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तार --नवसम

नवोदय विद्यालय समिति

(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग
भारत सरकार का स्वायत्त संगठन)



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Gram - NAVSAM

Navodaya Vidyalaya Samiti

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

फ-6-19(सामान्य) / नविस-2017 / (लक्ष्म) / वि.प्र.

दिनांक: 14.12.17

सेवा में,

प्राचार्य / प्राचार्या,

जवाहर नवोदय विद्यालय, मेरठ, बुलन्दशहर, इटावा, बलिया, गोण्डा, ललितपुर,

जालौन, नैनीताल एवं बागेश्वर

लखनऊ सम्भाग।

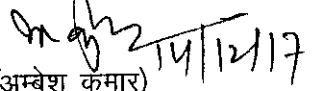
विषय: **Engagement of Caretakers for Boys' Hostels through outsourcing on Piolet basis in identified JNVs under Lucknow Region - regarding.**

महोदय / महोदया,

उपर्युक्त विषय के संदर्भ में संयुक्त आयुक्त (कार्मिक), नवोदय विद्यालय समिति, मुख्यालय, नोएडा के पत्रांक-1-2/2017-नविस(वि.प्र.)/92 दिनांक 30.11.17 की प्रति आपको इस आशय से संलग्न कर प्रेषित है कि पत्र में दिये गये निर्देशानुसार यथोचित कार्यवाही करें एवं विद्यालय में यह सुनिश्चित करें कि केयर टेकर पद पर नियुक्त कर्मचारी अपना कार्य एवं दायित्व प्रदत्त निर्देशानुसार निर्वहन कर रहा है।

आपसे अनुरोध है कि उपरोक्त के सम्बन्ध में मुख्यालय द्वारा प्रदत्त दिशा-निर्देशों का ध्यान पूर्वक अध्ययन करें एवं कृत कार्यवाही सम्बन्धी आख्या दिनांक 26.12.17 तक क्षेत्रीय कार्यालय में अवश्य प्राप्त हो जानी चाहिए ताकि संकलित सूचना मुख्यालय को निर्धारित समयावधि में प्रेषित की जा सके।

भवदीय,


(अम्बेश कुमार)
प्रभारी उपायुक्त

संलग्नक : यथोपरि।

प्रतिलिपि:

1. सहायक आयुक्त(वि.प्र.), नवोदय विद्यालय समिति, मुख्यालय, नोएडा को उनके पत्रांक 1-2/2017-नविस/(वि.प्र.)/92 दिनांक 30.11.17 के तारतम्य में सूचनार्थ।
2. सहायक आयुक्त गण/संकुल प्रभारी (आगरा/वाराणसी/लखनऊ/हरिद्वार) को इस आशय के साथ कि यह सुनिश्चित करें कि केयर टेकर को उनके संकुल विद्यालय में रखने के सम्बन्ध में मुख्यालय द्वारा प्रदत्त दिशा-निर्देशों का अक्षरशः अनुपालन किया जा रहा है।

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मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग

भारत सरकार

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दूर. 0120-2405969,70,71,72,73 फैक्स : 0120-2405182



Navodaya Vidyalaya Samiti

Ministry of Human Resource Development

Deptt. of School Education & Literacy

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सं.सं. 1.2/2017-नविस (वि प्रशा.)/42

दिनांक: 30.11.2017

उपायुक्त,
नवोदय विद्यालय समिति,
सभी क्षेत्रीय कार्यालय ।

विषय: Engagement of Caretakers for Boys' Hostels through outsourcing on pilot basis in JNVs.

महोदय,

Boys' Hostels के लिए Caretakers की नियुक्ति के बारे में circular/guidelines

का प्रति आपकी आवश्यक कार्रवाई के लिए संलग्न है।

भवदीय

सहायक आयुक्त (वि०प्र०)

मंजूर - म.सं.सं. (3/11)
2/11/17
SA
19/11
6-19 (क.सं.सं.)/42
2/11/17

30/11/17
(जी चन्द्रमौली)



F.No. 1-2/2017-NVS(SA)/92

Dated: 30.11.2017

To

The Dy. Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Sub: Engagement of Caretakers for Boys' Hostels through outsourcing on pilot basis in JNVs.

