



# नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

( शिक्षा मंत्रालय, भारत सरकार का स्वायत्त संगठन )

(An Autonomous Organization of Ministry of Education, Govt. of India)

**Regional Office ( क्षेत्रीय कार्यालय )**

7/24, Gomti Nagar Vistar, Near Police Headquarter, Lucknow, Pin Code-226010

7/24, गोमती नगर विस्तार, निकट पुलिस मुख्यालय, लखनऊ, पिन कोड-226010

E-Mail:-contact@nvsrolko.org, Website:-www.nvsrolko.org

F.No-16-8/Contract Appointment/NVS(LR)/Est-1/2022-23/ **E-556**

Dated:03-08-2022



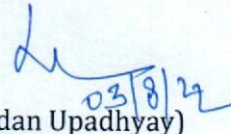
## Notice

**Notice for invitation of online applications for the formation 'panel' for engagement of contract teachers and FCSA for the session 2022-23 in respect of provisional vacancies as per schedule as under :-**

Sl. No.	Particulars	Schedule
1	Opening date of inviting online application on portal	04-08-2022
2	Last Date of receipt of Applications	12-08-2022
3	Verification of application and document and correction there of	13-08-2022 to 16-08-2022
4	Publication of merit list after corrected data and inviting objection	17-08-2022 to 18-08-2022
5	Schedule for Interview tentative	20-08-2022 to 24-08-2022
6	Publishing final merit list (after Interview)	26-08-2022

Note: Candidates selected in final merit list are just for panel for respective subject panel, there will no claim for contract appointment based on final merit list.

Encls: Guidelines and criteria for the engagement of Contract Teachers and FCSA issued by NVSHQ.

  
(Janardan Upadhyay)  
Deputy Commissioner I/C

Copy to: I.T. Cell, NVSRO, Lucknow with instruction to upload the aforesaid notice and enclosures on the website of NVSRO Lucknow.



नवोदय विद्यालय समिति

(शिक्षा मंत्रालय का स्वायत्त संस्थान)

स्कूल एवं साक्षरता विभाग, (भारत सरकार)

बी-15, संस्थानिक क्षेत्र सैक्टर-62,

नोएडा - 201309 (उ.प्र.)

दूर. 0120-2405969, 70, 71, 72, 73 फैक्स: 0120-2405182



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Education)

Deptt. of School Education & Literacy, Govt. of India,

B-15, Sector - 62, Institutional Area,

Noida - 201309 (UP)

Tel : 0120-2405969, 70, 71, 72, 73 Fax : 0120-2405182

वेबसाइट / Website : www.Navodaya.gov.in

F.No.Per-14016/2/2020/NVS/E-III/ 17687-704

Dtd. 23 March 2

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices/NLI

By Speed Post

Sub: Guidelines for engagement of teachers on Contract and monitoring of their performance.


Sir/Madam,

I am directed to forward herewith the guidelines for engagement of teachers on Contract and monitoring of their performance for further necessary action at your level.

This issues with the approval of competent authority.

Encl: As above

Yours faithfully,

  
(Manjuntala Sarkar)  
Consultant (E-III)

Copy to:

1. PA to Commissioner, NVS- for information.
2. PA to Joint Commissioner (pers.), NVS..... for information
3. PA to Joint Commissioner (Acad.), NVS.... For information

ACCST

  
23/3



## Guidelines for engagement of teachers on contract and monitoring of their performance

### OBJECTIVES:

- ❖ In JNVs teachers are engaged on contract against the sanctioned vacant posts to avoid academic loss to the students.
- ❖ In the absence of a comprehensive guidelines and time limit to complete the engagement process there is lack of uniformity and delay in completion of the engagement process.
- ❖ This draft guidelines is an attempt to bring
  - ☐ Uniformity in selection process,
  - ☐ Timely completion of the process,
  - ☐ Monitoring of performance,
  - ☐ Re-engagement of well performing teachers,
  - ☐ Use of IT in the selection process

### Scheme of Engagement

Panel of teachers of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, achievements/award, work experience in relevant subject in recognized schools and personal interaction.

