

# नवोदय विद्यालय समिति,



( क्षेत्रीय कार्यालय - पटना )

शिक्षा मंत्रालय ( स्कूल शिक्षा एवं साक्षरता विभाग )

भारत सरकार

विज्ञापन क्रमांक 02 /2024-25

पूर्णतः संविदा आधार पर सत्र 2024-25 हेतु छात्रावास अधीक्षक ( Hostel Superintendents ) (पुरुष /महिला ) की सेवाएँ लेने हेतु आनलाइन आवेदन आमंत्रित करने की सूचना

नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय ,पटना के अंतर्गत बिहार ,झारखण्ड एवं प0 बंगाल के जवाहर नवोदय विद्यालयों में छात्रावास अधीक्षक( पुरुष /महिला ) के लिये योग्य उम्मीदवारों से अनुबंध आधार पर सेवायें प्राप्त करने हेतु आनलाइन

पोर्टल <https://navodaya.gov.in/nvs/ro/Patna/en/home/index.html> के माध्यम से आवेदन आमंत्रित किये जाते हैं। पात्रता मापदण्ड एवं अधिक जानकारी के लिये नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय ,पटना के वेब साईट का अवलोकन करें।

इच्छुक अभ्यर्थी आनलाइन पोर्टल के माध्यम से दिनांक 13 जुलाई 2024 को प्रातः 9.00 बजे से 22 जुलाई 2024 के रात्रि 12.00 बजे तक आवेदन कर सकते हैं।

उपायुक्त

# NAVODAYA VIDYALAYA SAMITI

## REGIONAL OFFICE, PATNA

( AN AUTONOMOUS ORGANIZATION UNDER MINISTRY OF EDUCATION DEPT. OF SCHOOL EDUCATION & LITERACY.)  
GOVT OF INDIA

Karpury Thakur Sadan, Kendriya Karyalay Parisar, Block-A&B, 5<sup>th</sup> Floor, Ashiyana  
Digha Road, Patna-800025

### NOTICE FOR EMPLOYMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENTS ON CONTRACT BASIS IN JNVs OF PATNA REGION FOR THE SESSION 2024-25

Jawahar Navodaya Vidyalaya ( Residential co-educational school system under Navodaya Vidyalaya Samiti, Ministry of Education, Govt. of India ) invites applications from eligible Candidates for employment and engagement of the services Hostel Superintendent ( Male & Female ) purely on contract basis for the academic session 2024-25 in JNVs run in the states of Bihar, Jharkhand and West Bengal through online. 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 apply Online- <a href="https://supschooms.in/">https://supschooms.in/</a>	Total Tentative vacancy of Hostel Superintendent on contract basis
Hostel Superintendents	36 ( 18 Male - 18 Female )

- These vacancies are tentative and subject to change.
- **REMUNERATION OFFERED:**

Post on purely contract basis	Remuneration ( consolidate )
Hostel Superintendents	Rs 35,750/-per month

**AGE LIMIT-** Minimum Age as on 1<sup>st</sup> July 2024 ; 35 years for engagement and maximum age limit will be 62 years as on 1<sup>st</sup> July 2024.

1. Candidates must ascertain their eligibilities for the posts mentioned above before filling up the form.
2. Visit our Website - <https://navodaya.gov.in/nvs/ro/Patna/en/home/index.html>
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 candidates 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 personl interaction on physical mode only ( not online ), further information with regard to this will be published on NVS RO Patna website.
8. Eligible candidates will be called for documents verification & personal talk at Jawahar Navodaya Vidyalaya, Wafapursharma , Vaishali.

**Guidelines for engagement of Hostel Superintendents on  
Contract basis for the year 2024-25  
PATNA 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 Superintendent	<p>1. Essential Academic Qualification- Graduation in any discipline.</p> <p>2. Prior work Experience.</p> <p>a) Minimum 10 years of experience in pay level 6 or above of 7<sup>th</sup> CPC ( or equivalent scale ), in Sr. Secondary residential school of central/state Govt./Autonomous organizations of central or state Govt./ Defence establishment.</p> <p>b) Ten months (excluding vacations) with usual breaks in a year shall be considered as one year for purpose of determining experience.</p>	<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**

AGE LIMIT - Minimum Age as on 1<sup>st</sup> July 2024: 35 years for engagement and maximum age limit will be 62 Years as on 1<sup>st</sup> July 2024.

**Marital Status**

Male & Female without encumbrances.

**Health/Fitness Requirement:**

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

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 Patna on a regular basis for updates.
11. Candidates shall bring self attested, photocopies of both sides of all required documents and marklist of each semester/year of degree/post-graduation/diploma/experience certificates/awards & other related certificates etc with originals at the time of documents verification at the venue.
12. State wise 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 1<sup>st</sup> July 2024.
15. The eligible candidates will be shortlisted for personal talk against anticipated vacancies after considering allotment of marks for educational and other qualifications. NVS reserves the right to modify the place of personal talk, if required.

Deputy Commissioner

NAVODAYA VIDYALAYA SAMITI**DUTIES AND RESPONSIBILITIES OF HOSTEL SUPRINTENDENTS  
(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.

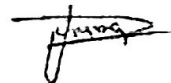
4. **Daily Routine:** Following aspects of daily routine are to be ensured by the Hostel Superintendent :

- 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-passes	Time of in-passes	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.

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