NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE,PATNA

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

Karpuri Thakur Sadan, Kendriya Karyalay Parisar, Block-A&B, 5th Floor, Ashiyana Digha Road, Patna – 800025

NOTICE FOR EMPLOYMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENTS (FEMALE) AND COUNSELOR (MALE/FEMALE) ON CONTRACT BASIS IN JNVs OF PATNA REGION FOR THE SESSION 2026-27 (2ND PHASE)

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 (Female) and Counselor (Male/Female) purely on contract basis for the academic session 2026-27 (2nd Phase) 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 monitering.

Link for apply Online- https://supschooms.in	Total Tentative vacancy on contract basis
Hostel Superintendents (Female)	**76**
https://crschooms.in **Counselor (Male/Female)**	**51(Male-33 & Female-18)**

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

Post on purely contract basis	Remuneration (consolidate)
Hostel Superintendents	**Rs 35,750/- per month**
Counselor	**Rs 44,900/- per month**

AGE LIMIT-

Post on purely contract basis	**Age Limit**
Hostel Superintendents	Minimum Age as on 1st Nov. 2026 ; 35 years for engagement and maximum age limit will be 62 years as on 1st Nov. 2026.
Counselor	Above 28 Years and below 50 years as 1st Nov. 2026.

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 or**
   Link for apply Online (Hostel Superintendent-Female) **https://supschooms.in**
   Link for apply Online (Counselor-Male/Female) **https://crschooms.in**
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 **PM Shri Jawahar Navodaya Vidyalaya, Wafapur sharma , Vaishali.**
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 timeof documents verification at the venue.
12. Merit list will be prepared for posting against available vacancies in all the states of Patna Region (Bihar, Jharkhand & West Bengal).
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 1st November 2026.
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

Guidelines for engagement of Hostel Superintendents (Male) on Contract basis for the year 2026-27 (2nd Phase)

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 (Female)	1.Essential Academic Qualification- Graduation in any discipline. 2. Prior work Experience. Minimum 02 years experience in pay level 3 (Rs. 21700) or above of 7th CPC (or equivalent scale), in Any recognized school Or Ex-defence personnel having experience of minimum 02 years in Pay Level-3 or above of 7th CPC Note:- Ten Months (excluding vacations) with usual breaks in a year shall be considered as one year for purpose of determining experience.	a)Master's degree/B.Ed. b)Proficiency in regional language to be verified during personal talk (no documentary evidence required).

Age Limit

AGE LIMIT – Minimum Age as on 1st Nov. 2026: 35 years for engagement and maximum age limit will be 62 Years as on 1st Nov. 2026.

Marital Status

Male & Female without encumbrances.

Health/Fitness Requirement:

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

Weightage for educational & other qualification (60)- Regional Offices may assign the weightage on various levels of qualifications viz. secondary, senior secondary, Graduation, Higher Qualification, Experience

Weightage of Personal talk (40) - Regional Offices may assign the weightage on different areas of personal talk viz. Personality and General Awareness, Ability to communicate in English, Ability to communication in Hindi/Regional language Ability to handle emotional / psychological issues of adolescents with sensitivity Knowledge of first aid, special achievements etc.

9. Performance monitoring:

(a) Quarterly Report from Principal/Vice-Principal considering factors like indiscipline cases, punctuality of students, mobile phones possessed by students, handling incidents of ragging/ bullying, maintenance & cleanliness of dormitories & surrounding areas and IPR with parents and staff etc.
(b) During Panel Inspection, Panel Inspection team may be empowered for conducting on the spot inquiry if performance is found unsatisfactory, intimation to be sent to Regional Office for further action.
(c) In addition to assessment during panel inspection, the Annual performance report by Principal will be considered.

10. **Accommodation in the campus:** Shared single accommodation inside campus will be provided to the Hostel Superintendents. Accommodation may be provided in the hostel/in the campus according to the availability of the accommodation. HMs should not be shifted from their allotted House Master's quarter.