### Qualification

Sl. No.	Post	Educational Qualification	
		Essential	Desirable
1	PGTs	(a) Master Degree from a recognized University with at least 50% marks in aggregate in the relevant subject. (b). B.Ed. Degree. (c) Proficiency in teaching in Hindi and English medium.  Note: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education, of NCERT or other NCTE recognized institution.	(a) Teaching experience in similar capacity in a recognized school. (b) Experience of working in a residential school. (c) Knowledge of Computer application. (d) Knowledge of regional languages.



2.	TGTs	<p>A) Four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution with at least 50% marks in the concerned subject as well as in the aggregate</p> <p>Or</p> <p>50% or above marks in PG in the concerned subject from recognized Institutions.</p> <p>Or</p> <p>Bachelors Honors Degree with at least 50% marks in concerned subject/combination of subjects and also in aggregate. Candidate should have studied requisite subject(s) for at least 2 years in the 03 years degree course</p> <p>Or</p> <p>Bachelor's Degree from a recognized university with at least 50% marks in the concerned subject/combination of subjects and also in aggregate. The candidate should have studied the requisite subjects in all three years of degree course.</p> <p>(B) Passed the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE, for the purpose.</p> <p>(C) B.Ed. Degree.</p> <p>(D) Competence to teach through English &amp; Hindi</p> <p>Note 1: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution.</p> <p>Note 2: Ex-NVS/Superannuated Govt. School Teacher/ dependents of NVS employees who died in harness, seeking appointment on compassionate ground (in waiting for regular appointment) are exempted from having CTET qualification</p>	<p>(a) Teaching experience in similar capacity in a recognized school.</p> <p>(b) Experience of working in a residential school.</p> <p>(c) Knowledge of Computer application.</p> <p>(d) Knowledge of regional languages</p>
----	------	---	---



	<p><u>Post wise elective subjects and Languages in the combination of subjects are as under :</u></p> <p>a) For TGT (Hindi) : Hindi as a subject in all the three years of Degree course.</p> <p>b) For TGT (English); English as a subject in all the three years of Degree course.</p> <p>c) For TGT (Maths) -</p> <p>(i) Bachelor Degree in Maths along with Physics and any one of the following subjects: Chemistry, Electronics, Computer Science, Statistics.</p> <p>(ii) In case of such Universities which provide for only two subjects out of the six as mentioned above in the final year of graduation, the candidate should have studied Maths and Physics in the final year of examination and three subjects, viz, Maths, Physics and Chemistry / Electronics / Computer Science / Statistics in the first and second years of graduation.</p> <p>(iii) Candidates who have passed B.Sc. degree with Honours in Maths subject would be considered eligible only if they have studied Physics and Chemistry / Electronics / Computer Science / Statistics in first and second year of the course. Candidates with B.Sc. (Hons.) in Physics or Chemistry are <del>not eligible for the post of</del> TGT (Maths).</p> <p>d) For TGT (Science)- Botany, Zoology and Chemistry.</p> <p>(i) The candidate should have studied Botany, Zoology and Chemistry during all the three years of study in graduation.</p>	
--	---	--



		<p>(ii) In case of such Universities which provide for only two subjects in the final year of graduation, the candidates should have studied any of the two subjects out of Botany, Zoology and Chemistry in the final year of examination and all the three subjects, viz. Botany, Zoology and Chemistry in the first and second years of graduation.</p> <p>(iii) In case of Honours Degree in any of the above mentioned three subjects, the candidate must have studied other two subjects in the first and second year of the course.</p> <p>e) For TGT (Social Studies): .</p> <p>(i) The candidate should have studied any of the two subjects out of the following subject combinations at graduation level :  (a) History with Geography/ Economics/ Political Science OR  (b) Geography with History/ Economics/ Political Science (in other words candidates should have studied any two subjects out of History, Geography, Economics and Political Science, in which one must be either History or Geography)</p> <p>(ii) History/Geography as above, should have been studied for all three years in the Graduation.</p> <p>(iii) In case of Honours Degree in <u>History</u> the candidate should have studied Geography/ Economics/ Political Science in 1st and 2nd years. Similarly in case of Honours degree in Geography, the candidate should have studied History/ Economics/ Political Science in 1st and 2nd year. Candidates with B.A.(Honours) in Economics or Political Science are not eligible for the post of TGT (S.St.)</p>	
--	--	---	--



