NAVODAYA VIDYALAYA SAMITI
Guidelines for engagement of Faculty cum System Administrator on contract basis for 2022-23

OBJECTIVES:

- In JNVs, FCSAs are engaged on contract basis for implementation of Computer Education Program including management & maintenance of all computer hardware, teaching the students from Class VI to X and providing hands on support for all the other staff of JNV.

Qualification for FCSA-

Qualifications	
Essential	**Desirable**
(Minimum 50% marks) ► Graduation with PGDCA (from a recognized university/ institution recognized by AICTE) **OR** "A" level certificate from DOEACC/ NIELT **(OR)** ► BCA/ B.Sc /B tech / BE in Computer Science / Information technology or Information science from a recognized university. **(OR)** ► MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.	a) Teaching experience in similar capacity in a recognized school. b) Experience of working in a residential school. c) Knowledge of Computer hardware and networking. d) Knowledge of regional languages e) Achievements in field of ICT of Self/Mentoring of students at State/ National level competition.

Weightage for Educational & other Qualifications

Sr. No	Qualifications	Maximum Weightage	Criteria for award of Weightage
1	Essential qualification (from recognized institution)	50 Marks	(25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) **OR** 50% of overall percentage in "A" level certificate (DOEACC/ NIELT) /Graduation level in case of Graduation degree in computer science/IT.
2	Next Higher qualification in the relevant subject	10 marks	10% of the Percentage obtained (only if in addition to essential qualification)
3	Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions	4 marks	State Level – 2 marks, National Level – 4 marks. **Note:- Weightage to highest level achievement to be awarded**

5	Experience in similar capacity in a Govt. Recognized School on production of certificates related to experience, conduct and performance from previous employer(s)	16 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)
	Total	**80 Marks**	

Upper Age Limit- Upper Age Limit to be fixed at 50 Years as on 1st July of the year of engagement.

FCSA duties and Responsibilities

Academic
- Teaching the students from class 6th to 10th by taking 26 periods in a week during academic hours, and 12 periods in the afternoon.
- Teaching of IT related skill subjects from 6th to 10th class.
- Organizing various ICT related competitions at Vidyalaya level and guiding the students in participating various online Exams and computer related competitions.
- Training the students in ICT tools and mentoring their projects.
- Provide help to the students in the uploading of online applications and career guidance.

Non Academic
- Up keeping of all computers and ICT infrastructure of JNV in working condition with internet connectivity and software.
- Extending Technical support to all other staff (including teaching and non teaching)
- To Promote Cyber Security in Vidyalaya.
- Assisting the office in important work like JNVST, CBSE and others as and when assigned by principal.
- Updating of Vidyalaya website and SIS PIS regularly
- FCSA may be assigned to facilitate availability of computer lab for senior students class/house wise on Sundays and weekly off may be fixed on any other day in week.
- Beside these FCSA may be entrusted other duties like MOD, Tutorship and Prep duties, however Prep duty time should be utilized to facilitate and train students in use of ICT and computers.

Terms of FCSA Contract engagement-
- The engagement of FCSA shall be made by the Vidyalaya for a period of Ten months with effect from the date of engagement or till the end of April, whichever is less excluding long vacations, on contract basis with salary not exceeding the amount as applicable to the contract TGTs. It should be made clear to the candidate by the Principal concerned that the engagement is purely on contract basis and candidate will not have any right for regular appointment.
- At the termination of the contract, FCSA shall not be entitled for any terminal benefits from the JNV or the Navodaya Vidyalaya Samiti.
- Not withstanding anything in the contract the Principal may terminate the service of the contract Faculty-cum-System Administrator before the expiry of said period, in case:-
  (i) Her/His work is found unsatisfactory.
  (ii) If his/her conduct is found to be unbecoming of a Govt. Servant and unsuitable for a co-educational residential institution.
- The contract FCSA is entitled for rent free accommodation within the Vidyalaya campus as per availability and is entitled for free meals along with the students.

ILLUSTRATION

Qualification for FCSA: Weightage for Educational & other Qualifications

1. **Essential qualification** - **50 Marks** (25 % of overall percentage in Graduation level) + (25 % of percentage of cumulative marks in relevant subject in Essential qualification) **OR**
   (50% of overall percentage in BCA/ B.Sc /B tech / BE in Computer Science / Information technology /"A" level certificate from DOEACC/ NIELT)

   Graduation with PGDCA -
   (i)   50% Score in B.A.(450 mark out of 900 as cumulative of all 3 years)= 50*25/100= 12.5
   (ii)   60% score in PGDCA = 60*25/100 = 15
           Total 12.5+15= 27.5 out of 50 Marks

   OR

   "A" level certificate from DOEACC/ NIELT-

           60% score in "A" level DOEACC/ NIELT = 60*50/100 = 30
                   Total 30 out of 50 Marks

   (OR)

   BCA/ B.Sc /B tech / BE in Computer Science / Information technology or Information science from a recognized university.

           60% score in BCA/ B.Sc /B tech / BE = 60*50/100 = 30
                   Total 30 out of 50 Marks

   (OR)

   MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university.
   (i)   50% Score in B.A.(450 mark out of 900 as cumulative of all 3 years)= 50*25/100= 12.5
   (ii)   60% score in MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT = 60*25/100 = 15
                   Total 12.5+15= 27.5 out of 50 Marks
   (If MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT is taken as essential qualification due to want of any Computer /IT qualification mentioned above, then it would not be given weightage as next higher qualification**)**

2. **Next Higher qualification in the relevant subject-** **10 Marks** (10% of the Percentage obtained)

   (i)   "B" level certificate from DOEACC/ NIELT
   (ii)   MCA/ Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT from a recognized university. (If not already considered as Essential Qualification)

60% score in MCA/Master in Computer Science/ Other Post Graduate Degree in Computer Science/ IT = 60*10/100 = **06 Marks out of 10**

3. **Achievements in field of ICT of Self/ Mentoring of students at State/ National level competition organized by Govt. Institutions- 4 Marks**
   State Level – 2 marks, National Level – 4 marks

4. **Experience in similar capacity in a Govt. Recognized School - 16 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) **on production of certificates related to experience, conduct and performance from previous employer(s).**

5. **Personal Interaction-** 20 Marks

   For preparing Merit List-   **TOTAL Marks = 100**