11. **Duration of Engagement:**
Contract engagement for an academic session, excluding summer vacation (for summer bound JNVs) / Winter vacation (for winter bound JNVs) but including all other usual breaks falling in between. However, contract engagement may be discontinued any moment, without assigning any reason. Further, engagement may be terminated at any stage on the basis of unsatisfactory performance and as per terms and conditions of agreement entered into. Engagement is only for a period of 10 months in an academic session.

12. Remuneration – Rs. 35,750/- per month.. The expenditure on remuneration shall be booked under "Miscellaneous Contingencies".

Duties and Responsibilities –

Duties and responsibilities of Hostel Superintendents in JNVs are attached at Annexure-I. Terms & conditions for contract engagement are attached at Annexure-II.

General Instructions:- Hostel Superintendents are added to Navodaya Vidyalayas to ensure better management of the hostels and ensure safety and security of the students. So the existing functionaries of House system and Hostel Superintendents shall work in unison to improve the functioning of the House System of Vidyalayas. Therefore, following additional instructions are to be followed for utilizing the services of Hostel Superintendents effectively:

- Principal shall assign duties to Housekeeping staff, caretakers/matrons/guards/ ECP/gardener etc. so that they shall perform their duties under the supervision of Hostel Superintendents.
- Principal shall make necessary arrangements so that the system of Hostel Superintendent shall work effectively in managing hostels.
- Hostel Superintendent shall not be put on escorting / MOD/academic duties.
- Hostel Superintendent shall not be appointed as House Master/Associate House Master.

Regional offices are requested to initiate the engagement process of Hostel Superintendents for 20% of JNVs in their Region. The Hostel Superintendents may be available from the date of re-opening of JNVs after summer vacation in selected 20% JNVs. The JNVs may be selected by the Regional Offices considering the safety & security, repeated cases of indiscipline amongst students, poor management of Hostels etc.

This issues with the approval of Commissioner, NVS.

Yours faithfully

03/06/2024

(Gireesh Kumar)
Deputy Commissioner (SA)

Encls.: As above

Copy to –

1. The Deputy Commissioner (Fin.), NVS (Hqrs.), for information.
2. The Deputy Commissioner (Admn.), NVS (Hqrs.), for information.
3. The AC(IT) with a request to upload on the website of NVS.
4. Guard File

Annexure-I

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.Supdt.:
   - 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	Class	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 o
- f 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.

Annexure – II

Contractual Engagement of Hostel Superintendent

This agreement is made on the _____ between Sh./Smt./Ms. _____ (hereinafter referred to as Contractee/Hostel Superintendent)of the first part:

AND

Principal, Jawahar Navodaya Vidyalaya _____ (hereinafter, referred to as Principal) of the second part and both of them together referred to as parties who are duly authorized to sign this agreement by the Competent Authority of NVS.

WHEREAS the Principal has engaged with effect from the _____(day and date) _____ the contract Hostel Superintendent to serve the JNV_____ and the said Contractee _____ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

NOW WHEREOF BOTH THE PARTIES AGREE AS UNDER:

1. This contract will be for a period from _____ to _____ from the date of engagement of the contract _____ as aforesaid. The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.
2. This contract can be terminated by either party by giving one month notice or one month remuneration in lieu of that. No need to communicate the reasons leading to the termination of contract, in case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.
3. During the period of contract, the Contractee shall be entitled to consolidated monthly fixed amount at approved rates that will be notified by the Navodaya Vidyalaya Samiti, from time to time. The present approved rate of remuneration is Rs. 35,750/- per month.
4. The Contractee _____ will himself/herself efficiently and diligently and will devote his/her whole time to the duties of the service. Duties and responsibilities is prescribed and attached herewith as Annexure -I.
5. The Contractee will not engage himself/herself directly or indirectly in any trade, business or occupation on his own account.
6. The Contractee _____ will be entitled for one Casual leave per month that will have to be approved by the Controlling Authority.
7. JNV being the co-residential school setup is responsible for providing a safe and secure work place and strives to ensure that all individuals associated with the JNV/NVS are treated in a respectful and fair manner. Though, it is not possible to list all forms of behavior that are unacceptable at the work place; some examples of unacceptable behavior (Don'ts) that would be considered violation of JNV rules of conduct are annexed as Annexure – III of this agreement. Such behavior may result in termination of engagement without assigning any reason. No further correspondence to this effect shall be entertained.
8. All taxes including TDS will be deducted as per Income Tax Rules and other rules.