		f) TGT (III Language) : Concerned Regional Language as a subject/elective subject in all the three years of Degree course.	
3.	Art Teachers	a) Degree in Fine Arts/Crafts from a recognized University. (b) Proficiency to teach through English & Hindi	Desirable Qualifications : (i) Knowledge of regional languages. (iii) Experience of working in a residential school. (iv) Teaching experience in similar capacity in a recognized school (v) Knowledge of computer application (vi) Achievements at State/National level competitions.
4.	Physical Education Teacher (Male & Female)	(a) Bachelor's degree in Physical Education B.P.Ed. from a recognized University. (b) Proficiency to teach through English and Hindi	i) Working experience in similar capacity in a recognized school. ii) Knowledge of Regional languages. iii) M.P.Ed / M.Sc, (Sports coaching) from from LNCPE, LNIPE, NSU or any National or State University. iv) Achievements at State/National/International level competitions.
5.	Music Teachers	(i) Bachelor degree in music from a recognized university. (ii) Proficiency to teach through English and Hindi.	(i) Knowledge of regional languages (ii) Experience of working in a residential school. (iii) Teaching experience in similar capacity in a recognized school. (iv) Knowledge of computer application (v) Achievements at State/National level competitions.
6.	Librarian	1. University degree in Library Science from a recognized institution 2. Working knowledge of English and Hindi	(i) Experience of working in a residential school (ii) Teaching experience in similar capacity in a recognized school. (iii) Knowledge of regional languages (iv) Knowledge of computer application



### Upper Age Limit

Upper Age Limit for all category of teachers is 50 Years as on 1<sup>st</sup> July of the year of engagement. For Ex NVS/Superannuated Govt. School teachers maximum age limit will be 62 Years as on 1<sup>st</sup> July of the year of engagement.

### Weightage for Educational & other Qualifications

#### A) PGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of weightage
1	Essential qualification (from recognized institution)	40 marks	40% of the Percentage obtained in the concerned subject
2	B.Ed. (from recognized institution)	10 Marks	10% of the Percentage obtained
3	Next Higher qualification in the relevant subject (Ph.D/M.Phil/M.Ed)	10 Marks	(Ph.D/M.Phil/M.Ed)
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 Marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

#### (B) TGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	40 Marks	(20 % of overall percentage in UG/ PG level whichever is higher) + (20% of percentage in relevant subjects in all three years together in Graduation)]
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	B.Ed.	5 marks	5% of the percentage obtained
4	*CTET (Secondary Level)	5 Marks	5% of the percentage scored



5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

\* Ex-NVS/Superannuated Govt. School Teacher are exempted from having CTET qualification. For such candidates, maximum Weightage of B.Ed. qualification will be 10 Marks.

### (C) Art Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject OR At least 03 months certificate course in discipline other than in Essential qualification from a recognized institute.	10 marks	10% of the Percentage obtained
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	State Level - 10 marks, National Level - 15 marks).  Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	



(D) Music Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40 % of the Percentage obtained in Bachelor Degree in music from a recognized University.
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	Additional qualification in subject other than the subject of essential qualification ( for example if essential qualification is in Vocal/Dance then additional qualification being considered here would be Instrumental)	05 Marks	On production of certificate from a recognized institute
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	(State Level – 10 marks, National Level – 15 marks)  Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential school run by Govt./ Autonomous Body of Government/recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	



### Physical Education Teacher (Male & Female)

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of Percentage obtained in B.P.Ed. degree from any recognized University
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	M.Sc. Sports Coaching courses from LNCPE/LNIPE/NSU/ any other Govt. Institutions	05 Marks	Based on certificates from LNCPE/LNIPE/NSU/any other Govt. Institutes.
3	Award at State/ National/International Level / Achievement of school team in CBSE, SGFI, National, State Sports Federation	15 marks	(State Level Award/ NCC "B" Cert. / Achievement of School team in CBSE/ State Sports Federation - 5 marks, National Level Award/ NCC "C" Cert./ Achievement of School team in SGFI/ National level competition - 10 marks, International level participation - 15 marks. Note:- Weightage to highest level achievements to be awarded
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience
Total		80 Marks	

