



नवोदय विद्यालय समिति
NAVODAYA VIDYALAYA SAMITI
(शिक्षा मंत्रालय, भारत सरकार का स्वायत्त संगठन)
(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:-schooladmin@nvsrolko.org, Website:-www.nvsrolko.org

F.No.6-19/Host.sup/NVS-2025/(LR)/SA


Dated : 02.05.2025

Notice

Notice for inviting online applications for the formation of 'panel' for engagement of hostel Superintendent for the session 2025-26 is as per schedule given below:-

Sl.No.	Particulars	Schedule
1.	Date of publication of advertisement	02-05-2025
2.	Opening date of inviting online application on portal	04-05-2025
3.	Last Date of receipt of Applications	18-05-2025
4.	Verification of application and document and correction there of	19-05-2025 to 23-05-2025
5.	Date of publication of tentative merit list	24-05-2025
6.	Inviting of Objections, if any iro tentative merit list	25-05-2025 to 26-05-2025
7.	Correction and closure of Objections	27-05-2025 to 28.09.2025
8.	Publication of list of candidates to be called for online Walk-in interview after settlement of objection	29-05-2025
9.	Date of Walk-in interview	Date will be notified later on
10.	Publication of final merit list	Date will be notified later on

Note: Candidates selected in final merit list are just for panel, there will be no claim for contract engagement, based on the final merit list.



(Sunita Devi)

Assistant Commissioner

Encls: Guidelines and criteria for the engagement
Of Hostel Superintendent
issued by NVSHQ.

Copy to: The Assistant Commissioner (Admn.) NVSRO, Lucknow with the request to upload the aforesaid notice and enclosures on the website of NVSRO Lucknow.

Guidelines for engagement of Hostel Superintendents on contract
basis for the year 2025-26
LUCKNOW REGION

Scheme of Engagement

Panel of Hostel Superintendents of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, work experience in relevant subject in recognized schools and personal talk.

Qualification

Sl.No.	Post	Educational Qualification	
		Essential Academic Qualification	Desirable Academic Qualification
1	Hostel Supdt.	<p>1. Essential Academic Qualification- Graduation in any discipline.</p> <p>2. Prior work Experience:</p> <ul style="list-style-type: none">• @ Minimum 05 year experience in pay level 5 or above of 7th CPC (or equivalent scale) in any recognized residential school.OR• @@ Minimum 07 years' experience on Consolidated pay not less than 29200/-per month in any recognised residential school.OR• @@@ Ex-defence personnel having work experience of minimum 05 years in pay level 5 or above of 7th CPC.• @@@@ Work experience in case of candidates having worked in JNVs may be reduced to three years.	<p>a) Master's degree/B.Ed,</p> <p>b) Proficiency in regional Language to be verified during personal talk(no documentary evidence Required).</p>

Age Limit

Minimum Age as on 1st July 2025: 35 years for engagement and maximum age limit will be 62 Years as on 1st July 2025

Marital Status

Male & Female without encumbrances.

Health/Fitness Requirement:

As per NVS norms i.e. applicable for regular appointment.

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Weightage for Engagement and other Qualifications

Hostel Superintendent

Sl.No.	Qualification	Maximum Weightage	Criteria for award of weightage
01	Secondary	05 Marks	05% (On pro-rata basis)
02	Senior Secondary	05 Marks	05% (On pro-rata basis)
03	Graduation	30 Marks	30% (On pro-rata basis)
04	B.Ed.	05 Marks	05 Marks
05	Higher Qualification	05 Marks	05 Marks
	Prior Work experience <ul style="list-style-type: none"> Minimum Qualifying Experience 05 Marks and 01 Mark to be added for each additional year up to the maximum 10 Marks. 	10 Marks	<p>Minimum 05 year experience in pay level 5 or above of 7th CPC (or equivalent scale) in any recognized residential school.</p> <p style="text-align: center;">OR</p> <p>Minimum 07 years' experience on Consolidated pay not less than 29200/-per month in any recognised residential school.</p> <p style="text-align: center;">OR</p> <p>Ex-defence personnel having work experience of minimum 05 years in pay level 5 or above of 7th CPC.</p> <p>Work experience in case of candidates having worked in JNVs may be reduced to three years.</p>
		60 Marks	