9 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.

10 Consequent upon expiry of the contract period, the Contractee shall not have any right for continuation/re-engagement. Only after review of service performance, utility and usefulness the contractee can be re-engaged as per need, however, contractee shall not have any claim even on the basis of good performance for continuation or re-engagement. It is a sole right and the prerogative of the NVS to decide the question of engagement /re-engagement keeping in view, the interest of the department and need for engagement/re-engagement of the Hostel Superintendent in the Vidyalaya concerned

11 The Contractee shall attend the orientation/training programs as and when organized

12 for smooth adjustment and capacity building.

13 The Contractee shall perform any assigned job other than his/her specific duties as conveyed by the Samiti including Principal.

14 The Contractee shall not reveal any data or information about the Vidyalaya activities to any person outside Vidyalaya, during the time of the contract engagement or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may deemed fit.

15 The Contractee shall also inter alia discharge the duties and responsibilities attached to the services of contractual engagement of Hostel Supdt. in addition to the duties that are mentioned herein above. The said Duties and Responsibilities attached to the services of contractual engagement of Hostel Supdt. form part of this offer of appointment is attached herewith at Annexure 'I' and as prescribed by the Samiti from time to time.

16 The Contractee/ Hostel Superintendent will be provided shared single accommodation inside campus, preferably in the Hostel if available.

17 In case of any dispute regarding engagement/re-engagement of Hostel Superintendent, the jurisdiction shall lie with the Hon'ble Court of Law in the concerned District where the JNV is located.

18 The Do's and Don'ts as applicable to staff shall be equally applicable to the Contractee alongwith other Do's and Don'ts in practice in the JNV

PARTIES hereto agree to have gone through the details mentioned above with respect to aims and objectives time frame quantifiable goals management issues outcome analysis and additional terms and conditions attached to this contract and understood the contents as the part of this contract.

IN WITNESS WHEREOF, the parties hereunto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee

Witness:

Principal

Witness:

ANNEXURE- III

EXAMPLES OF MISCONDUCT

(DON'TS)

- Immoral or indecent conduct.
- Conviction of a felony.
- Conviction of a misdemeanour involving moral turpitude while an employee of the University.
- Violation of local, state, or federal law which causes unfavourable publicity to the University, impairs the credibility of the employee to perform the employee's job or is otherwise connected to University employment.
- Theft or inappropriate removal or possession of company property or the property of a fellow employee.
- Wilful destruction of company property or the property of a fellow employee
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace which may include:
    - Causing physical injury to another person.
    - Making threats of any kind.
    - Aggressive, hostile or violent behaviour, such as intimidation of others; attempts to instil fear in others; or subjecting others to emotional distress.
    - Other behaviour which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, or a demonstrated pattern of refusing to follow NVS policies and procedures, etc.

      Intentionally damaging NVS property or property of another employee, student or member of the public.

Possession of a weapon while on NVS property or while on NVS business.

- Sexual or other harassment.
- Sabotaging another's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized disclosure of business "secrets" or confidential information.
- Falsifying company records or reports, including one's time records or the time records of another employee.
- Excessive absenteeism.
- Excessive tardiness.
- Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
- Posting unauthorized materials on walls or bulletin boards; defacing or removing authorized material from bulletin boards.
- Violation of a safety rule or safety practice.
- Smoking in prohibited areas.
- Failure to report for work without giving the supervisor or department head notice of absence within two hours after the beginning of the scheduled workday.
- Vending, soliciting or collecting contributions on the University's time or premises without prior appropriate authorization from the University.
- Gambling, lottery, or any other game of chance on the employer's premises during working hours.
- Any other offense of equal magnitude to the above.