### (F) Librarian

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	Publication/Presentation of papers in seminars/ journal by Recognized University/ Institutions (based on production of certificates)	5 Marks	Publication/presentation of at least two papers



4	Certificate/Diploma Course in Computer Application from Govt. recognized institute	5 Marks	Based on certificate from a Govt. recognized institutes
5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		75 Marks	

**Personal Interaction for PGTs/TGTs/Librarian**

S. No.	Area	Weightage
1	Subject Knowledge	04 marks
2	Teaching abilities	04 marks
3	Personality & General Awareness	04 marks
4	Communication Skill ( in English / Hindi)	04 marks
5	Proficiency in applying ICT Skills in teaching and learning	04 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
Total		25 Marks



### Personal Interaction for Music Teacher/Art Teacher/PETs

S. No.	Area	Weightage
1	Subject Knowledge	03 marks
2	Teaching abilities	03 marks
3	Personality & General Awareness	03 marks
4	Communication Skill ( in English / Hindi)	03 marks
5	Proficiency in applying ICT Skills in teaching and learning	03 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
Total		20 Marks

### Performance Monitoring of teachers engaged on contract:-

- ❖ Performance of the teachers engaged on contract to be monitored regularly by Principal of the JNV and the performance is to be recorded in prescribed format quarterly based on regular monitoring. (Annexure - A)
- ❖ Those teachers meeting the benchmark of performance as decided by the Samiti and found "Excellent" on their cumulative performance score may be engaged for the next academic session without appearing in the selection process for "Contract teachers engagement", subject to the availability of vacancy in the region.
- ❖ Those teachers awarded grade "Very Good & Good" have to appear in the selection process of contract teachers for re-engagement.
- ❖ Those teachers awarded "Average" on their cumulative performance score may be debarred for appearing in the "Contract teachers' engagement" process further in any of the JNVs of Navodaya Vidyalaya Samiti for next academic session.
- ❖ The conduct of a contract teacher if found not fit as per residential school system, report of a committee chaired by Vice Principal/ senior most teacher along with the comment of the Principal may be forwarded to the concerned regional office for appropriate decision of continuation of the teacher in the JNV.
- ❖ If a contract teacher found guilty of inappropriate conduct, he/she should not be engaged in any of the JNVs in future.



Cumulative Performance Score Card:

Annexure- A

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
A) Personal Attributes	1. Power of Expression Oral as well as written				
	2. Punctuality				
	3. Inter Personal relations (Students, staff & parents)				
	4. Working in team				
	5. Sense of Responsibility				
A	Total Average score				

Cumulative Performance Score Card

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
B) Academic Delivery	1. Preparation of lesson plan				
	2. Coverage of syllabus as per PAP				
	3. Timely correction of assignments/ Home work and class work				
	4. Use of ICT teaching learning process				
	5. Use of Innovative Pedagogy (Art/Sports etc. integration)				
	6. Efforts undertaken for remedial teaching				
	7. Efforts undertaken for subject enrichment activities				
	8. Delivery of result of unit test/ term end/ Annual exams as per NVS benchmark				



	9. Maintenance of record				
	10. Preparing students for competitions (Academic/sports and games/ Art & culture)				
B	Total Average score				

### Cumulative Performance Score Card

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
C) Residential Component	1. Delivery of responsibility of Associate House Master				
	2. Delivery of additional work allotted (JNVST/ Exam/ CCA/ M&R etc)				
	3. Participation in evening games and morning PT				
	4. Participation in Mess activities (dining with students, teaching table manners etc.)				
	5. Participation in out reach / pace-setting activities				
C	Total Average score				
D	Total Average Score (A + B + C ) out of 100				
E	Total Average Score out of 10 ( D/10)				
Overall Grade	Excellent = Above 8, Very Good = 6 to 8, Good = 4 to below 6, Average = below 4				



# नवोदय विद्यालय समिति

शिक्षा मंत्रालय, भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)

ब्लॉक-15, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा, गाँतम बुद्ध नगर (उ.प्र.)-201309  
टेल. 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



