interview. The merit list of candidate is to be displayed on the website of Regional Office.

3. Committee and Process for selection:-

- Applications shall be called by each JNV and forwarded to the committee appointed by the DC of the Region.
- A committee of 4 Principals as appointed by the Deputy Commissioner of the Region shall scrutinize the applications received at one point and prepare the merit list as per the above criteria.
- Candidates may be offered the JNV which is nearer to their home town, subject to being in the merit list. This shall ensure that only meritorious candidates are picked up and they are placed nearer to a JNV of their home town.

- The committee will communicate the details of the candidate to the Principal concerned. The Principal concerned shall invite the candidate for entering in to contract. As these are contract engagements JNV shall not prepare an appointment letter. The selected candidate shall only be called for entering into contract. While inviting the candidate the draft contract document shall be sent to the candidate to enable him/her to make a decision on the type of engagement.

4. Terms and conditions of contract engagement

- FCSA shall be responsible for management, maintenance and up keep of computer hardware resources provided to the Vidyalaya by Samiti.
- FCSA is deployed for teaching the students from Class - VI to Class - X.
- FCSA shall take 26 Periods in a week during academic hours and 12 periods in the afternoon.
- FCSA shall provide hands on support for all the other staff (teaching or non - teaching)
- Besides these FCSA is also entrusted other duties like MOD, Tutorship and prep duties.
- FCSA shall maintain websites of the Vidyalayas regularly.

The engagement of FCSA shall be made by the Vidyalaya for a period of Ten months with effect from the date of engagement or till the end of April, whichever is less excluding long vacations on contract basis with salary not exceeding the amount as applicable to the contract TGTs (i.e., Rs.26,250/- or Rupees Twenty Six Thousand Two Hundred Fifty only per month in general area) to implement Computer Education Programme in the Vidyalayas. The candidates in the hard area will similarly get the remuneration as applicable to the contract TGTs in that area. It should be made clear to the candidate by the Principal concerned that the engagement is purely on contract basis and candidate will not have any right for regular appointment.

Faculty-cum-System Administrator will be appointed only in case of those JNVs where the installation of hardware in the Vidyalaya has been completed. If hardware has not been installed in the Vidyalaya, engagement shall not be made.

The Faculty-cum-System Administrator will be responsible for teaching to the children, training to teachers / other staff members, upkeep of hardware & software, maintains records for supply and issue of computer stationery and consumables and would submit periodical reports as required.

The contract Faculty-cum-System Administrator is not entitled for any leave during the currency of the contract. He / She will be governed by the normal Vidyalaya holidays during the contract period.

At the termination of the contract, FCSA shall not be entitled for any terminal benefits from the Principal or the Navodaya Vidyalaya Samiti.

Notwithstanding anything in the contract the Principal may terminate the service of the contract Faculty-cum-System Administrator before the expiry of said period, in case -

- (a) Her / His work is found unsatisfactory.
- (b) If his/her conduct is found to be unbecoming of a Govt. servant and unsuitable for a co-educational residential institution.

The contract FCSA is entitled for rent free accommodation within the Vidyalaya campus as per availability and is entitled for free meals along with the students.

Principal concerned should ensure that all the teachers/other staff must be trained for operation of computers and computer teaching to the children during one year's engagement of FCSA so that after one year these teachers may be utilized for teaching computers to children.

You are requested to instruct the Principals to appoint the FCSA as per guidelines given above.

Yours faithfully,



[Jugal Kishore]
Deputy Commissioner [Acad]

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