



# नावोदय विद्यालय समिति NAVODAYA VIDYALAYA SAMITI

जयपुर सम्भाग - (राजस्थान, हरियाणा एवं दिल्ली राज्य)  
JAIPUR REGION - (RAJASTHAN, HARYANA & DELHI STATES)  
शिक्षा मंत्रालय, विद्यालयी शिक्षा एवं साक्षरता विभाग का एक स्वायत्त संस्थान  
An Autonomous Organization of Ministry of Education, Department of School Education & Literacy  
भारत सरकार / GOVT. OF INDIA

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F.No. 77-35/Cont./NVS-JR/Estt./2020/ 27

Date : 06.04.2021

E-Mail

To,

The Principal,  
All Jawahar Navodaya Vidyalays,  
Under Jaipur Region

Madam/Sir,

Please find enclosed herewith following circular issued by Hqrs. for  
needful action :-

Sr. No.	Ref. No. and Date of the Circular	Subject
01	F.No.Per-14016/2/2020/NVS/E-III/17687-704 dated 23.03.2021	Guidelines for engagement of teachers on Contract and monitoring of their performance -reg.

Yours faithfully,

Encls : As above

(N.K. Patel)  
Deputy Commissioner

नवोदय विद्यालय समिति  
(शिक्षा मंत्रालय का स्वायत्त संस्थान)  
स्कूल एवं साक्षरता विभाग, (भारत सरकार)  
बी-15, संस्थानिक क्षेत्र सैक्टर-62,  
नोएडा - 201309 (उ.प्र.)



NAVODAYA VIDYALAYA SAMITI  
(An Autonomous Organization under Ministry of Education)  
Deptt. of School Education & Literacy, Govt. of India,  
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दूर. 0120-2405969, 70, 71, 72, 73 फैक्स. 0120-2405182

F.No.Per-14016/2/2020/NVS/E-III/ 17687-704

Dtd. 23 March 21

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices/NLI

209  
23/3

Sub: Guidelines for engagement of teachers on Contract and monitoring of their performance.

Sir/Madam,

I am directed to forward herewith the guidelines for engagement of teachers on Contract and monitoring of their performance for further necessary action at your level.

This issues with the approval of competent authority.

Encl: As above

Yours faithfully,

  
(Manikuntala Sarkar)  
Consultant (E-III)

Copy to :

1. PA to Commissioner, NVS- for information.
2. PA to Joint Commissioner (pers.), NVS..... for information
3. PA to Joint Commissioner (Acad.), NVS.... For information

Ac(E-III)



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SO(A)/PSE

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## Guidelines for engagement of teachers on contract and monitoring of their performance

### OBJECTIVES:

- ❖ In JNVs teachers are engaged on contract against the sanctioned vacant posts to avoid academic loss to the students.
- ❖ In the absence of a comprehensive guidelines and time limit to complete the engagement process there is lack of uniformity and delay in completion of the engagement process.
- ❖ This draft guidelines is an attempt to bring
  - Uniformity in selection process,
  - Timely completion of the process,
  - Monitoring of performance,
  - Re-engagement of well performing teachers,
  - Use of IT in the selection process

### Scheme of Engagement

Panel of teachers of different categories will be formed based on candidates essential academic qualifications, higher qualification in the relevant field, achievements/award, work experience in relevant subject in recognized schools and personal interaction.

### Qualification

Sl. No.	Post	Educational Qualification	
		Essential	Desirable
1	PGTs	(a) Master Degree from a recognized University with at least 50% marks in aggregate in the relevant subject. (b). B.Ed. Degree. (c) Proficiency in teaching in Hindi and English medium.  Note: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution.	(a) Teaching experience in similar capacity in a recognized school. (b) Experience of working in a residential school. (c) Knowledge of Computer application. (d) Knowledge of regional languages