Guidelines for engagement of Counselor (Male/Female) on Contract basis for the year 2026-27 (2nd Phase)

PATNA REGION

Scheme of Engagement

Panel of Counselor 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.	**COUNSELOR (MALE/FEMALE)**	**1. Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution.** **2. One year Diploma in guidance & counselling from a recognized university or institution.** **Experience** **At least one year experience in Guidance & counseling/Counseling in any recognized School/Educational Institution.**	**Certificate courses from recognized institutes in areas like** • Cognitive behavior therapy skills • Attention Deficit Hyper Activity Disorder (ADHD) • Behavioural issues and learning difficulties • Building emotional intelligence and resilience • Adolescence Education

Application Fee:-

Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC/ST and PH candidates will be exempted.

Age Limit

AGE LIMIT – Above 28 Years and below 50 Years as on 1st November 2026.

Marital Status

Male & Female without encumbrances.

Health/Fitness Requirement:

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

- Mode of Engagement:

  - Non refundable application Fee @ Rs. 500/- per candidate will be charged. However, SC / ST and PH candidates will be exempted.
  - Regional offices should put up notification on engagement of counsellors (Annexure – A) on their websites.
  - Application will be called from eligible candidates through online mode for contract engagement.
  - Wide publicity should be done through News papers / in State universities / reputed Institutes providing courses in counselling (Annexure – 'B').
  - Regional offices may conduct personal talk on the lines of engagement of contract teachers.
  - From all eligible candidates, only short-listed candidates may be called for personal talk. Short listing may be done on the basis of marks awarded for essential and desirable qualification (out of 70).
  - Documents submitted during application filling will only be accepted for verification.
  - Number of candidates called for personal talk may be restricted to the ratio 1:3

D) Contract Engagement Process:

- Contract Engagement process may be taken up at Regional level. Contract engagement will be done by considering the educational qualification, experience in the relevant field and marks awarded for personal talk.
- Candidates need to produce original documents at the time of personal talk for verification of documents.
- Candidates found ineligible during the verification of documents will not be called for personal talk.
- List of Shortlisted candidates along with the schedule of the personal talk may be displayed by each regional office on its website.
- Regional offices should ensure that all shortlisted candidates are informed with the schedule of the personal talk in time.
- Contract Engagement panel of counsellors should be made on the combined merit of Educational qualification, experience and marks awarded for Personal talk.
- Counsellors may be engaged on contract in JNVs of their home State in order of their merit in panel.
- No counsellors should be engaged in his/her home district JNV.
- Counsellors will be engaged on contract for one academic session only as per need.

E) **Weightage for Essential Qualification:**

Weightage for Essential educational qualification	Total 20 marks as per following – 1. Maximum 10 Marks (on pro-rata basis) for – Master's Degree (M.A/M.Sc.) in Psychology from a recognized university or institution. 2. Maximum 10 Marks (on pro-rata basis) for - One year Diploma in guidance & counselling from a recognized university or institution.
Weightage for Graduation in relevant subject (Psychology)	- 10 marks (On pro- rata basis)
Weightage for higher qualification in relevant field (M.Phil/Ph.D)	- 10 marks
Weightage for desirable qualification	**12 marks**. (6 marks each for the following courses subject to maximum of 12 marks) Certificate courses from recognized institutes in areas like – • cognitive behaviour therapy skills • Attention Deficit Hyper Activity Disorder (ADHD) • Behavioural issues and learning difficulties • Building emotional intelligence and resilience • Adolescence Education
Weightage for experience	- **18 marks** (02 marks for each year of relevant experience in educational institutes (other than JNVs) of central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking / 04 marks for each year of relevant experience in JNVs - During COVID period, engagement of counsellor minimum 03 months during the session 2019-20 and 06 months for all other academic sessions will be counted as a year and Weightage may be assigned accordingly. For non JNV experience marks of Experience will be awarded on production of work and conduct certificate from the previous employer as per prescribed format (Annexure- C) For JNV Experience- marks of experience will be awarded by Regional Offices based on their records. Note - Candidates not having satisfactory performance and good conduct in previous engagements should be treated as not eligible
Total	**- 70 Marks**

Personal talk: 30 marks

Likely areas of Personal Talk -	(i) Subject knowledge (ii) Fluency in Regional language of the state applying for and understanding of the cultural values of the Region will be verified as essential qualification. (iii) Communication skills (English and Hindi) (iv) Proficiency in Computer Application /ICT skills

- NO TA/DA will be paid to the candidates for appearing in the Personal Talk.