## Navodaya Vidyalaya Samiti

Ministry of Education, Govt. of India

(Deptt. of School Education & Literacy)

B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.)-201309

Tel. 0120-2405969, 70, 71, 72, 73, Fax : 0120-2405182

वेबसाइट/Website : www.navodaya.gov.in

File No. PER-14016/2/2022-Estt.III/ 24752

Date: 4 July 2022

सेवा में,

उपायुक्त

नवोदय विद्यालय समिति

क्षेत्रीय कार्यालय,

लखनऊ

**Sub: Engagement of 3<sup>rd</sup> Language Teachers on Contract basis- Relaxation of educational qualification- regarding.**

Sir,

This has reference to your letter of even number dated 20.05.2022 on the subject cited above.

In this connection, the Competent Authority has directed that in respect of engagement of Third Language teachers on contract basis, if candidates with CTET qualification are not available for contract engagement, they may consider STET candidates. If sufficient candidates are not available, without CTET qualified candidates may be allowed.

This issues with the approval of competent authority.

Ac(E-1)

Ac(E-1)

A-S-1(E-1)

4-7-2022

AB

04-7-22

Urgent/Important

Smt Shanti

04

5/7/22

भवदीय,

राजेश चेल्ले  
(राजेश चेल्ले)

सहायक आयुक्त (स्था. III)



**नवोदय विद्यालय समिति**

शिक्षा मंत्रालय, भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)

ब्लॉक-15, इंस्टीटुशनल एरिया, सेक्टर-62, नोएडा, गौतम बुद्ध नगर (उ.प्र.)-201309  
टेल. 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



**Navodaya Vidyalaya Samiti**

Ministry of Education, Govt. of India  
(Deptt. of School Education & Literacy)

B-15, Institutional Area, Sector-62, NOIDA, Gautam Buddha Nagar (U.P.)-201309  
Tel. 0120-2405969, 70, 71, 72, 73, Fax: 0120-2405182  
वेबसाइट/Website: www.Navodaya.gov.in

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

Dated: 12.05.2021

To

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

Sub:- Guidelines for Engagement of FCSA on contract and monitoring of their performance.

Sir/Madam,

I am directed to forward herewith the guidelines for engagement of FCSA on contract and monitoring of their performance for further necessary action at your level. These guidelines would be applicable for engagement on contract and performance monitoring of FCSA from the academic session 2021-22.

If there is any suggestion about the guidelines the same may please be forwarded within 7 days to this office.

This issues with the approval of competent authority.

Yours faithfully

(Kirti Panwar)

Assistant Commissioner (Acad-II)

Copy to:-

1. PA to Commissioner, NVS for information.
2. PA to Joint Commissioner (Admn) for information.
3. PA to Joint Commissioner (Pers.) for information.
4. PA to Joint Commissioner (Acad.) for information.



## NAVODAYA VIDYALAYA SAMITI

### Guidelines for engagement of Faculty cum System Administrator on contract basis and monitoring of their performance

#### OBJECTIVES:

- In JNVs, FCSAs are engaged on contract basis for implementation of Computer Education Program including management & maintenance of all computer hardware, teaching the students from Class VI to X and providing hands on support for all the other staff of JNV.
- These guidelines are an attempt to bring-
  - ☐ Uniformity in selection process,
  - ☐ Timely completion of the process,
  - ☐ Standard for Monitoring of performance,
  - ☐ Re-engagement of Good performing FCSAs.

#### Scheme of Engagement

- Panel of FCSA will be formed based on candidate's essential academic qualifications, higher qualification in the relevant field, achievements, relevant work experience in recognized schools and personal interaction.
- Applications would be called at Regional Office Level through online mode. All the Regions should follow the same time schedule of interview so that a candidate may appear only at one venue.
- Personal interaction may be conducted at cluster level. The Panel for Personal interaction may consist of – 1. Assistant commissioner Cluster I/C as chairman, Two External Subject expert and One JNV Principal.
- Merit list should be prepared at Regional Office level and should be published on website of RO. After resolving the grievances final merit list should be published within 7 days on the RO website.
- Preference in posting may be given after due weightage to criteria as per NVS transfer policy and Performance/merit.

