

However, the NVS has the right to conduct the Competitive Exam at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions. Further, NVS reserves the right to modify / cancel the centre opted by candidates due to administrative reasons, if any. Decision of NVS will be final. Number of centers in each city will depend upon the number of candidates opting for a city. The centres of Competitive Examination will be decided by NVS though the preferences / options submitted by candidates will be considered to the extent of availability of seats at such centre.

- c) Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in answering in the exam including that of speed if so desired by him / her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to answer in the examination and scribe is essential to answer in the examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-V (as available in the detailed notification published on NVS website)**. The qualification of the scribe should be at least one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. In addition, the scribe has to produce a valid ID proof (PAN, Aadhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe has to submit along with proforma at **Annexure-VI (as available in the detailed notification published on NVS website)**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- d) Compensatory time to be allowed in PwBDs case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time of one hour for examination of three hours' duration. Reservation for person with disabilities in r/o the current year vacancies will be given as per the rules. No candidate will be permitted for the COMPETITIVE EXAM without the proper Admit Card and valid ID proof.

e. **Scheme of Examination:**

- (i) **For the post of Female Staff Nurse:**

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each
Part-II	General Awareness & Current Affairs	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	

Part-IV	Subject Knowledge	70	70	part of the test individually.
	Total	120	120	

(ii) For the post of Assistant Section Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	15	15	
Part-III	Language Test (General English & General Hindi) – 15 marks each for each language	30	30	
Part-IV	Basic knowledge of computer operation, General Awareness and current affairs	10	10	
Part-V	Office Manual and Procedures, CCS (Conduct Rules), CCS (CCA) Rules, CCS (Leave Rules), Reservation & Concessions in recruitment and promotion, General Financial Rules, CCS (Medical Rules), FR/SR, PFMS, Establishment Rules on Recruitment, promotions, Seniority, Pay Fixation, Gratuity, Terminal Benefits, RTI Act, Children Education Allowance, POCSO Act	50	50	
	Total	120	120	

(iii) For the post of Audit Assistant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	30	30	
Part-III	Language Test (General English & General Hindi) – 10 marks each for each language	20	20	
Part-IV	Basic knowledge of Computer Operation, General Awareness & current affairs	20	20	

Part-V	Subject Knowledge (Accountancy, Annual Accounts, Taxation, Budgeting, Auditing & Financial Management, GeM)	40	40
	Total	130	130

(iv) For the post of Junior Translation Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Translation – English to Hindi	25	25	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	Translation – Hindi to English	25	25	
Part-III	Mental & Reasoning Ability	10	10	
Part-IV	General Awareness & Current Affairs	20	20	
Part-V	Subject Knowledge (Hindi/English)	20	20	
	Total	100	100	

(v) For the post of Legal Assistant:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 03 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Quantitative Aptitude	20	20	
Part-V	Constitution of India, Functioning of High Court, Supreme Court, Central Administrative Tribunals, Civil Procedure Code and Criminal Procedure Code (Provision required to be referred generally in Government Offices will be given importance), Evidence Act, Limitation Act, POCSO Act, Interpretation of Statutes	70	70	
	Total	150	150	

Stage-II (Interview)

(vi) For the post of Stenographer:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each language	40	40	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & current affairs	30	30	
Part-III	Basic knowledge of Computer Operation	30	30	
	Total	100	100	

Stage-II -Skill Test Norms

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts (Eng.) 65 mts (Hindi) (On computer)

(vii) For the post of Computer Operator:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Knowledge of Computer Operation and MS Office	60	60	
	Total	130	130	

(viii) For the post of Catering Supervisor:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Knowledge of Computer operation	10	10	
Part-V	Domain/Profession Knowledge	60	60	
	Total	120	120	

(ix) For the post of Junior Secretariat Assistant (HQ/RO cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(x) For the post of Junior Secretariat Assistant (JNV cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(xi) For the post of Electrician cum Plumber:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours
Part-II	General Awareness	15	15	
Part-III	Language Competency	30	30	

	Test (General English and General Hindi-15 marks each subject)			duration without any time limit for each part of the test individually.
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

Stage-II (Trade Test)

(xii) For the post of Lab Attendant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

(xiii) For the post of Mess Helper:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Subject specific knowledge (Food, Nutrition, Hygiene, Recipes of Indian Food and Sweets)	70	70	
	Total	120	120	

Stage-II (Skill Test)

(xiv) For the post of Multi Tasking Staff:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each subject	40	40	The test will be of 2 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & Current Affairs	20	20	
Part-III	Basic Knowledge of Computer Operation	40	40	
	Total	100	100	

- f. Schedule of examination will be intimated with the Admit Card.
- g. Detailed examination schedule will also be notified on NVS website www.navodaya.gov.in in due course. Admit cards for COMPETITIVE EXAM / Interview / Personal Interaction / Document verification will be sent on registered e-mail address of the candidate as mentioned by them in successfully submitted online application or the same may be downloaded from the NVS website. NVS will not be responsible if the communication is not received by the candidate due to mention of wrong/incorrect e-Mail ID.
- h. Based on the performance in COMPETITIVE EXAM and also keeping in view the number of vacancies, the candidates will be called for interview / Personal Interaction / Document Verification in the ratio as decided by NVS. Intimation to this effect will be uploaded on the NVS website www.navodaya.gov.in in due course. Candidates are required to check the NVS website from time to time for latest updates. Taking into account the performance of the candidates in COMPETITIVE EXAM and interview both, wherever applicable, merit list will be prepared by giving weightage of 70% and 30% of the marks obtained in COMPETITIVE EXAM and interview / Personal Interaction respectively. **However, the mode of selection will be the sole discretion of NVS and may change at any stage.**

5: **HOW TO APPLY:**

- i. Candidates are required to **apply Online** through NVS website at www.navodaya.gov.in **No other means/mode of application will be accepted.**
- ii. Candidates are required to **have a valid and operative personal email ID.** It should be kept active during the currency of this recruitment. The NVS through its exam conducting agency may send call letters for COMPETITIVE EXAM and interview etc. on the registered e-mail ID of the candidate or the same may be downloaded from the NVS website. **Under no circumstances, candidate should share/ mention email ID to/ or of any other person.**
- iii. In case, a candidate does not have a valid and operative personal email ID, he/she should **create his/ her new email ID** before applying Online and keep it active during the currency of this recruitment.
- iv. The online applications should be filled carefully **as per instructions** contained in the online application format and submit the same Online. Login Id and password would be generated on successful submission of application and will be sent on the registered e-mail address of the candidate. Candidates are advised to preserve their login Id and password for future use.