Sir/Madam,

The matter regarding additional support to JNVs in terms of assisting the House Masters to arrange the physical support to children in the students hostel has been under consideration of the Samiti. Time and again it is reported that addition of manpower under the supervision of the House Masters would support the teachers to supervise the activities and stay of children in hostels more effectively. Accordingly the matter related to engagement of Caretakers in the JNVs has been taken up by Samiti. A detailed proposal was considered by the Academic Advisory Committee of the Samiti in its XI Meeting held on 7.6.2017 and recommended to introduce the additional manpower to assist the House Masters in effective monitoring of the functioning of House system. On the recommendation of the Academic Advisory Committee, the Executive Committee of NVS in its XXXV meeting held on 31.8.2017 has approved the engagement of Caretakers in 10% JNVs to look after the physical security of students in the boys hostel. The individuals on the said assignment shall be hired through outsourcing process. These outsourced persons would inter alia perform the duties as Care Taker in boy's hostel to assist the House Master in physical security of boys hostels on the pattern of Matrons in girls hostels as envisaged by NVS. This arrangement would be purely on pilot basis in 10% JNVs in each Region which are considered sensitive towards Safety and Security of students.

The criteria for defining the sensitive JNVs by the concerned Regional Offices would be as under:-

1. Previous history of the JNVs.
2. Location of the JNV having physical hazards i.e. River, major nalas, nearby water body big pond, jungle, major highway and railways etc including related safety threats.
3. Distance of the school from district headquarter and police station.

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4. Availability of physical facilities of the JNV with special reference to safety and security concerns.
5. Record of incidents occurred in the JNV and the number of students.

The other details governing the engagement of Caretakers shall be as under:

1. Selection Process:

- (a) The Principal concerned shall get the names sponsored from the Director General, Resettlement and Rehabilitation Centre/District Sainik Kalyan Boards for engagement of personnel to assign the duties as Caretakers.
- (b) In view of the nature of duties and responsibilities, the identification of a suitable person will rest with the committee to be constituted at Vidyalaya level as per the confirmation given below. The selection method should be identification of a person suitable to perform duties as Caretaker of boys. The person to be selected should have a desire to serve young boys to support with parental care and guidance in a devoted manner.
- (c) The Selection Committee shall examine the candidates sponsored by aforesaid agency on the prescribed criteria and after completion of the process of selection, specific approval of Regional Office may be obtained before their engagement.

2. Composition of Selection Committee:-

The Selection Committee would consist of the following:-

1. Principal of JNV concerned
2. Nominee of the Chairman, VMC
3. Principal of neighbouring JNV
4. One Senior Teacher
5. Nominee of the Deputy Commissioner, Regional Office

3. Educational Qualification:-

Minimum class XII or equivalent. Preference shall however be given to graduates and those having background of working in student hostels.

4. Age:

30-55 years.

5. Desirable Experience:

Preference shall be given to those having experience of working in residential schools.

6. Service conditions:-

- The Care Takers will be paid as per DGRS norms/provisions of GFR-2017.
- They will also be entitled for Free boarding and lodging facilities and medical facilities as available in the Vidyalaya.

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- They shall work under the supervision of respective House Masters and keep reporting to them. As the number of Care Taker is 2 against 4 House Masters, the distribution of duties shall be assigned so as not to cause internal lapses in supporting the children.
- They should stay in the dormitory of boys only. No separate accommodation/family accommodation shall be provided.
- Necessary intimation to the local police station on the hiring of such individuals in the school shall be given

7. Tenure:

- The tenure of engagement of personnel shall be for a period of 10 months excluding the period of vacation. The duties and responsibilities prescribed for the Care Taker is enclosed for reference.

8. Duties:-

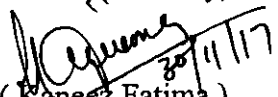
- Providing Safety and security to the students in the hostels
- Checking of entry of unauthorised persons/outsideers/parents in the hostel and also staying back of Students during the class hours games time.
- Day to day maintenance and repair works of the hostel.
- Keeping the dormitories locked when the students are in the school/play ground
- Up-keeping and cleanliness of Hostels.
- Any other duties related to safety and security of the boys as may be assigned by the Principal from time to time.
- Regular reporting to the House masters concerned and alerting on any untoward likely to happen in the area allotted to him or in the campus.

Guiding specifications on the matter is enclosed for compliance. The ROs are requested to initiate necessary steps for engagement of Caretakers as per above guidelines in their respective regions and monitor the exercise with great care. Any deviation from the above instructions shall be viewed seriously. Feedback reports about utility of engaging the Caretakers may be furnished to NVS (Hqrs.).

Action taken report in this regard should reach to this office **by or before 31st December, 2017.** The House Master/ House Mistress shall visit the dormitories personally twice a day and maintain support to the children, apart from supervising the works of care taker/ matron. With this additional manpower and regular visit of House Master/ House Mistress the children should feel more comfortable and supported in all respects.

This issues with the concurrence of F&A Wing, NVS and approval of Competent Authority.

Yours faithfully,


(Rameez Fatima)

Jt. Commissioner (Pers.)

