

NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE, SHILLONG
TEMPLE ROAD , BARIK POINT
LACHUMIERE, SHILLONG-793001

Ref.No.F.21-99/NVS(SHR)/Admn/ 3403

Date: 28 11.2016

NOTIFICATION

NOTIFICATION FOR FILLING UP OF VACANT POST OF NON-TEACHING STAFF ON CONTRACTUAL BASIS IN NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE, SHILLONG.

Application are invited for the post of of Assistant, Audit Assistant, Personal Assistant, Upper Division Clerk & Lower Division Clerk purely on contractual basis for a period of one year from the date of engagement or till the post are filled up on regular basis, whichever is earlier.

1. ELIGIBILITY CONDITIONS

A) For the post of Assistant (On contract) -01(One)

- (i) Worked on analogous post on regular basis.
- (ii) At least 3 years of experience in the scale of PB-II, Grade Pay Rs.4200/-
- (iii) Possessing experience of handling administrative /Establishment matters in a responsible capacity in Navodaya Vidyalaya Samiti or other Central/ State Govt. organization.

Desirable.

- a) Strong Communication skill both oral and written in English and Hindi
- b) Experience in collection, compilation and analysis of statistical data etc.
- c) Dealing with disciplinary cases.
- d) Knowledge of recruitment Rules.
- e) Working knowledge of Computers.

Remuneration

Rs.9300+4200+ fixed DA (DA at the rate applicable for Central Govt. employees as on the date of appointment)