Personal Interaction for Hostel Superintendent

Sl.No.	Area	Weightage
01	Personality and General Awareness	10 Marks
02	Ability to communicate in English	05 Marks
03	Ability to communication in Hindi/ Regional Language	05 Marks
04	Ability to handle emotional/psychological issues of adolescents with sensitivity	10 Marks
05	Knowledge of First aid	05 Marks
06	Special achievement etc	05 Marks
	Total	40 Marks

Handwritten signature



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Dated : 02.05.2025

**NOTICE FOR EMPANELMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENT ON CONTRACT BASIS
IN JNVs OF LUCKNOW REGION FOR THE SESSION 2025-26**

Applications from eligible candidates are invited Online, for empanelment and engagement of Hostel Superintendent (Male and Female) purely on contract basis for the academic session 2025-26 in Jawahar Navodaya Vidyalayas (residential co-educational school system under Navodaya Vidyalaya Samiti Ministry of Education, Govt. of India) in the states of Uttar Pradesh and Uttarakhand. JNVs being residential in nature make it mandatory for the Hostel Superintendents to reside in the Vidyalaya campus to attend residential school duties & responsibilities besides Hostel monitoring.

Link for application Online https://supschools.in/	Total Tentative Vacancies of Hostel Superintendents on contract basis
HOSTEL SUPERINTENDENTS	(Male-89) (Female-89)

These vacancies are tentative and subject to change.

REMUNERATION OFFERED:

Post on purely contract basis	Remuneration (consolidated)
HOSTEL SUPERINTENDENTS	Rs.35,750/-per month

AGE LIMIT-Minimum Age as on 1st July, 2025: 35 years for engagement and maximum age limit will be 62 Years as on 1 July 2025.

1. Candidates must ascertain their eligibility for the posts mentioned above **before filling up the form.**
2. Visit our Website-<https://navodaya.gov.in/nvs/ro/lucknow/en/home>
3. Use your correct & working email ID & mobile number.
4. Using one email ID, application can be submitted for one post only.
5. The information should be filled up accurately if later at any stage, the information provided is found false/wrong/misleading, the candidature will be rejected.
6. A copy of the filled application form will be sent to the candidate's mail (Check in the spam, promotion, etc. sections/folders of the mail thoroughly.)
7. As per eligibility & requirements, candidates will be asked for document verification and personal interaction in physical mode only (not online), further information with regard to this will be published on NVS RO Lucknow website.
8. Eligible candidates will be called for documents verification & personal talk at campus of NVS Regional Office, Lucknow.
9. Candidates shall bring printed and self-attested copy of the application form at the time of documents verification at the venue.
10. Candidates are directed to visit the website of NVS RO Lucknow on regular basis for updates.
11. Candidates shall bring self-attested, photocopies of both sides of all required documents and mark list of each semester/year of degree/post-graduation/diploma/experience certificates/awards & other related certificate etc, with originals at the time of document verification at the venue.
12. Final merit list will be prepared for posting against available vacancies in the concerned states.
13. Candidates must bring any Government issued ID proof with its photocopy at the time of document verification.
14. The cut-off date for determining eligibility will be 01 July 2025,

The eligible candidates will be short listed for Personal Talk against anticipated tentative after considering allotment of marks for educational and other qualifications.
NVS reserves the right to modify the place of personal talk, if required.

(Sunita Devi)

Assistant Commissioner

NAVODAYA VIDYALAYA SAMITI**DUTIES AND RESPONSIBILITIES OF HOSTEL SUPERINTENDENTS
(Hostel Supdt.) IN JNVS****A. Exclusive Duties:-****1. Ensuring Cleanliness and Maintenance and upkeep of the dormitories:**

Hostel superintendent shall ensure that:

- Housekeeping staff clean the dormitories (wash rooms, toilets, staircases, common areas etc) twice a day.
- Drains around the dormitories are cleaned on daily basis.
- Appropriate cleaning materials are used by Housekeeping staff in cleaning of toilets and washrooms.
- Waste generated in the dormitories is disposed two times a day by Housekeeping staff.
- Dustbins are available in the dormitories.
- Regular grass /bush cutting and ensuring cleanliness around the dormitories on regular basis (Once in a fortnight).
- Electrical wiring and switch boards are intact and if found faulty, get repaired immediately through ECP.
- All basic facilities like water, electricity, fans, furniture, and bedding are available in the house. In the event of any shortage or malfunctioning, he/she must report to the Principal/HM and request to address the issues.
- Broken windows, doors, window panes and other M&R related issues of Hostels should be reported to the Principal/Vice-Principal to address the issue.
- Any other related duty assigned by the Principal.