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F.No. 1-2/2017-NVS(SA)/

Dated: 30.11.2017

CARE TAKER/MATRON IN JNVs

JNVs shall engage the services of Caretaker/ Matron for a period of 10 months to work with school teams and more specifically in the Hostels. The assignment will include overnight duties.

Working as part of a team of residential staff the individual shall be responsible for pastoral issues, safety security of students, general housekeeping and the low level first aid needs students. Accommodation and meals are provided free of charge during working days.

The individual shall be caring and energetic with a mature attitude and genuine interest in working with children of adolescent age. The assignment is on a fixed term basis for 10 months only. At the end of this contract, and upon completion of the term the candidate may be considered again depending upon the performance of the individual.

I. ATTRIBUTES OF PERSON:

- An effective and harmonious part of, an energetic, cohesive and hardworking team.
- Able to communicate effectively at all levels with students, staff, parents and other stake holders.
- Professional, flexible, conscientious, and able to act with discretion at all times.
- Able to work upon own initiative in a calm and patient manner.
- Able to demonstrate a genuine warmth and interest in the pupils in your care.
- Medically fit and psychologically matured to stay in students hostels.

II. JOB SPECIFICATION

General Responsibilities

- Reporting to the House Master, Assistant House Master and provide pastoral care for and supervision of student hostels, during non-timetabled time. They also undertake housekeeping duties and provide frontline first aid care. Necessary training on first aid shall be arranged in JNV on joining.

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- The Caretaker/Matron will be required to comply with the Code of Conduct of JNV as may be applicable to all employees.
- The Caretaker/Matron will have access to and be responsible for confidential information and documentation. He/She must ensure that confidential or sensitive material is handled appropriately and accurately.

Specific Responsibilities

- Stay in the dormitory areas during the stay in the JNV and respond to calls/alarms in line with protocols.
- Exercise pastoral care of students (in accordance with Individual Care Plans where appropriate), attend care meetings where required and support Students' emotional, cultural and intellectual development.
- Supervise students during non-timetabled time in the respective house.
- Assist House Master in maintaining House discipline, check the entry of unauthorized persons to the dormitories and take steps to prevent the stray animals from roaming around the students hostels.
- Provide first aid to students as per the guidance of the Staff Nurse in line with JNV protocols and attend appropriate 'updating' training sessions as necessary.
- Ensure hygiene practices and cleanliness (including appearance) of students.
- Assist House Master in the inculcation of good manners and courtesy.
- Set an exemplary personal standard of dress, behaviour and personal hygiene.
- Supervise official laundry services and students own laundry activities.
- Monitor standards achieved by cleaners and other support agencies within the Dormitories, surrounding areas of Hostel and report on any deficiencies to the concerned.
- Report repairs required in the house maintenance log and follow up.
- Maintain close liaison, through House Master/Assistant House Master, with the Staff Nurse at all times concerning students' medical protocols and provision.
- Undertake the training as provided by the JNV.
- Support, promote and implement school policies and protocols.
- Promote and support the aims and activities of House System at all times.
- Maintain detailed student records with particular attention to the confidentiality, privacy and sensitivity of issues, as per the direction of the House Master
- Participate in a programme of continual risk assessment within the house as required by Health and Safety guidelines
- Undertake such other duties as may be prescribed by the Principal, Vice Principal and as may reasonably require.

III. DUTY HOURS

The work being a dedicated service in support of the students' living and welfare the duty hours and rest periods shall be worked out by the Principal in



consultation with the House Masters concerned, keeping in view the duty sharing amongst the available staff and in the interest of the welfare and safety of the students.

IV. REMUNERATION

Remuneration shall be paid as per the guidelines issued from Samiti from time to time.

Accommodation and meals are provided free of charge during working hours.

V. CONDUCT AND RECORDS SCREENING

- The Caretaker/Matron will be expected to adopt appropriate attire to be prescribed and provided by the Principal JNV and they will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify service staff.
- All candidates must be prepared to undergo screening to confirm their suitability to work with children and young people. On joining the intimation shall be given to the local Police Station by the Principal with a request for conduct verification

VI. OVERALL SUPERVISION AND MONITORING

As outlined above the Matron/Caretakers shall work under the supervision of the House Mistress/ House Master as the case may be. However, Principal and Vice Principal shall ensure that Matron/Caretakers function in synchronization with the House system. It shall also be ensured that these personnel are not diverted for sundry jobs in the Vidyalaya or personal works of the Vidyalaya staff under any circumstances. Principal shall maintain the record of performance of the Matron and Caretaker in consultation with the House Master/ House Mistress regularly through a mechanism of internal controls and this record shall also be inspected by the visiting Assistant Commissioners and Deputy Commissioner.

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