Annexure- C

For other than Jawahar Navodaya Vidyalayas

(To be issued on the letter head of the School/ Institute)

EXPERIENCE CUM CONDUCT CERTIFICATE

1	Name of the candidate	
2	Gender (Male/ Female)	
3	Father's Name	
4	Postal Address	
5	Post	
6	Nature of engagement (Contract / Part time)	
7	Duration of Engagement (from - to)	
8	Total Duration in each academic session (in completed months)	
9	Job Profile	
10	Conduct (Very Good / Good / Not Good)	
11	The School/ Institute is a (central or State or UT Government /Autonomous Bodies of Central or State Government/Public Sector Undertaking.)	
12	The School / Institute is (Fully Residential/ Partially Residential/ Day School)	
13	The School / Institute is (Co – educational / Only for Boys'/ Only for Girls')	
14	The School / Institute is up to (Secondary/ Senior Secondary level/ College)	
15	Board of Affiliation	

(Signature of the Issuing Authority)

(Designation of the Issuing Authority)

(Name of the Issuing Authority)

Seal of the School/ Institute

(Experience certificate in this format should be submitted from each previous employer)

Annexure – 'D'

Draft Contract for Contractual engagement of Counselor in JNV

This agreement is made on the _____ between Sh./Smt./Ms._____ (hereinafter referred to a Contractee/counselor _____ of the first part referred to as Contractee hereinafter:

AND

Principal, Jawahar Navodaya Vidyalaya _____ (hereinafter, referred to as Principal of the second party) and both of them together referred to as parties.

WHEREAS the Principal has engaged with effect from the _____(day and date)_____ the contract Counsel to serve the JNV_____ and the said Contractee _____ has agreed to work as above at the remuneration and upon the terms and conditions hereafter appearing:

NOW WHEREOF BOTH THE PARTIES AGREE AS UNDER:

1 This contract will be for a period from _____ to _____ . The contract will automatically stand terminated unless extended before the date of expiry. The above period include short-term breaks, if any falling within the tenure of contractual service for which remuneration has to be paid.

2 This contract can be terminated by either party by giving one month notice or one month remuneration in lieu of that. For such termination of contract, no reasons would be communicated. In case notice has been issued, the contract will automatically stand terminated at the expiry of the notice period.

3 The Contractee _____ will devote his/her whole time to the duties assigned by the Vidyalaya and will not engage directly or indirectly in any trade, business or occupation on his own account.

4 The Contractee _____ will be entitled for one casual leave per month that will have to be approved by the authority.

5 The institutions are co-residential thus the expected conduct of the Contractee requires to be high moral standard.

6 The Contractee will receive Rs. 44900/- per month during contract period

7 All taxes including TDS will be deducted as per Income Tax Rules and other rules.

8 The services of the individual being purely on contract engagement the individual shall not have any claim for regularization of the services in the organization nor will have any claim on the regular sanctioned positions of the Samiti.

9 During autumn break and winter vacation of the school the counselor shall utilise the time to maintain communication with the parents and developing strategies for providing remedial support/assistance to the student.

10 The Contractee shall attend the training programs organized for them as participants and programs organized for teachers as resource persons as and when detailed.

11 Counselor shall maintain appropriate record of students in physical form as well as digital form and to transfer the same to the school administration from time to time. On conclusion of the contract the data and information of the students shall be transferred to the new incumbent or Principal or on the directions of the Principal to any other official of the Vidyalaya. The physical and digital form will be kept in the formats to be prescribed by Samiti. The Contractee shall also do such assigned job as will be conveyed by the Samiti including Principal.

