



**केन्द्रीय विद्यालय संगठन(मुख्यालय)**  
**Kendriya Vidyalaya Sangathan (HQ)**  
**18,संस्थागत क्षेत्र, शहीद जीतसिंह मार्ग,**  
**18, Institutional Area, Saheed Jeet Singh Marg**  
**नई-दिल्ली-110016, New Delhi-110016.**  
**फोन नं.:26858570, फैक्स / FAX 26514179**  
**वेब/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)**

**ADVT NO. : 08**

**RECRUITMENT FOR THE OFFICERS' CADRE AND NON-TEACHING POSTS FOR THE YEAR 2012-13 AND 2013-14.**

Kendriya Vidyalaya Sangathan (KVS), henceforth mentioned as KVS, an autonomous organization under the Ministry of Human Resource Development, Government of India invites **Online** applications from Indian Citizens for recruitment to the Officers' Cadre and Non-Teaching posts for the year 2012-13 and 2013-14.

Candidates are required to apply online through KVS's website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) or <https://jobapply.in/kvs/> No other means/mode of submission of applications will be accepted. The schedule of **ONLINE** registration is as follows:-

Commencement of Online Registration on KVS's website <a href="http://www.kvsangathan.nic.in">www.kvsangathan.nic.in</a> or <a href="https://jobapply.in/kvs/">https://jobapply.in/kvs/</a>	25 AUG 2014
Last Date for Online Registration	15 SEP 2014 (UPTO 11.59 (P.M.))
Last date for submission of Printouts of online applications alongwith certificates by the candidates applying for the posts of <b>Assistant and Upper Division Clerk only to Post Box No. 3076, Lodhi Road, New Delhi-110003.</b>	22 SEP 2014

**1. DETAILS OF VACANCIES:**

**A. OFFICERS' CADRE AND NON-TEACHING POSTS:**

Post Code	Post	UR	SC	ST	OBC	Total	OH	VH	HH	Pay Band	Upper Age Limit (As on 15 SEP 2014))
63	Principal	75	22	10	38	145	01	02 (BLV)	02	₹ 15,600- ₹ 39,100 plus Grade Pay ₹ 7,600/-	Min. 35 & upper age limit 50 years
64	Technical Officer	02	00	00	01	03	01	00	00	₹ 9300- ₹ 34,800 plus Grade Pay ₹ 4600/-	35 years

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65	Assistant	41	13	06	21	81	01	00	02	₹ 9,300-34,800 with Grade Pay of ₹ 4,200/-	35 years
66	Upper Division Clerk	61	18	09	32	120	02	01	01	₹ 5,200-20,200 plus Grade Pay of ₹ 2,400/-	30 years
67	Lower Division Clerk	234	70	34	126	464	06	05	05	₹ 5,200-20,200 plus Grade Pay of ₹ 1,900/-	18 to 27 years
68	Hindi Translator	04	01	01	01	07	01	00	00	₹ 9,300-34,800 with Grade Pay of ₹ 4,200/-	28 years
69	Stenographer Grade II	15	04	02	08	29	01	01	00	₹ 5,200-20,200 plus Grade Pay of ₹ 2,400/-	27 Years

**Note 1:-** The number of vacancies advertised may vary. They may decrease or increase.

**Note 2:-** 10% of the vacancies in LDC and UDC are reserved for Ex-servicemen.

#### EDUCATIONAL QUALIFICATION & EXPERIENCE FOR POST CODE 63 TO 69

Sl. No.	Short Name of Post	Post Code	Qualification (s) & Experience
1	PR	63	<p><b>Essential Qualifications:</b></p> <p>i) Master's Degree from recognized university with at least 45% marks in aggregate. ii) B.Ed. or equivalent teaching degree</p> <p><b>Experience:</b></p> <p>(i) Persons holding analogous posts or posts of Principals in the grade of Rs.10000-15200 (Pre-revised); <b>OR</b> (ii) Vice Principals/Assistant Education Officers in the pay scale of Rs.7500-12000 (Pre-revised) with one years' service in the aforesaid grade; <b>OR</b> (iii) Persons holding Group 'B' posts or the posts of PGTs or Lecturer in the pay scale of Rs.6500-10500 (Pre-revised) or equivalent with at least 08 years' regular service in the aforesaid grade.</p> <p><b>Desirable:</b> Knowledge of computer applications.</p>