2.	TGTs	<p>A) Four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution with at least 50% marks in the concerned subject as well as in the aggregate Or 50% or above marks in PG in the concerned subject from recognized Institutions. Or Bachelors Honors Degree with at least 50% marks in concerned subject/combination of subjects and also in aggregate. Candidate should have studied requisite subject(s) for at least 2 years in the 03 years degree course Or Bachelor's Degree from a recognized university with at least 50% marks in the concerned subject/combination of subjects and also in aggregate. The candidate should have studied the requisite subjects in all three years of degree course. (B) Passed the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE, for the purpose. (C) B.Ed. Degree. (D) Competence to teach through English &amp; Hindi</p> <p>Note 1: B. Ed degree is not required for the candidates who have undergone four years integrated degree course of Regional College of Education of NCERT or other NCTE recognized institution.</p> <p>Note 2: Ex-NVS/Superannuated Govt. School Teacher/ dependents of NVS employees who died in harness, seeking appointment on compassionate ground (in waiting for regular appointment) are exempted from having CTET qualification</p>	<p>(a) Teaching experience in similar capacity in a recognized school. (b) Experience of working in a residential school. (c) Knowledge of Computer application. (d) Knowledge of regional languages</p>
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	<p><b><u>Post wise elective subjects and Languages in the combination of subjects are as under :</u></b></p> <p>a) <b>For TGT (Hindi) :</b> Hindi as a subject in all the three years of Degree course.</p> <p>b) <b>For TGT (English):</b> English as a subject in all the three years of Degree course.</p> <p>c) <b>For TGT (Maths) -</b></p> <p>(i) Bachelor Degree in Maths along with Physics and any one of the following subjects: Chemistry, Electronics, Computer Science, Statistics.</p> <p>(ii) In case of such Universities which provide for only two subjects out of the six as mentioned above in the final year of graduation, the candidate should have studied Maths and Physics in the final year of examination and three subjects, viz, Maths, Physics and Chemistry / Electronics / Computer Science / Statistics in the first and second years of graduation.</p> <p>(iii) Candidates who have passed B.Sc. degree with Honours in Maths subject would be considered eligible only if they have studied Physics and Chemistry / Electronics / Computer Science / Statistics in first and second year of the course. Candidates with B.Sc. (Hons.) in Physics or Chemistry are not eligible for the post of TGT (Maths).</p> <p>d) <b>For TGT (Science)-</b> Botany, Zoology and Chemistry.</p> <p>(i) The candidate should have studied Botany, Zoology and Chemistry during all the three years of study in graduation.</p>	
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	<p>(ii) In case of such Universities which provide for only two subjects in the final year of graduation, the candidates should have studied any of the two subjects out of Botany, Zoology and Chemistry in the final year of examination and all the three subjects, viz. Botany, Zoology and Chemistry in the first and second years of graduation.</p> <p>(iii) In case of Honours Degree in any of the above mentioned three subjects, the candidate must have studied other two subjects in the first and second year of the course.</p> <p><b>e) For TGT (Social Studies):</b></p> <p>(i) The candidate should have studied any of the two subjects out of the following subject combinations at graduation level :</p> <p>(a) History with Geography/ Economics/ Political Science OR</p> <p>(b) Geography with History/ Economics/ Political Science (in other words candidates should have studied any two subjects out of History, Geography, Economics and Political Science, in which one must be either History or Geography)</p> <p>(ii) History/Geography as above, should have been studied for all three years in the Graduation.</p> <p>(iii) In case of Honours Degree in History the candidate should have studied Geography/ Economics/ Political Science in 1st and 2nd years. Similarly in case of Honours degree in Geography, the candidate should have studied History/ Economics/ Political Science in 1st and 2nd year. Candidates with B.A.(Honours) in Economics or Political Science are not eligible for the post of TGT (S.St.)</p>	
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		f) <b>TGT (III Language)</b> : Concerned Regional Language as a subject/elective subject in all the three years of Degree course.	
3.	Art Teachers	a) Degree in Fine Arts/Crafts from a recognized University. (b) Proficiency to teach through English & Hindi	Desirable Qualifications : (i) Knowledge of regional languages. (iii) Experience of working in a residential school. (iv) Teaching experience in similar capacity in a recognized school (v) Knowledge of computer application (vi) Achievements at State/National level competitions.
4.	Physical Education Teacher (Male & Female)	(a) Bachelor's degree in Physical Education B.P.Ed. from a recognized University. (b) Proficiency to teach through English and Hindi	i) Working experience in similar capacity in a recognized school. ii) Knowledge of Regional languages. iii) M.P.Ed / M.Sc, (Sports coaching) from from LNCPE, LNIPE, NSU or any National or State University. iv) Achievements at State/National/International level competitions.
5.	Music Teachers	(i) Bachelor degree in music from a recognized university. (ii) Proficiency to teach through English and Hindi.	(i) Knowledge of regional languages (ii) Experience of working in a residential school. (iii) Teaching experience in similar capacity in a recognized school. (iv) Knowledge of computer application (v) Achievements at State/National level competitions.
6.	Librarian	1. University degree in Library Science from a recognized institution 2. Working knowledge of English and Hindi	(i) Experience of working in a residential school (ii) Teaching experience in similar capacity in a recognized school. (iii) Knowledge of regional languages (iv) Knowledge of computer application