12 The Contractee shall not reveal any data or information about the counseling services to any person in the Vidyalaya or outside, except for the exceptions as stated above during the time of the service or after conclusion of the contract. Sharing of information to other person shall be treated as breach of trust and the individual will be liable for legal action as may be deemed fit. In such situation, Contract shall be liable to be terminated.

13 The Counsellor shall ensure confidentiality of the students records/data , the counselor shall be provided a suitable space in the academic block

14 The Contractee shall also inter alia discharge the duties and responsibilities in addition to the duties that are mentioned herein above. The said Duties and Responsibilities form part of this offer of appointment is attached herewith and as prescribed by the Samiti from time to time.

15 The Contractee/counsellor will be provided shared accommodation if available.

16 The Counsellor shall maintain good conduct and moral behaviour, failing which the contract shall be terminated with immediate effect.

17 At the time of engagement at the allotted JNV, counsellors will have to submit a Medical Certificate of health issued by Civil Surgeon/ District Medical Officer/ Medical officer of equivalent status.

PARTIES hereto agree to have gone through the details mentioned above and duties and responsibilities attached as the part of this contract.

IN WITNESS WHEREOF, the parties hereunto put their hands on this agreement on the day, month and year herein above mentioned in the presence of the witnesses.

Contractee Principal

Witness: Witness:

Annexure- E

DUTIES AND RESPONSIBILITIES OF COUNSELORS IN JNVs

A.1 COUNSELLING RELATED

1. Preparation of Records

i. To prepare each student's profile containing socio demographic details, family history, school history, behavioural observations, family health history, developmental history, social/emotional status, personal attitudes.

ii. Identifying students psychological needs based on students' profile

2. Counselling

i. To provide group counselling to the children facing developmental or inter-personal issues. (Group Counselling shall be carried out in each class by the counsellor, periodically, to establish rapport and to create confidence among the students to approach the counsellor, when facing any emotional disturbances). Group Counselling session may be conducted during arrangement periods / supervised study time.

ii. Arrange face to face interaction, at a time appropriate with the teachers to discuss the issues faced in the class and to understand the way forward or remedial measures to be carried on.

iii. To provide individual /personal counselling to children at regular intervals

iv. To assist children to recognize and build on strengths, and to deal with academic pressures felt if any, in consultation with the teachers concerned.

v. To provide referral services to the needy children in consultation with Principal/ Vice Principal

vi. To provide consultation to JNV staff and parents regarding the developmental and adjustment needs of students

vii. The counselor shall interact with the class teachers periodically to understand the class progress and general behavior of each student in the class and appropriately maintain a separate file for each student. Assessment of each student should be carried out in the beginning of the academic year, half yearly and annually, in collaboration with the class teacher.

viii. To orient the newly admitted children / Migrated children and to assist to adapt to the school system;

ix. To liaise with experts invited for interaction with the children with a view to support life skills and personality development.

x. To administer appropriate and standard tools of testing as recommended by NVS to diagnose the learning deficiency of the child concerned and to suggest suitable remedial measures;

xi. To administer specialized tools/tests, wherever required, for special needs with the consent of Principal.

xii. To organize Guidance program to meet the personal, social and career goals of children and thereby assist in their course and curricular placement in

the JNV and after leaving JNV and to familiarize students with the latest and upcoming career trends;

xiii. Counsellor is required to give students the opportunity to speak and share details comfortably.

xiv. The terms of engagement shall contain required clauses regarding maintenance of the confidentiality by the counsellor with respect to information/ profile of the child.

xv. Counsellors have to attend to the special counselling requirement of CWSN students.

xvi. Any other duties as may be assigned by the Principal in the JNV in view of requirement of residential school

A.2 Contribution to Residential System of NVS

i. The Counsellors shall visit to hostels regularly and pay attention to health, hygiene and general life of the students in the hostel. Observations/suggestions/ action plan for improvement may be communicated to House Master with intimation to Principal. Follow up of the suggestions should be recorded and communicated to the Principal.