#### Qualification for FCSA-

Qualifications	
Essential	Desirable
(Minimum 50% marks) ► Graduation with PGDCA (from a recognized university/ institution recognized by AICTE) OR "A" level certificate from DOEACC/ NIELT (OR) ► BCA/ B.Sc/ B tech / BE in Computer Science / Information technology or Information science from a recognized university. (OR) ► MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.	a) Teaching experience in similar capacity in a recognized school. b) Experience of working in a residential school. c) Knowledge of Computer hardware and networking. d) Knowledge of regional languages e) Achievements in field of ICT of Self/Mentoring of students at State/ National level competition.



### Weightage for Educational & other Qualifications

Sr. No	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	50 Marks	(25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) OR 50% of overall percentage in "A" level certificate (DOEACC/ NIELT) /Graduation level in case of Graduation degree in computer science/IT.
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained (only if in addition to essential qualification)
3	Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions	4 marks	State Level – 2 marks, National Level – 4 marks.  Note:- Weightage to highest level achievement to be awarded
5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience, conduct and performance from previous employer(s)	16 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
Total		80 Marks	

### Personal Interaction

S.No.	Area	Weightage
1	Subject Knowledge	03 marks
2	Teaching abilities	03 marks
3	Personality & General Awareness	03 marks
4	Communication Skill ( In English / Hindi)	03 marks
5	Knowledge of Computer hardware and networking	03 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and Inferences drawn during Interview)	03 marks
Total		20 Marks

Upper Age Limit- Upper Age Limit to be fixed at 50 Years as on 1<sup>st</sup> July of the year of engagement.



## FCSA duties and Responsibilities

### Academic

- Teaching the students from class 6<sup>th</sup> to 10<sup>th</sup> by taking 26 periods in a week during academic hours, and 12 periods in the afternoon.
- Teaching of IT related skill subjects from 6<sup>th</sup> to 10<sup>th</sup> class.
- Organizing various ICT related competitions at Vidyalaya level and guiding the students in participating various online Exams and computer related competitions.
- Training the students in ICT tools and mentoring their projects.
- Provide help to the students in the uploading of online applications and career guidance.

### Non Academic

- Up keeping of all computers and ICT infrastructure of JNV in working condition with Internet connectivity and software.
- Extending Technical support to all other staff (including teaching and non teaching)
- To Promote Cyber Security In Vidyalaya.
- Assisting the office in Important work like JNVST, CBSE and others as and when assigned by principal.
- Updating of Vidyalaya website and SIS PIS regularly
- FCSA may be assigned to facilitate availability of computer lab for senior students class/house wise on Sundays and weekly off may be fixed on any other day in week.
- Beside these FCSA may be entrusted other duties like MOD, Tutorship and Prep duties, however Prep duty time should be utilized to facilitate and train students in use of ICT and computers.

### Terms of FCSA Contract engagement-

- 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. 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.
- At the termination of the contract, FCSA shall not be entitled for any terminal benefits from the JNV 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:-
  - (i) Her/His work is found unsatisfactory.
  - (ii) 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.

### Performance Monitoring of FCSA:-

- ❖ Performance of FCSA to be monitored regularly by Principal of the JNV and the performance is to be recorded in prescribed format based on regular monitoring. Experience Certificate should clearly indicate Marks and Overall Grade for performance and also the conduct of FCSA during the Session.
- ❖ Those FCSA meeting the benchmark of performance as decided by the Samiti and found "Excellent" on their cumulative performance score may be engaged for the next academic session without appearing in the selection process for contract engagement with fresh contract.
- ❖ Those FCSAs awarded grade "Very Good & Good" have to appear in the contract selection process for re-engagement.
- ❖ Those FCSAs awarded "Average" on their cumulative performance score may be debarred for appearing in the "Contract engagement" process further in any of the JNVs of Navodaya Vidyalaya Samiti.



- ❖ The conduct of FCSA, If found not fit for a co-educational residential school system OR if His/her work is found unsatisfactory, report of a committee chaired by Vice Principal/ senior most teacher along with the comment of the Principal may be forwarded to the concerned regional office for appropriate decision of continuation in the JNV and future debarment. Regional office may get the matter inquired by cluster AC before taking decision.
- ❖ If a FCSA found guilty of inappropriate conduct, he/she should not be engaged in any of the JNVs in future.