2	Technical Officer	64	<p><b>Essential Qualification:</b> Degree in Civil Engineering or Architecture or Electrical Engineering or equivalent qualification from a recognised University /Institutions.</p> <p><b>Experience:</b> 06 years in handling plans in building, estimates of construction/maintenance etc.preferably in CPWD/PWD Offices/autonomous bodies financed by Central Govt. Ability to present cases &amp; interpret statistics, progress report etc.</p>
3	ASSTT.	65	<p><b>Essential Qualification:</b> i. Graduate with 03 years experience as UDC in Central / State Govt./ Autonomous Bodies/ Public Sector Undertakings.</p> <p><b>Desirable:</b> Knowledge of Computer Applications.</p>
4	UDC	66	<p><b>Educational Qualifications:</b> i). Graduate</p> <p><b>Experience:</b> 3 years experience as LDC in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertaking</p> <p><b>Desirable:</b> Knowledge of Computer Applications.</p>
5	LDC	67	<p><b>Essential Qualification</b> i. Class XII pass or equivalent from recognized board or University. ii. Typing speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi on computer. iii. Working knowledge of Hindi. iv. Knowledge of Computer Applications.</p>
6	Hindi Translator	68	<p><b>Essential Qualification</b> Master's Degree of a recognized University in Hindi/English with English, Hindi as main subject at Degree level. <b>OR</b></p> <p>Master's Degree of a recognized University in any subject with Hindi and English as main subjects at Degree level. <b>OR</b></p> <p>Master's Degree of recognized University in any subject with Hindi/English medium, and English/Hindi as main subjects at Degree level. <b>OR</b></p> <p>Master's Degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as a main subject or as medium of examination at Degree level. <b>OR</b></p> <p>Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa in Central/State Govt. offices, including Govt. of India Undertakings.</p>

7.	Stenographer Grade II	69	<b>Essential Qualification:</b> i. Matric or equivalent. ii. Speed in Hindi or English Shorthand 80 w.p.m. and Typing Speed 40 w.p.m.. iii. Knowledge of Computer Applications.
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**Note:** The qualification of typing mentioned in the Recruitment Rules for the post of LDC will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board.)

### **AGE RELAXATION**

Relaxation in upper age limit will be as under:

- (a) No age bar in the case of employees of Kendriya Vidyalaya Sangathan.
- (b) Upto a maximum of 5 years in the case of SC/ ST candidates.
- (c) Upto a maximum of 3 years in the case of OBC candidates.
- (d) Upto 5 years for persons who had ordinarily been domiciled in the State of Jammu and Kashmir during 01.01.80 to 31.12.89.
- (e) Upto a maximum of 5 years for Government Servants.
- (f) Upto a maximum of 10 years in the case of SC/ST and 08 years in the case of OBC candidates serving as Govt. employees in accordance with the Govt. of India instructions. An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/ she is a Govt. servant as on the date of advertisement.
- (g) Upto a maximum of 10 years in the case of Physically Challenged candidates.
- (h). **Age relaxation for Ex-servicemen will be given as per Govt. of India Rules.**

**Note 1:** Except for Physically Challenged candidates, all the concessions mentioned above will be concurrent, that is, if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted. For Physically Challenged, if a person belongs to SC/ST, he/she will be allowed 15 years, i.e., 10 years for Physically Challenged and 5 years for SC/ST.

### **HOW TO APPLY**

- Eligible and interested candidates would be required to apply only online through KVS's website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) or <https://jobapply.in/kvs/>
- Before applying for the post, the candidates must have a valid email id through which he/she will fill up the online application.
- Candidates are required to visit KVS's website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) or <https://jobapply.in/kvs/> where complete advertisement, details regarding eligibility criteria, selection procedure, application fee, online registration and general conditions are available.

- Candidates applying online are required to take print out of auto generated filled in application format.
- For the post of Principal, Technical Officer, Hindi Translator, LDC and Stenographer Grade II, the candidate has to keep set of application with documents duly photocopied with him/her for record and the same to be produced at the time of interview/skill test, if shortlisted.
- Candidates are not required to submit to Kendriya Vidyalaya Sangathan (KVS) either by post or by hand the printout of their online applications or any other documents.
- For the post of **Assistant and UDC**, print out of completed application and self-attested copies of testimonials, is to be sent in an envelope after affixing the address label generated alongwith the application print out superscripted "**Application for the post of .....**" to "**Post Box No. 3076, Lodhi Road, New Delhi-110003** by ordinary post only. The application complete in all respects should reach the above post box on or before \_\_\_\_\_. The Online application for the post of Assistant and UDC will be entertained only if the application printout alongwith the relevant documents is received.
- No other means/mode of application will be accepted. Before applying the candidates should ensure that they fulfill all the eligibility norms.
- Their registration will be provisional as **their eligibility will be verified only at the time of interview**. Mere issue of admit card/Interview call letter will not imply acceptance of candidature of the applicants. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

### EXAMINATION FEES

- Candidates are required to pay a **non-refundable** application fee of ₹ 1200/- ( ₹ one thousand two Hundred only) for the posts of Principal and Technical Officer and ₹ 750/- ( ₹ seven hundred and fifty only) for the posts of Assistant, UDC, LDC, Hindi Translator and Stenographer Grade II. **The fee once paid will NOT be refunded on any account nor would this fee be held in reserve for future examination/selection.** For making payment through Credit/Debit Card (Master or Visa approved); Indian Bank will charge ₹ 30/- ( ₹ Thirty only) as "**service charge**" in addition to the fees.