ii. The Counsellors should be available in the hostel every day at appropriate hours to observe the students in their natural environment.

iii. The Counsellors in coordination with HM / AHM will supervise Care Taker (MTS) for the proper upkeep and maintenance of the concerned hostel.

iv. Counsellor will coordinate with the HM & AHM for ensuring overall congenial environment of the hostel.

v. Counsellor will monitor participation of students in all day Vidyalaya activities. Non participating students will be counselled for involvement.

vi. Counsellor will develop students understanding –

vii. changes during adolescent age and being comfortable with them.

viii. Establishing and maintaining positive and responsible relationships.

ix. Understanding and challenging stereotypes and gender sensitization.

x. Individual Counselling in cases of indiscipline, substance abuse, ragging and bullying etc.

xi. Recognizing and reporting abuse and violation

A.3 SPECIFIC ACTIVITIES OF COUNSELORS IN JNVs

(The activities appear to be duplicate sometimes, however, the content will be varied by the counselor to suit the age group)

1. **Welcome of new entrants and getting to know activities –**

i. Pairing of older and the new entrants for planning fun activities.
ii. Talent expression activities
iii. Inter-house / intra house activities to socialize.

2. Middle school related guidance activities

- **Class talks on**

i. Nutrition /physical fitness – eating habits, fitness, sports and games.

ii. Study habits - time management, smart study skills, examination anxiety, concentration

iii. Personal habits – becoming responsible, understanding own strengths and challenges, Developing confidence.

iv. Social habits – collaborating with others, importance of relationship and respect, attention to emotions in self and others.

v. Career–knowledge of various occupations, work responsibilities, educational opportunities and planning.

- **Small group (having similar problems) workon**

i. Low achieving students

ii. Understanding own identity

iii. Awareness about gender and sexuality

iv. Addictions of social media and gaming, substance use

v. And many others as per need.

- **Work at school level**
  - i. Career fair
  - ii. Organizing library for guidance
  - iii. Work for school support staff
  - iv. Inviting alumni to share their career journey.

3. SECONDARY SCHOOL

- **Class talks on**
  - i. Nutrition /physical fitness – eating habits to avoid acne and get healthy muscular body, fitness, sports and games for mental and physical health.
  - ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
  - iii. Personal habits – becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
  - iv. Social habits – responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
  - v. Career – knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.

- **Small group (having similar problems) work on**
  - i. Low achieving students
  - ii. Understanding own identity

iii. Awareness about gender and sexuality
iv. Addictions of social media and gaming, substance use
v. And many others as per need.

- **Work at school level**
  i. Career fair
  ii. Organizing library for highlighting career information.
  iii. Work for school support staff/community.
  iv. Inviting alumni to share their career journey.

4. SENIOR SECONDARY SCHOOL

- **Interactive sessions/brainstorming**
  i. Nutrition /physical fitness –to avoid aggression on the field, fitness, sports and games for mental and physical health.
  ii. Study habits - time management, smart study skills, examination anxiety, concentration, planning daily and weekly time-table, hard work and regularity.
  iii. Personal habits – becoming responsible, understanding own strengths and challenges, developing confidence, dealing with anger, shyness, loneliness, self-doubts etc.
  iv. Social habits – conflict with authorities, responsible behavior towards diversity of gender, managing strong emotions and restrain, collaborating with others, importance of relationship and respect, attention to emotions in self and others.
  v. Career – knowledge of requirement for various occupations, educational qualification for various occupations, career opportunities and planning.

- **Small group (having similar problems) work on**
  i. Low achieving students
  ii. Understanding own identity - in family and society
  iii. Resisting peer pressure
  iv. Developing inner resources to deal with pressures from outside
  v. Awareness about gender and sexuality
  vi. Addictions of social media and gaming, substance use
  vii. And many others as per need.

- **Work at school level**
  i. To organize Career fair
  ii. To display career information on school bulletin boards.
  iii. Organizing library for highlighting career information.
  iv. Work for school support staff/community.
  v. Inviting alumni to share their career journey.