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नवोदय विद्यालय समिति

शिक्षा मंत्रालय
(स्कूल शिक्षा और साक्षरता विभाग)
(भारत सरकार)

क्षेत्रीय कार्यालय :
ब्लॉक नं० 26-27, सेक्टर 31 ए,
चण्डीगढ़-160030



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NAVODAYA VIDYALAYA SAMITI

Ministry of Education
(Department of School Education & Literacy)
(Govt. of India)

Regional Office :

Bay No. 26-27, Sector 31-A,
Chandigarh - 160030

Ref. No: F.21-1/2025/NVS-CH (RO)/Estt./ 2694-96

Date: 03.07.2025

E-Mail

To

The Principal,
Jawahar Navodaya Vidyalayas
as per list attached

Subject: Conduct of Walk-in-Interview for Engagement/empanelment of Skill Teacher for Class XII purely on contract basis for the Academic Session 2025-26- regarding.

Sir/Madam,

You are hereby entrusted the responsibilities for conducting Walk-in Interview for Engagement/empanelment of Skill Teacher as per subject allotted for Class XII purely on contract basis for the academic session 2025-26 at Vidyalaya Level as per the following schedule:

Activity	Date
Date of Publishing of Advertisement (Only in JNVs where regular Principal is posted)	09.07.2025
Date of Walk in interview	15.07.2025 (the information pertaining to the completion of the assignment be intimated to this office by 17.07.2025)

It is pertinent to mention here that the individual Vidyalaya will complete the whole process for empanelment/engagement of Skill Teacher against skill subject allotted to your Vidyalaya.

Instructions for Conduct of Interview:

I. Verification Committee:

1. Vice Principal/ Any Senior Teacher
2. Office Superintendent of venue JNV/ nearby JNV
3. PGT (IT)/SSA/Regular Senior JSA

II. Interview Board Composition:

1. Principal of the Venue JNV – Chairman/Chairperson
2. One External Subject Expert (Computer Science) – Member
3. Principal of a nearby JNV / KV/Govt. School – Member

In case of additional manpower requirement (e.g., OS, SSA, JSA), Principals are permitted to engage staff from nearby JNVs, for the said purpose only on the scheduled date.

4/

You are requested to publish an advertisement (Sample of Copy attached) in leading local newspaper to invite eligible candidates for the walk-in-interview. The selection must be carried out strictly as per the guidelines (Copy Enclosed).

Furthermore, in cases where a regular Principal is not posted or on long leave in JNV, the concerned Vidyalaya may request the nearby JNV to provide a suitable candidate from the panel prepared selected through the walk-in interview process.

In addition to above, the following documents are enclosed for empanelment/engagement of the services of Skill teacher for Class XII only:

1. Format for Academic Merit. **(Annexure I-III)**
2. Attendance Sheet (Annexure-A).
3. Format for awarding marks to the candidates during interview cum personal talk. **(Annexure IV)**
4. Format of Overall Merit list (Annexure-B).
5. Application Format to be filled-up by the candidate for verification of documents at the time of Personal Talk/ Interview.
6. Format for Payment of Honorarium. **(Annexure C)**
7. Essential Qualification & guidelines for Skill teacher (on contract basis) for the academic session 2025-26.

It is therefore requested to make adequate arrangements for drinking water, sanitizer, and seating arrangements for board members, verification teams, and candidates for the smooth conduct of interview/personal talk.

In addition to it, honorarium to the subject experts @1500/- per day will be paid to each expert. This amount includes conveyance also.

Encl: As above.

Yours faithfully,

Teena Dhir

CAPT. TEENA DHIR (RETD.)
DEPUTY COMMISSIONER

03/7/25

Copy to:

1. The Assistant Commissioner –cum-Cluster Incharge of Punjab, H.P. & J&K Cluster – for information.
2. **The Principal, Jawahar Navodaya Vidyalaya, Ludhiana, Baramulla, Samba, Kupwara, Shopian, Jammu-I, Lahaul Spiti, Kinnaur, Sirmaur, Budgam, Kargil, Kathua, Udhampur, Jalandhar, Faridkot, Mohali- with the request to obtain the name of the candidate from the nearby JNV from the panel prepared selected through the walk-in interview process.**
3. **Sh. Sunil Kumar, Principal, JNV Reasi will conduct the walk-in-interview for JNV Jammu-II at the same Vidyalaya i.e. JNV Jammu-II for the skill subject i.e. Health Care- for compliance.**

Teena Dhir

DEPUTY COMMISSIONER

NAVODAYA VIDYALAYA SAMITI

REGIONAL OFFICE CHANDIGARH

List of JNVs with Skill Subject

S.No.	Skill Subject	No. of JNVs where skill teacher required	JNVs
1.	Food Production (809)	03	Solan, Samba, Ludhiana
2.	Front Office Operation (810)	01	Shimla
3.	Health Care (813)	01	Jammu-II
4.	IT (802)	05	Baramulla, Kupwara, Poonch, Shopian, Rajouri
5.	Library & Information Science (836)	03	Jammu-I, Patiala, Barnala
6.	PAT	01	Lahaul Spiti
7.	Tourism	01	Una
8.	Typography & Computer Application (817)	01	Chandigarh
9.	Yoga (841)	28	Chamba, Kinnaur, Mandi, Sirmaur, Anantnag, Budgam, Doda, Kargil, Leh, Kathua, Udhampur, Tarn Taran, Bathinda, F/Sahib, Ferozepur, Jalandhar, Pathankot, Kapurthala, Mansa, Muktsar, SBS Nagar, Ropar, Sangrur, Faridkot, Moga, Amritsar-I, Amritsar-II, Mohali.
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