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### Upper Age Limit

Upper Age Limit for all category of teachers is 50 Years as on 1<sup>st</sup> July of the year of engagement. For Ex NVS/Superannuated Govt. School teachers maximum age limit will be 62 Years as on 1<sup>st</sup> July of the year of engagement.

### Weightage for Educational & other Qualifications

#### A) PGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of weightage
1	Essential qualification (from recognized institution)	40 marks	40% of the Percentage obtained in the concerned subject
2	B.Ed. (from recognized institution)	10 Marks	10% of the Percentage obtained
3	Next Higher qualification in the relevant subject (Ph.D/M.Phil/M.Ed)	10 Marks	(Ph.D/M.Phil/M.Ed)
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 Marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
<b>Total</b>		<b>75 Marks</b>	

#### (B) TGTs

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	40 Marks	(20 % of overall percentage in UG/ PG level whichever is higher) + (20% of percentage in relevant subjects in all three years together in Graduation)]
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	B.Ed.	5 marks	5% of the percentage obtained
4	*CTET (Secondary Level)	5 Marks	5% of the percentage scored



5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
<b>Total</b>		<b>75 Marks</b>	

\* **Ex-NVS/Superannuated Govt. School Teacher** are exempted from having CTET qualification. For such candidates, maximum Weightage of B.Ed. qualification will be 10 Marks.

### (C) Art Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject OR At least 03 months certificate course in discipline other than in Essential qualification from a recognized institute.	10 marks	10% of the Percentage obtained
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	State Level - 10 marks, National Level - 15 marks).  <b>Note:- Weightage to highest level achievements to be awarded</b>
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
<b>Total</b>		<b>80 Marks</b>	

(6)

### (D) Music Teachers

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40 % of the Percentage obtained in Bachelor Degree in music from a recognized University.
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	Additional qualification in subject other than the subject of essential qualification ( for example if essential qualification is in Vocal/Dance then additional qualification being considered here would be Instrumental)	05 Marks	On production of certificate from a recognized institute
3	Award at State/ National level/ Achievement of School team in State/National level competition organized by Govt. Institutions	15 marks	(State Level - 10 marks, National Level - 15 marks) <b>Note:- Weightage to highest level achievements to be awarded</b>
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential school run by Govt./ Autonomous Body of Government/recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
<b>Total</b>		<b>80 Marks</b>	

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• (E) Physical Education Teacher (Male & Female)

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of Percentage obtained in For B.P.Ed. degree from any recognized University
2	Next Higher qualification in the relevant subject	05 marks	5% of the Percentage obtained
3	M.Sc. Sports Coaching courses from LNCPE/LNIPE/NSU/ any other Govt. Institutions	05 Marks	Based on certificates from LNCPE/LNIPE/NSU/any other Govt. Institutes.
3	Award at State/ National/International Level / Achievement of school team in CBSE, SGFI, National, State Sports Federation	15 marks	(State Level Award/ NCC "B" Cert. / Achievement of School team in CBSE/ State Sports Federation - 5 marks, National Level Award/ NCC "C" Cert./ Achievement of School team in SGFI/ National level competition - 10 marks, International level participation - 15 marks. <b>Note:- Weightage to highest level achievements to be awarded</b>
4	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience
<b>Total</b>		<b>80 Marks</b>	

(F) Librarian

S. No.	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential Qualification	40 Marks	40% of the Percentage obtained
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained
3	Publication/Presentation of papers in seminars/ journal by Recognized University/ Institutions (based on production of certificates)	5 Marks	Publication/presentation of at least two papers



4	Certificate/Diploma Course in Computer Application from Govt. recognized institute	5 Marks	Based on certificate from a Govt. recognized institutes
5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience conduct and performance from previous employer(s)	15 marks	02 marks for each completed session in a residential school or 01 mark for each completed session in a non-residential Govt. recognized school, in similar capacity. (more than 06 months service in an academic session will be treated as full session for the purpose of granting marks for experience)
<b>Total</b>		<b>75 Marks</b>	