2. Safety and security of students: Following aspects of safety and security are to be ensured by the Hostel Supdt. :

- He/She will visit the dormitories and the surroundings on daily basis and ensure that dormitories & surroundings are neat & clean and free from any risk /danger, any issues/risk of danger, if present in the dormitories /surroundings should be brought into notice of the Principal/ HM for immediate action.
- Keep a close watch on all the activities and movements of the students in a residential area particularly non-academic hours i.e., own time daily, Sundays and holidays, and at night, and report to the HM/VP/Principal about any incident.
- He/She will ensure locking of the dormitories through Caretakers when students are out of the dormitory for different activities.
- Record of visitors visiting the hostels must be maintained and submitted to the Principal for Counter Signature
- Any other such duties assigned by the Principal.



3. Distribution of Items of Student Entitlements:

- The JSA(Storekeeper)/office superintendent shall provide following items to Hostel superintendent for onward distribution to students.
 - ❖ Daily use items
 - ❖ Bedding items
 - ❖ Stationery items.
 - ❖ Uniform
- The Hostel Superintendent shall distribute the items to students as per schedule and keep the records.

4. Daily Routine: Following aspects of daily routine are to be ensured by the Hostel Superintendent :

- He/She must ensure that students get up in the morning as per the schedule of the daily routine.
- He/She must ensure that students report for different activities as per the schedule of the daily routine
- He/she will supervise that all students get up and sleep on time.
- He/She must ensure that Care takers/Matrons escort the students while going for different activities.
- Lights are off of the dormitories as per schedule of the daily routine.
- Rounds are to be carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
- Students shall not sneak out of the dormitories.
- Any other such duties
(Principal shall assign duties to caretakers, guards, housekeeping staff in a staggered manner and put them under the supervision of Hostel Superintendent)

5. Leave to students: Following aspects regarding leave to students are to be ensured by the H.Suptd.:

- Hostel Superintendent shall process the leave application of students received for approval after recommendation of House Master and signed by the Principal (for grant of leave to students). After approval of the leave, the Hostel Superintendent shall allow the students for out pass under an authentic escort (parent/guardian as per record).
- Hostel Superintendent shall maintain day-wise record of out-passed students in the following format:-

Date of out-pass / reason of out-pass	Time of out-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Class	Escort Name	Relation with the student	Contact No.	Date of reporting back	Sign. Of the Escort	

- Hostel Superintendent shall provide the information of out-passed students to the concerned House Masters on real time basis.
- Hostel Superintendent shall allow in pass to a student reporting back after availing leave, when reported under the escort of an authentic escort (parent/guardian as per record) and report to the concerned HM. Record of in-pass shall be maintained in following format by the Hostel Superintendent:-

Date of in-pass	Time of in-pass	Details of the student out-passed								Signature of the concerned HM
		Name of the student	House	Classes	Escort Name	Relation with the student	Contact No.	Date of out-passed	Sign. Of the Escort	

- Hostel Superintendent shall provide the information of in-passed students to the concerned House Masters on real time basis.
- Checking of the belongings of the students shall be done at the time of reporting after availing leave (other than vacation and break). (Students belongings shall be checked by HM and AHM when students report after vacation /break).

B. General Duties:

- He/she should be very affectionate and polite with the children.
- He/she will attend all sort of the well-being, comfort, and happiness of the students in the Hostel.
- He / she will work in coordination with VP/HMs/AHMs/Office-Superintendent.
- He/she will be very courteous to the parents and create confidence in them that their child is living in a very safe and secure environment.
- To ensure that he/she is always impartial and fair equally to all the students.
- Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
- He/she needs to be cautious of
- his/her own conduct, behaviour, character, habits, punctuality, and sense of moral values at all times.
- To brief the Principal immediately in order to solve any problem of the house beyond his reach or domain.
- Hostel Superintendents shall report to the Principal only. However, Hostel Superintendent shall intimate the house related issues/reports to the concerned House Masters/Associate House Masters, also House Masters may bring into the notice of Hostel Superintendents the necessary M&R work and cleanliness issues for early solution.
- Any other duties assigned by the Principal.

