

## INSTRUCTION FOR CANDIDATES

1. This admit card is being issued to candidate purely on provisional basis subject to the condition that the candidate fulfills the eligibility criteria of NVS for promotion of Vice-Principals to the post of Principal, failing which candidate's candidature is liable to be cancelled at the time of promotion.
2. The guidelines for the candidates are attached as Appendix-I to this Admit Card which is an integral part of this Admit Card. These must be read carefully by the candidates.
3. There is no negative marking for evaluation purpose. No mark will be deducted for wrong answer.
4. Candidate must bring this Admit Card to the Examination Centre failing which candidate will not be allowed to enter into the Examination hall. Candidate may bring minimum two Ball Point Pens for the test. The answers of the questions are to be marked in the OMR Answer Sheet, with **BALL POINT PEN** only as shown in specimen OMR sheet (Appendix-II).
5. Candidate should reach the examination centre at least 30 minutes before the scheduled time of the test and occupy his/her seat, as per seating plan displayed at Examination Centre.
6. No candidate will be allowed to enter the Examination Hall after expiry of 30 minutes from the schedules time of test. Candidate should not leave the Examination Hall until he/she submits the OMR sheet alongwith question booklet etc. to the Invigilator.
7. Possession and use of electronic devices like Calculator, Cellular Phone, Pager, Digital Diary and Log Tables and other helping materials in the Examination Hall is strictly prohibited.
8. **SCHEME OF TEST : Please see exam related information given in the Appendix-I.**
9. Upper portion of Admit Card is to be retained by the candidate. The lower portion of the Admit Card is to be handed over to Invigilator.
10. Vice-Principal who had already appeared for similar test in the past are also **required to appear the present test (i.e. 22.05.2011)** and those who qualify this written test will appear for personal talk / interview on 23<sup>rd</sup> / 24<sup>th</sup> May, 2011.

## NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organisation of Ministry of Human Resource Development, Govt. of India)

### GUIDELINES FOR CANDIDATES APPEARING FOR WRITTEN TEST OF VICE-PRINCIPALS FOR PROMOTION TO THE POST OF PRINCIPAL

1. Admit-card for the above examination is being enclosed which bears candidate's Roll Number, Category, Name and Address of the examination centre, Name and address of the Candidate, Date and Timing of examination. On reverse side of the Admit Card, Instructions for Candidates have been given. These details must be checked carefully by the candidate. Only in case of major discrepancy, please send the details immediately to Deputy Commissioner, NVS(RO), Bay No. 26-27, Sector 31-A, Chandigarh for taking appropriate action. In any case, do not send the Admit Card in original.
2. One photograph each is to be pasted in the space provided in Admit Card, both in upper and lower portion of the Admit Card duly signed by the candidate. These photograph are to be attested by the Principal of the concerned JNVs.
3. Candidate is allowed to keep upper portion of Admit Card with him/her for record purposes till the declaration of results. Lower portion of Admit Card will be handed over to the Invigilator at the time of examination.
4. Candidate is required to bring and keep with him/her a proof of his/her identity in the form of either Identity Card issued by JNV or a certificate from the Principal concerned establishing candidate's Identity. Candidate can be asked to establish his/her identity in case of any doubt, during the course of examination and such proof should be shown by candidate to the Invigilator/Representative of the Examination Authority to their satisfaction.
5. **The Admit Card being issued to the candidate is purely provisional subject to his/her meeting** all the eligibility criteria (i.e. in order of seniority in the grade of Vice-Principal with combined regular continuous service of 10 years in the grade of PGT & Vice-Principal as per existing Recruitment Rules) for promotion to the post of Principal. In case, at any stage (even after the selection), if, it is found that the candidate does not fulfil the essential eligibility criteria, as laid down above, his/her candidature will be cancelled forthwith without assigning any reason or notice. The provisional candidature for appearing in the examination will not entitle a candidate for any claim for the post even if he/she gets through in the examination or called for the interview. In view of the above, the candidate must ensure that he/she fulfils all the eligibility requirement for appearing the written test.
6. Vice-Principal who had already appeared for similar test in the past are also required to appear the present test (i.e. 22.05.2011) and those who qualify this written test will appear for personal talk / interview on 23rd / 24th May, 2011.
7. **Impersonation is a legally punishable offence. Candidate found impersonating during the course of Examination, will be handed over to**