### FORMAT FOR PERFORMANCE MONITORING OF FCSA

PERFORMANCE OF FCSA ENGAGED ON CONTRACT BASIS IN JNVs				
Name of the FCSA				
Name of JNV (District and State)				
Please indicate the assessment value against every parameter in the box provided				
		First Term	Second Term	Average
<b>A</b>	<b>GENERAL PARAMETERS (30 Marks)</b>	To be assessed on a scale 1 to 5 in the ascending order of performance		
1	Involvement in general affairs(activities) of school			
2	Takes responsibility for organizing school functions, CCA programs, sports and games, celebration of national days etc.			
3	Conduct of Online Tests and quizzes etc.			
4	Assisting the office in important work like JNVST, CBSE and other academic areas			
5	Performance of duties as MOD, Tutorship, Escorting etc.			
6	Inter personal relation with students and staff.			
<b>B</b>	<b>PERFORMANCE PARAMETERS (70 Marks)</b>	To be assessed on a scale 1 to 10 in the ascending order of performance		
1	Achievement/Result of Students in Grade Level Proficiency in ICT			
2	Effectiveness of sessions to impart knowledge towards ICT tools and career options.			
3	Maintenance/ Updation of Website of School and updating Online information such as Shiksha Darpan etc.			
4	Keeping functional all the computer/ ICT equipment in JNV			
5	Contribution in enhancement of the ICT skill of teachers and staff by providing technical guidance.			
6	Mentoring of the students in preparing projects/ Exhibition			
7	Any additional achievement/ contribution during the session			
<b>TOTAL(out of 100)</b>				

Overall Grade-

(Excellent = Above 80, Very Good = 60 to 80, Good = 40 to 60, Average = below 40)



### ILLUSTRATION

#### Qualification for FCSEA: Weightage for Educational & other Qualifications

1. Essential qualification - 50 Marks (25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) OR  
(50% of overall percentage in BCA/ B.Sc /B tech / BE in Computer Science / Information technology / "A" level certificate from DOEACC/ NIELT)

Graduation with PGDCA -

- (i) 50% Score in B.A. (450 mark out of 900 as cumulative of all 3 years) =  $50 \times 25 / 100 = 12.5$   
(ii) 60% score in PGDCA =  $60 \times 25 / 100 = 15$   
Total  $12.5 + 15 = 27.5$  out of 50 Marks

OR

"A" level certificate from DOEACC/ NIELT-

60% score in "A" level DOEACC/ NIELT =  $60 \times 50 / 100 = 30$   
Total 30 out of 50 Marks

(OR)

BCA/ B.Sc /B tech / BE in Computer Science / Information technology or Information science from a recognized university.

60% score in BCA/ B.Sc /B tech / BE =  $60 \times 50 / 100 = 30$   
Total 30 out of 50 Marks

(OR)

MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.

- (i) 50% Score in B.A. (450 mark out of 900 as cumulative of all 3 years) =  $50 \times 25 / 100 = 12.5$   
(ii) 60% score in MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT =  $60 \times 25 / 100 = 15$   
Total  $12.5 + 15 = 27.5$  out of 50 Marks

(If MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT is taken as essential qualification due to want of any Computer /IT qualification mentioned above, then it would not be given weightage as next higher qualification)

2. Next Higher qualification in the relevant subject- 10 Marks (10% of the Percentage obtained)

- (i) "B" level certificate from DOEACC/ NIELT



- (ii) MCA/ Master In Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university. ( if not already considered as Essential Qualification)

60% score in MCA/Master In Computer Science/ Other Post Graduate Degree in Computer Science/ IT =  $60 \times 10 / 100 = 06$  Marks out of 10

3. Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions- 4 Marks  
State Level – 2 marks, National Level – 4 marks
4. Experience in similar capacity in a Govt. Recognized School - 16 Marks  
02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity, (More than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience) on production of certificates related to experience, conduct and performance from previous employer(s).
5. Personal Interaction- 20 Marks

For preparing Merit List- TOTAL Marks = 100