



नवोदय विद्यालय समिति

शिक्षा विभाग, राज्य सरकार
(स्कूल शिक्षा और साक्षरता विभाग)

ब्लॉक-15, इंदिरा नगर पुलिस, सेक्टर-62, नोडा, गौतम बुद्ध नगर (उ.प्र.)-201309
टेल: 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



Navodaya Vidyalaya Samiti

Ministry of Education, Govt. of India
(Deptt. of School Education & Literacy)

B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.)- 201309
Tel. 0120-2405969, 70, 71, 72, 73, Fax : 0120-2405182
वेबसाइट/Website : www.Navodaya.gov.in

F. No. 12-1(43)/2019-NVS(GA)/1370

Date: 29.09.2025

To,
The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices & NLIs.

Sub: Citizen's Charter of Navodaya Vidyalaya Samiti - reg.

Sir/ Madam,

The Competent Authority has approved the Citizen's Charter of Navodaya Vidyalaya Samiti (copy enclosed) and decided that the same be uploaded on the official website of the Samiti, as well as on the websites of all Regional Offices, NLIs, and JNVs under their jurisdiction, for wider publicity.

You are, therefore, requested to kindly ensure that the Citizen's Charter of Navodaya Vidyalaya Samiti is prominently displayed on the official website of your office and further circulated to JNVs under your jurisdiction for necessary compliance.

This issues with the approval of the Competent Authority.

Encl: As stated above.

Yours faithfully,
Raghuvendra Kumar
[Raghuvendra Kumar]

Deputy Commissioner (Admn.)

Copy to: -

1. DC (F&S), NVS Hqrs. - with a request to arrange to display the same on the Notice board of NVS Hqrs.
2. AC (IT), NVS Hqrs. - with a request to arrange to upload the same on the website of NVS.
3. Guard file.

*Mr. Atul Dixit (SSA)
&
Mr. Naveen Dharve (PGT-Com)
for necessary compliance.
Sd/-
07/10/2025*

Navodaya Vidyalaya Samiti Citizen's Charter

Our Programmes and Schemes

Navodaya Vidyalaya Samiti (NVS):

- Navodaya Vidyalaya Samiti (NVS) is an autonomous organization under the Ministry of Education, Govt. of India and has been registered as a Society, under the Societies Registration Act XXI of 1860 at New Delhi on 28th February, 1986. NVS establishes, runs and manages Jawahar Navodaya Vidyalayas (NVVs) all over the country through its 08 Regional Offices.

Objectives:

- (a) To establish, endow, maintain, control, and manage schools (here in after called the 'Jawahar Navodaya Vidyalayas') and to do all acts and things necessary for or conducive to the promotion of such schools which will have the following objectives:
 - (i) To provide good quality modern education - including a strong component of inculcation of values, awareness of the environment, adventure activities and physical education - to the talented children predominantly from the rural areas without regard to their family's socio-economic condition.
 - (ii) To provide facilities, at a suitable age, for instruction through a common medium, viz. Hindi and English, all over the country.
 - (iii) Offer a common core-curriculum for ensuring comparability in standards and to facilitate and understanding of the common and composite heritage of our people.
 - (iv) To progressively bring students from one part of the country to another in each school to promote national integration and enrich social content.
 - (v) To serve as a focal point for improvement in quality of school education through training of teachers in live situations and sharing of experiences and facilities.
- (b) To establish, develop, maintain and manage hostels for the residence of students of Jawahar Navodaya Vidyalayas;
- (c) To aid, establish and conduct other institutions as may be required for the furtherance of the Society's objects in any part of India;
- (d) To do all such things as may be considered necessary, incidental, or conducive to the attainment of all or any of the objects of the Society.

Navodaya Vidyalaya Samiti
Citizen's Charter

ices to Citizen:

Particulars		Time frame for service delivery		List of required documents	Applicable fees, if any	Designation and contact details of the responsible officer	
Name of the service	Eligibility criteria and procedure to obtain the service	Where and how to apply	NVS does not have a fixed time frame for overall service delivery. However, it has established procedures and timeframes for various processes, as under:		Required Documents for Admission: 1. Proof of Date of Birth 2. Residence Certificate 3. Rural Area Certificate (if applicable) 4. Aadhaar Card of the candidate 5. Certificate from the Head Master of the school confirming the details of the last class studied 6. Medical Fitness Certificate 7. Undertaking for Migration 8. Disability Certificate (if	Deputy Commissioner (Examination), Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975754	
			Class VI	Class IX			Class XI
Admission of Students in Jawahar Navodaya Vidyalayas (JNVs)	<p>Admission Process: Admission of students in Jawahar Navodaya Vidyalayas takes place at Class-VI level on the basis of selection test called Jawahar Navodaya Vidyalaya Selection Test (JNVST). For optimal utilization of the infrastructure and staff facilities, vacant seats, if any, are filled up at Class - IX and XI through a Lateral Entry Selection Test (LEST).</p> <p>Eligibility Criteria: Only candidates who are bonafide residents of the district where the JNV is located and who are currently enrolled in Class V, VIII, or X in a government recognized school within the same district are eligible to apply through JNVST/LEST for classes VI, IX & XI respectively.</p> <p>Age Criteria:</p> <ul style="list-style-type: none"> For Class VI: 10-12 years For Class IX: 13-15 years For Class XI: 15-17 years <p>Reservation Quotas:</p> <ul style="list-style-type: none"> At least 75% of the seats in a district will be filled by candidates provisionally selected from rural areas 	<p>Applications for admission to Classes VI, IX, and XI in JNVs are accepted exclusively through online mode. Eligible candidates can apply by visiting the dedicated online portal. The notification for the same is displayed on official website of NVS i.e. www.navodaya.gov.in</p>	Particulars	2 to 3 months (July to September of current year)	2 to 3 months (July to September of current year)	2 to 3 months (July to September of current year)	Entire admission processes are free of Cost.
			Inviting Online application form	Conduct of Selection test	Declaration of result	Summer Bound JNVs: December/ January of current/ next year. Winter Bound JNVs: April of next year.	Summer Bound JNVs: March of next year. Winter Bound JNVs: May of next year.



Particulars

Name of the service	Eligibility criteria and procedure to obtain the service	Where and how to apply	Time frame for service delivery				List of required documents	Applicable fees, if any	Designation and contact details of the responsible officer	Grievance redressal authority in case of non-compliance
			Admission Process	April to May of next year	April to May of next year	April to May of next year				
Grievance related to admission	<p>of the district concerned. The remaining seats are open which will be filled up from both urban and rural area candidates of the district concerned.</p> <ul style="list-style-type: none"> Reservation for SC & ST as per actual population in the district concerned subject to a minimum of national average (i.e. 15% for SCs and 7.5% for STs) but subject to a maximum of 50% for both the categories (SC & ST) taken together. 1/3rd of the seats are reserved for girl students. There is a provision for reservation of 3 seats out of 80 seats for Divyang Children. <p>There is a provision of 27% reservation to the OBC candidates. The reservations to the OBC candidates is as per central list as applicable from time to time.</p>	<p>There are two ways to submit a grievance:</p> <ol style="list-style-type: none"> Online: Through the CPGRAMS portal at: portal.gov.in/cprgof/fees/ Offline: By submitting a written application to the Officer In-charge at 	Maximum 30 days from the date of filing of grievance.			<p>applicable)</p> <p>9. Category/Community Certificate (SC/ST), if applicable</p> <p>10. OBC Category/Community Certificate (as per the central list), if applicable</p> <p>11. Transfer Certificate (TC) (counter-signed by DEO/BEO) from the current school after document verification and confirmation of admission.</p>	No fee is charged.	<p>Deputy Commissioner (Examination), Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975754.</p>	<p>Joint Commissioner (Personnel), Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975751</p>	

Particulars

Name of the service	Eligibility criteria and procedure to obtain the service	Where and how to apply	Time frame for service delivery	List of required documents	Applicable fees, if any	Designation and contact details of the responsible officer	Grievance redressal authority in case of non-compliance
Other's/ Staff Grievance Redressal	Staff of NVS can send their grievances to the NVS Hqrs by post or email id: nvsgrivance2007@gmail.com .	Staff of NVS can send their grievances to the NVS Hqrs by post at Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, Noida or through email id: nvsgrivance2007@gmail.com .	30 days on receipt of grievance in NVS.	The applicant may enclose the documents in support of his grievance.	No fee is charged.	Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975749	Joint Commissioner (Admn), Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2405184
Transfer of employees	The transfers are conducted in accordance with the provisions outlined in the Transfer Policy and Guidelines issued by NVS from time to time. These policies and guidelines are available on the official website of NVS (www.navodaya.gov.in) under the "Transfer" section.	NVS employees are required to visit the official NVS website or the NVS Transfer Portal, where detailed notifications regarding transfer guidelines are available. Employee transfers for JNVs are conducted through an online process.	Transfers are carried out through a fully automated online process via the Annual Transfer Drive. The Annual Transfer Drive begins in December of the preceding year and is completed by March or April of the current year. Detailed timelines for each step of the Annual Transfer Drive are made available on the official website of NVS for the information of all stakeholders.	Necessary documents such as medical certificate, spouse certification etc. are required to be attached by the employees so that they get transfer of their choice, subject to availability of vacancies and priorities. This all is clearly mentioned in the Notification of Annual Transfer Drive.	No fee is charged from the employees of NVS for transfer.	Deputy Commissioner (Personnel) Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975753	Commissioner, Navodaya Vidyalaya Samiti, Headquarters, Noida. Contact: 0120 - 2975740
