NAVODAYA VIDYALAYA SAMITI,

(MINISTRY OF EDUCATION)
DEPT. OF SCHOOL EDUCATION & LITERACY, GOVT.OF INDIA

REGIONAL OFFICE, CHANDIGARH

Online applications are invited for

ENGAGEMENT OF HOSTEL SUPERINTENDENTS (Male & Female) ON CONTRACT BASIS IN JNVs UNDER CHANDIGARH REGION (Punjab, Himachal Pradesh, Jammu & Kashmir (U.T.), Ladakh (U.T.) and Chandigarh (U.T.)) FOR THE YEAR 2026-27.

Post Name	Number of Posts
Hostel Superintendent	116 (58 Male & 58 Female)

For Detailed Notification, visit our Website

https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/

Link for Online submission of application

https://www.supschooms.in

Application can be submitted on the online portal from 13.05.2026
Last date for submission is 25.05.2026.

- ***Dates for Personal talk will be intimated later.***

Note: Candidates must ascertain their eligibility for the post applied before filling up the application form.

NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE, CHANDIGARH

(MINISTRY OF EDUCATION)
DEPT. OF SCHOOL EDUCATION & LITERACY, GOVT.OF INDIA

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

NOTICE FOR EMPANELMENT OF ENGAGEMENT OF HOSTEL SUPERINTENDENTS (Male & Female)ON CONTRACT BASIS IN JNVs OF CHANDIGARH REGION FOR THE SESSION 2026-27.

Jawahar Navodaya Vidyalaya (residential co-educational school system under Navodaya Vidyalaya Samiti Ministry of Education, Govt. of India), invites applications from eligible candidates for empanelment/engagement of the services Hostel Superintendents (Male & Female) purely on contract basis for the academic session 2026-27 in JNVs run in the States of Punjab, Himachal Pradesh, Jammu & Kashmir (U.T.), Ladakh (U.T.) and Chandigarh (U.T.) through Online mode. 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 monitoring.

Link for apply Online https://supschooms.in/	**Total Tentative Vacancies of Hostel Superintendents on contract basis**
HOSTEL SUPERINTENDENT	**116 (58 male + 58 Female)**

- **These vacancies are tentative and subject to change.**

REMUNERATION OFFERED:

Post on purely contract basis	Remuneration (consolidate)
HOSTEL SUPERINTENDENT	**Rs. 35,750/- per month**

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

1. Candidates must ascertain their eligibility for the posts mentioned above before filling up the form.
2. Visit our Website- https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html
3. Use your correct & working email ID & mobile number.
4. 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.
5. Candidates are directed to visit the website of NVS RO Chandigarh on a regular basis for updates.
6. No TA/DA will be paid to the candidates for appearing in the Personal Talk.
7. The cut-off date for determining eligibility will be 1st May 2026.
8. As per eligibility shortlisted candidates will be called for document verification and personal interaction in physical mode only, further information about this will be published on NVS RO Chandigarh website.

9. Only the shortlisted candidates (as per criteria fixed by the Samiti) will be informed for personal interaction on their registered E-mail ID. Personal Interaction will be held at the designated centres which will be communicated to the candidates on their registered E-mail ID.
10. Candidates shall bring self-attested, photocopies of both sides of all documents and mark list of each semester/year of degree/post-graduation/ diploma with originals at the time of document verification at the venue.
11. Candidates must bring any Government-issued ID proof with its photocopy at the time of document verification.

The eligible candidates will be short listed 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 on contract basis for the year 2026-27.

CHANDIGARH 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 subjects in recognized schools and personal talk.

Qualification

Sl. No.	Post	Educational Qualification	
		Essential Academic Qualification	**Desirable Academic Qualification**
1	Hostel Supdt.	**1. Essential Academic Qualification- Graduation in any discipline.** **2. Prior work Experience:** • **Minimum 05 Year experience in pay level 5 or above of 7thCPC (or equivalent scale) in any recognized residential school.** **OR** **Minimum 07 Years' experience on Consolidated pay not less than 29200/- per month in any recognized residential school.** **OR** **Ex-defense personnel having work experience of minimum 05 years in pay level 5 or above of 7th CPC** **OR** **Work experience criteria is 03 years for candidates who have worked in JNVs.**	**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 May 2026**: 35 years for engagement and maximum age limit will be 62 Years as on **1st May 2026**.

Marital Status

Male & Female without encumbrances may be taken.

Health/Fitness Requirement:

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

Experience certificate from the previously served institutions/defense establishments clearly mentioning date of issuance needs to be submitted.

Duties and Responsibilities of Hostel Superintendents in JNVs is attached in Annexure I.

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 Principal

Witness: 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.