**Personal Interaction for PGTs/TGTs/Librarian**

S. No.	Area	Weightage
1	Subject Knowledge	04 marks
2	Teaching abilities	04 marks
3	Personality & General Awareness	04 marks
4	Communication Skill ( in English / Hindi)	04 marks
5	Proficiency in applying ICT Skills in teaching and learning	04 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
<b>Total</b>		<b>25 Marks</b>

(11)



### **Personal Interaction for Music Teacher/Art Teacher/PETs**

<b>S. No.</b>	<b>Area</b>	<b>Weightage</b>
1	Subject Knowledge	03 marks
2	Teaching abilities	03 marks
3	Personality & General Awareness	03 marks
4	Communication Skill ( in English / Hindi)	03 marks
5	Proficiency in applying ICT Skills in teaching and learning	03 marks
6	Ability to converse in any one of the language of the region	02 Marks
7	Weightage of achievements in relevant field/ anecdotal record of previous employer indicating work ethics, integrity, dedication and devotion towards duty etc. (on correlation of certificates produced and inferences drawn during interview)	03 marks
<b>Total</b>		<b>20 Marks</b>

### **Performance Monitoring of teachers engaged on contract:-**

- ❖ Performance of the teachers engaged on contract to be monitored regularly by Principal of the JNV and the performance is to be recorded in prescribed format quarterly based on regular monitoring. (Annexure - A)
- ❖ Those teachers meeting the benchmark of performance as decided by the Samiti and found "Excellent" on their cumulative performance score may be engaged for the next academic session without appearing in the selection process for " Contract teachers engagement" , subject to the availability of vacancy in the region.
- ❖ Those teachers awarded grade " Very Good & Good" have to appear in the selection process of contract teachers for re-engagement.
- ❖ Those teachers awarded "Average" on their cumulative performance score may be debarred for appearing in the "Contract teachers' engagement" process further in any of the JNVs of Navodaya Vidyalaya Samiti for next academic session.
- ❖ The conduct of a contract teacher if found not fit as per residential school system, report of a committee chaired by Vice Principal/ senior most teacher along with the comment of the Principal may be forwarded to the concerned regional office for appropriate decision of continuation of the teacher in the JNV.
- ❖ If a contract teacher found guilty of inappropriate conduct, he/she should not be engaged in any of the JNVs in future.



**Cumulative Performance Score Card:**

Annexure- A

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
A) Personal Attributes	1. Power of Expression Oral as well as written				
	2. Punctuality				
	3. Inter Personal relations (Students, staff & parents)				
	4. Working in team				
	5. Sense of Responsibility				
<b>A</b>	<b>Total Average score</b>				

**Cumulative Performance Score Card**

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
B) Academic Delivery	1. Preparation of lesson plan				
	2. Coverage of syllabus as per PAP				
	3. Timely correction of assignments/ Home work and class work				
	4. Use of ICT teaching learning process				
	5. Use of Innovative Pedagogy (Art/Sports etc. integration)				
	6. Efforts undertaken for remedial teaching				
	7. Efforts undertaken for subject enrichment activities				
	8. Delivery of result of unit test/ term end/ Annual exams as per NVS benchmark				



	9. Maintenance of record				
	10. Preparing students for competitions (Academic/sports and games/ Art & culture)				
<b>B</b>	<b>Total Average score</b>				

**Cumulative Performance Score Card**

Area	Qualities/ Skills	Numerical Value on a scale 1 to 5 in the ascending order of performance			Average
		Quarter 1	Quarter 2	Quarter 3	
C) Residential Component	1. Delivery of responsibility of Associate House Master				
	2. Delivery of additional work allotted (JNVST/ Exam/ CCA/ M&R etc)				
	3. Participation in evening games and morning PT				
	4. Participation in Mess activities (dining with students, teaching table manners etc.)				
	5. Participation in out reach / pace-setting activities				
<b>C</b>	<b>Total Average score</b>				
<b>D</b>	Total Average Score (A + B + C) out of 100				
<b>E</b>	Total Average Score out of 10 ( D/10)				
Overall Grade	Excellent = Above 8, Very Good = 6 to 8, Good = 4 to below 6, Average = below 4				

(14)

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