### MODE OF PAYMENT

Candidates should fill in the details to register and then fill the information in the online application form at the appropriate places very carefully as per the instructions available on the website. **Fee once paid will not be refunded under any circumstances.** Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.

After filling the information candidate is required to proceed for making the payment through **Credit/Debit Card (Master or Visa approved)**

1. On successful transaction of the payment through payment gateway, auto generated application number will be issued.
2. Candidate has to take the print out of the Application Form containing the auto generated application number and keep it along with documents duly photocopied with him/her for record and the same to be produced at the time of interview/skill test, if shortlisted.

3. For the post of Principal, Technical Officer, LDC, Hindi Translator and Stenographer Grade II, candidate are **not** required to submit the documents i.e. Printout of application forms along with testimonial and service certificate to Kendriya Vidyalaya Sangathan (KVS) either by post or by hand.
4. For the post of Assistant and UDC, the print out of completed application form containing the auto generated application number and self-attested copies of testimonials and service certificate is to be sent in an envelope after affixing the address label generated alongwith the application print out superscripted "**Application for the post of .....**" to "**Post Box No. 3076, Lodhi Road, New Delhi-110003**" by **ordinary post only**.

**SCHEME OF EXAMINATION:**

The scheme of examination will be made available in the KVS website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

**EXAMINATION CENTRES (CITIES):**

- A. The written examination for the posts of Principal will be conducted in Delhi City only. The recruitment of Technical Officer will be made as per scheme of examination.
- B. The written examination for the posts of Assistant, UDC, LDC, Hindi Translator and Stenographer Grade II will be conducted in the following cities:

Examination Centre	Centre code
Ahmadabad	11
Allahabad	12
Bangalore	13
Bhopal	14
Bhubaneswar	15
Chandigarh	16
Chennai	17
Dehradun	18
Delhi	19
Guwahati	20
Hyderabad	21
Jabalpur	22

Examination Centre	Centre code
Jaipur	23
Jammu	24
Jodhpur	25
Thiruvananthapuram	26
Kolkata	27
Lucknow	28
Mumbai	29
Patna	30
Port Blair	31
Raipur	32
Ranchi	33

**Note:** The centres for the examinations as mentioned above are subject to change at the discretion of the Sangathan. While every effort will be made to allot the candidates, the centre of his/ her choice for the examination, the Sangathan may at its discretion allot a different centre to the candidate in case sufficient candidates do not opt for a particular centre for any post or for any other administrative reason (s). **No request for change of examination centre once allotted will be entertained and the candidate will have to appear at the allotted centre at his/ her expenses.**

**SCHEDULE OF EXAMINATION WILL BE DISPLAYED ON KVS WEBSITE.  
CANDIDATES ARE REQUESTED TO VISIT ON KVS WEBSITE REGULARLY.**

## CORRESPONDENCE WITH CANDIDATES

All correspondence with candidates will be done through e-mail only. All information regarding examination schedule/admit card/ interview /skill tests call letter etc. will be provided through uploading on KVS website. Responsibility of receiving, downloading and printing of admit card/interview call letter/ any other information shall be of the candidate. KVS will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested to regularly visit KVS website i.e. [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) for the information regarding recruitment.

## IMPORTANT INSTRUCTIONS TO THE CANDIDATES

- The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility condition(s).
- Mere issue of Admit Card to the candidate will not imply that his candidature has been finally cleared by the KVS.
- The KVS takes up verification of eligibility conditions with reference to original documents only after the candidates have qualified for interview/skill test etc.
- Fee once paid will **NOT** be refunded under any circumstances.
- No fee is required to be paid by SC, ST, Persons with disability candidates and Ex-Servicemen category.
- The vacancies may vary. They may increase or decrease.
- No correspondence regarding eligibility of the candidates will be entertained by the KVS.
- **The cut off date for determining the age, educational qualifications, experience will be the last date of submission of application through online.**
- UDC in the pay band of Rs.5200-20200 with grade pay of Rs.2400 having 3 years regular service in Central/State Govt./ Autonomous Body of Central/State Govt. and Public Sector Undertaking are eligible for the post of Assistant in KVS.
- LDC in the pay band of Rs.5200-20200 with grade pay of Rs.1900 having 3 years regular service in Central/State Govt./Autonomous Body of Central/State Govt. and Public Sector Undertaking are eligible for the post of Upper Division Clerk in KVS.
- No age relaxation will be given to the candidates working in Autonomous Body/Statutory Body /Public Sector under taking.
- The service of the candidates who is working on regular basis in Central/State Govt./Autonomous Body of Central/State Govt./Public Sector Undertaking will be counted for experience purpose. Adhoc/Contractual service and different pay scales other than those mentioned in the advertisement will not be counted for experience purpose.
- **Canvassing in any form will disqualify the candidature of the applicant.**