



**NAVODAYA VIDYALAYA SAMITI**  
**(An Autonomous Organization under Ministry of Human Resource**  
**Development, Department of School Education & Literacy, Govt. of India)**  
**B-15, Institutional Area, Sector-62, NOIDA (UP)-201309**

The Navodaya Vidyalaya Samiti, an autonomous organization under the Ministry of Human Resource Development (Department of School Education & Literacy) invites application for filling up the posts of Executive Engineer in the scale of pay in PB-3, Rs.15,600-39,100/- with grade pay of Rs.6600/- on deputation basis at Navodaya Vidyalaya Samiti, Hqrs. and its Regional Offices located at Bhopal, Jaipur, Pune and Shillong.

Essential qualifications required for appointment to the post of Executive Engineer is as under:-

- i) At least a Graduate degree in Civil Engineering from a recognized University with at least 50% marks.
  - ii) Persons serving in Government departments/ organizations as:
    - a) Executive Engineer (Civil) with experience in Civil works.
- OR
- b) Assistant Engineer (Civil) with 5 years experience in Civil works.

**UPPER AGE LIMIT:** Upto 55 years

**Terms and Conditions**

1. The period of deputation would be initially for a period of three years, which may be extended further at the discretion of the Competent Authority.
2. The officers selected will have the option to draw either his grade pay plus Deputation (Duty) Allowance or his pay fixed in the scale of post as per existing Govt. of India instructions.
3. The Navodaya Vidyalaya Samiti, being an autonomous body, the employees are neither eligible for allotment nor retention of general pool accommodation.

The application, in the given proforma giving complete details with recent photograph may be sent through **proper channel to the Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, NOIDA (UP)-201309 within 45 days from the date of publication of this notification.** While forwarding the applications, it may be certified by the sponsoring authority that the particulars furnished by the officer are correct and that no vigilance or disciplinary case is pending or contemplated against the officer concerned along with the gist of ACR for preceding five years.

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## BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name (in Block Letters)	
2. Father / Husband Name	
3. i) Date of Birth (in Christian era) ii) Age as on 30.06.2016	
4. i) Correspondence address	
ii) Mobile No. & E-Mail	
iii) Name and complete address of the organization with pin code where presently working	
iv) Name & Particular of Relieving Authority in the parent organization with complete postal address	
5. i) Date of entry into service  ii) Date of entry into the present post on regular basis	
ii) Date of retirement under Central/ State Government Rules	
6. Educational Qualifications	
7. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) At least a Graduate degree in Civil Engineering from a recognized University with at least 50% marks	A)
B) Persons serving in Government departments/ organizations as: a) Executive Engineer (Civil) with experience in Civil works.  OR  b) Assistant Engineer (Civil) with 5 years experience in Civil works.	B)

8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

9. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office / Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the Post held on regular Basis	Nature of Duties (in Detail) Highlighting Experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

11. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

**11.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

**11.2 Note:** Information under Column 11(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.

<p><b>12.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p><b>13.</b> Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p><b>14.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>		
<p><b>15.</b> Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p><b>16.</b> Total emoluments per month now drawn</p>		
Basis Pay in the PB	Grade Pay	Total Emoluments
<p><b>17.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details]	Total Emoluments
<p><b>18. A.</b> Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>Note: Enclose a separate sheet, if the space is insufficient)</b></p>		

<p><b>18. B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure. Involving official recognition vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>19.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

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