- Police for prosecution. Stern legal action will be taken against the impersonator and the applicant, found indulged in such illegal activity.**
8. TA/DA for appearing in the **Written Examination** followed by personal talk will be paid by the JNV as per rules on the subject.
  9. Candidate should abide by all the Rules and Regulations for the Examination and maintain proper discipline during the course of conduct of examination. Paper of those candidates, found violating the examination norms or indulged in indiscipline, will be cancelled.
  10. After reaching the Examination Centre, the candidate should find out his/her Room No. and Floor from the Seating Plan displayed at the Examination Centre and occupy his/her allocated seat only in the allotted room.
  11. **Result will be declared on the day of examination. Only those candidates who qualify in the written test will appear for the personal talk/interview on 23<sup>rd</sup>/24<sup>th</sup> May,2011 at NLI, JNV Campus, Sector 25, Chandigarh. Accordingly, candidate should come prepared and make their own arrangement for boarding and lodging.**

**Examination Related Information :**

- a) Examination will be held for one paper consisting 200 numbers of Multiple Choice Questions with four (4) options for each question. . Each question carry one(1) mark and thus the total marks would be 200. The duration of the test is 2 (two) hours only (i.e. 8:30 am to 10:30 am). Questions will cover the following areas :
  - i) General Knowledge : 25 questions    ii) Mental ability : 25 questions
  - iii) General English : 25 questions    iv) Management Aptitude : 25 question
  - v) Education Administration : 40 questions
  - vi) General Financial Rules : 30 questions
  - vii) Disciplinary Rules [CCS(CCA) Rules, 1965] : 30 questions
- b) There is no **NEGATIVE MARKING** for evaluation purpose. No mark will be deducted for wrong answer(s).
- c) **Use Ball Pen only** for marking answers in the OMR Answer Sheet. For each question, there will be four alternative answers. Candidate will have to select only one best alternative as his/her answer and mark the same on the appropriate circle against the corresponding number to the question he/she is answering. The mark should be dark and completely fill the circle as shown in the sample OMR sheet attached (Appendix-II).
- d) Possession & use of electronic devices viz. Calculator, cellular phone, digital Diary, Log Tables etc. and other helping materials are strictly prohibited in the examination hall.

Answer Sheet No.



# ANSWER SHEET

SIDE-1

FILL IN THE FOLLOWING ENTRIES WITH BALL PEN ONLY

ROLL NUMBER

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NAME OF THE CANDIDATE (IN CAPITAL LETTERS)

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PLEASE WRITE YOUR CATEGORY (General / SC)

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## INSTRUCTIONS FOR MARKING

*ball* ON SIDE -2

1. Use only *ball* Pen to COMPLETELY darken the circle.
2. Darken THE CIRCLE for answering the question as explained in the example given below.
3. Make the marks only in the spaces provided. Please do not make any other marks on the answer sheet.
4. Rough work is not to be done on the answer sheet.
5. Mark your answer only in the appropriate space against the number corresponding to the question you are answering as given below.
6. Answer options once marked cannot be changed / erased

### EXAMPLE - HOW TO FILL AND MARK ON SIDE -2 ( WITH PEN ONLY )

If your Roll number is 1307, darken the appropriate circle as shown below :

ROLL NUMBER

1	3	0	7
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If your Response to Question Number 16 is 3, Please darken the appropriate circle as shown below :

Q.No	Response
16.	<input type="radio"/> ① <input type="radio"/> ② <input checked="" type="radio"/> ③ <input type="radio"/> ④

SIGNATURE OF THE CANDIDATE

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SIGNATURE OF THE INVIGILATOR

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ROLL NUMBER

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	0

SAMPLER

Q. No.	Response	Q. No.	Response	Q. No.	Response	Q. No.	Response
1	1 2 3 4	51	1 2 3 4	101	1 2 3 4	151	1 2 3 4
2	1 2 3 4	52	1 2 3 4	102	1 2 3 4	152	1 2 3 4
3	1 2 3 4	53	1 2 3 4	103	1 2 3 4	153	1 2 3 4
4	1 2 3 4	54	1 2 3 4	104	1 2 3 4	154	1 2 3 4
5	1 2 3 4	55	1 2 3 4	105	1 2 3 4	155	1 2 3 4
6	1 2 3 4	56	1 2 3 4	106	1 2 3 4	156	1 2 3 4
7	1 2 3 4	57	1 2 3 4	107	1 2 3 4	157	1 2 3 4
8	1 2 3 4	58	1 2 3 4	108	1 2 3 4	158	1 2 3 4
9	1 2 3 4	59	1 2 3 4	109	1 2 3 4	159	1 2 3 4
10	1 2 3 4	60	1 2 3 4	110	1 2 3 4	160	1 2 3 4
11	1 2 3 4	61	1 2 3 4	111	1 2 3 4	161	1 2 3 4
12	1 2 3 4	62	1 2 3 4	112	1 2 3 4	162	1 2 3 4
13	1 2 3 4	63	1 2 3 4	113	1 2 3 4	163	1 2 3 4
14	1 2 3 4	64	1 2 3 4	114	1 2 3 4	164	1 2 3 4
15	1 2 3 4	65	1 2 3 4	115	1 2 3 4	165	1 2 3 4
16	1 2 3 4	66	1 2 3 4	116	1 2 3 4	166	1 2 3 4
17	1 2 3 4	67	1 2 3 4	117	1 2 3 4	167	1 2 3 4
18	1 2 3 4	68	1 2 3 4	118	1 2 3 4	168	1 2 3 4
19	1 2 3 4	69	1 2 3 4	119	1 2 3 4	169	1 2 3 4
20	1 2 3 4	70	1 2 3 4	120	1 2 3 4	170	1 2 3 4
21	1 2 3 4	71	1 2 3 4	121	1 2 3 4	171	1 2 3 4
22	1 2 3 4	72	1 2 3 4	122	1 2 3 4	172	1 2 3 4
23	1 2 3 4	73	1 2 3 4	123	1 2 3 4	173	1 2 3 4
24	1 2 3 4	74	1 2 3 4	124	1 2 3 4	174	1 2 3 4
25	1 2 3 4	75	1 2 3 4	125	1 2 3 4	175	1 2 3 4
26	1 2 3 4	76	1 2 3 4	126	1 2 3 4	176	1 2 3 4
27	1 2 3 4	77	1 2 3 4	127	1 2 3 4	177	1 2 3 4
28	1 2 3 4	78	1 2 3 4	128	1 2 3 4	178	1 2 3 4
29	1 2 3 4	79	1 2 3 4	129	1 2 3 4	179	1 2 3 4
30	1 2 3 4	80	1 2 3 4	130	1 2 3 4	180	1 2 3 4
31	1 2 3 4	81	1 2 3 4	131	1 2 3 4	181	1 2 3 4
32	1 2 3 4	82	1 2 3 4	132	1 2 3 4	182	1 2 3 4
33	1 2 3 4	83	1 2 3 4	133	1 2 3 4	183	1 2 3 4
34	1 2 3 4	84	1 2 3 4	134	1 2 3 4	184	1 2 3 4
35	1 2 3 4	85	1 2 3 4	135	1 2 3 4	185	1 2 3 4
36	1 2 3 4	86	1 2 3 4	136	1 2 3 4	186	1 2 3 4
37	1 2 3 4	87	1 2 3 4	137	1 2 3 4	187	1 2 3 4
38	1 2 3 4	88	1 2 3 4	138	1 2 3 4	188	1 2 3 4
39	1 2 3 4	89	1 2 3 4	139	1 2 3 4	189	1 2 3 4
40	1 2 3 4	90	1 2 3 4	140	1 2 3 4	190	1 2 3 4
41	1 2 3 4	91	1 2 3 4	141	1 2 3 4	191	1 2 3 4
42	1 2 3 4	92	1 2 3 4	142	1 2 3 4	192	1 2 3 4
43	1 2 3 4	93	1 2 3 4	143	1 2 3 4	193	1 2 3 4
44	1 2 3 4	94	1 2 3 4	144	1 2 3 4	194	1 2 3 4
45	1 2 3 4	95	1 2 3 4	145	1 2 3 4	195	1 2 3 4
46	1 2 3 4	96	1 2 3 4	146	1 2 3 4	196	1 2 3 4
47	1 2 3 4	97	1 2 3 4	147	1 2 3 4	197	1 2 3 4
48	1 2 3 4	98	1 2 3 4	148	1 2 3 4	198	1 2 3 4
49	1 2 3 4	99	1 2 3 4	149	1 2 3 4	199	1 2 3 4
50	1 2 3 4	100	1 2 3 4	150	1 2 3 4	200	1 2 3 4

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