



KENDRIYA VIDYALAYA SANGATHAN
18, INSTITUTIONAL AREA, SHAHEEDJEET SINGH MARG,
NEW DELHI-110016
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ADVERTISEMENT NO. 13

Recruitment of Officers cadre, Librarian and Non-Teaching Posts in Kendriya Vidyalaya Sangathan

The Scheme of Kendriya Vidyalayas (Central Schools) was approved in November, 1962 by the Government of India on the recommendations of the second Central Pay Commission. It recommends that the Government should develop a scheme to provide uninterrupted education to the wards of transferable Central Government employees. Consequently, Central School Organization was started as a unit of the Ministry of Education (now Ministry of Human Resource Development) of the Govt. of India.

Initially, 20 Regimental Schools, then functioning at places having large concentration of defence personnel, were taken over as Central Schools during the academic year 1963-64.

The Kendriya Vidyalaya Sangathan was registered as a society under the Society Registration Act. (XXI of 1860) on 15th December, 1965. The primary aim of the Sangathan is to provide, establish, endow, maintain, control and manage the Central Schools (Kendriya Vidyalayas) located all over India and abroad. The Govt. of India wholly finances the Sangathan. It runs approximately **1183** Kendriya Vidyalayas including three abroad, five Zonal Institutes of Education and Training and twenty five Regional Offices spread across the country.

Kendriya Vidyalaya Sangathan invites online applications from Indian citizens for recruitment of the Officers cadre, Librarian and Non-Teaching Posts in Kendriya Vidyalaya Sangathan and the recruitment examination will be conducted through **Computer Based Test/Examination**.

Candidates are required to apply online through KVS website www.kvsangathan.nic.in. No other means/mode of submission of applications will be accepted. The schedule of online application is as under:

1. IMPORTANT DATES

(i)	Commencement of online registration on KVS website www.kvsangathan.nic.in	21/12/2017
(ii)	Last date for online registration	11/01/2018 : 11.59 PM

2: HOW TO APPLY:

- i. Candidates are required to **apply Online** through Kendriya Vidyalaya Sangathan web-site at www.kvsangathan.nic.in. No other means/mode of application will be accepted.
- ii. Candidates are required to **have a valid personal email ID**. It should be kept active during the currency of this recruitment. The Kendriya Vidyalaya Sangathan through its exam conducting agency may send admit cards/call letters for written test, skill test & interview etc. through the registered email ID or the same may be downloaded from the designated portal. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- iii. In case, a candidate does not have a valid personal email ID, he/she should **create his/ her new email ID** before applying Online.
- iv. The name of the candidate , Date of Birth and his/ her Parents' name etc. should be spelt correctly in the application as it appears in the class X certificates/ mark sheets. Any change / alteration found may disqualify the candidature.
- v. Carefully fill in the complete details in online application form. **Scan and upload your recent photograph and signature at the appropriate places** as per instructions contained in the online application format and submit the same in Online. Login id and password would be provided through e-mail and SMS on registration and keep it till completion of all the steps for successful submission of application and for future records.
- vi. Candidates submitting their online applications from Internet-café shall doubly ensure that all particulars filled-in are correct in all respects including uploading of their recent photograph and signature. Mistake, if any cannot be changed after submission of online application.
- vii. The candidates should take a printout of the online application and preserve it with them for their record and should not be sent the same at KVS or any other address. The application printout with photograph affixed will also have to be submitted during document verification at the time of interview along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, Physical disability, etc. as applicable.
- viii. Candidates are required to download the call letter/admit card from Kendriya Vidyalaya Sangathan website i.e. www.kvsangathan.nic.in, However, candidates are advised in their own interest to view KVS website from time to time with regard to the call letters and other updates about Computer Based Test/Examination and Skill Test/Interview etc. No correspondence shall be entertained by the KVS nor KVS shall send separate intimation to the candidates to this effect.
- ix. Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission

of applications. KVS shall not be responsible, if candidates are not able to submit their applications due to last time rush.

x. General Instructions for filling up of Application

- a. The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- b. Before starting to fill-up the online application, keep ready with you the following details/documents/information:
 - E-Mail ID
 - Mobile No.
 - Personal and Educational qualification details
 - Details of Debit Card/Credit Card/Net Banking for making fee(Rs. 1200/- for Group-A posts and Rs. 750/- for Group-B & Group-C posts.(No fee for SC/ST/PH and Ex-Servicemen category).
 - Scanned Copy of Recent Photograph (*not more than 3 weeks old in jpg/jpeg format*)
 - Scanned Copy of Signature with Black ink pen (*in jpg/jpeg format*)

xi. Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are as under:

- Visit KVS website and Click **Apply Online** button.
- Read Important Instructions and Click on (✓) '**I Agree**' Button.
- Register by filling up necessary details (*Post opted, name, Mobile No. and e-mail ID and click on Submit Button*).
- Check Application Sequence No., User ID & Password received on your e-mail and mobile number.
- Re-login to your account by entering user ID and password received through e-mail.
- Fill-up application form and upload Photo and Signature.
- Check Preview of the Application Form and make corrections, if any.
- Press Submit Button.
- Make Online payment through Debit Card/Credit Card/Net Banking(*if applicable*).
- Take Print out of application form for future record .

xii. The last date for submission of application is 11/01/2018 up to 11.59 PM.

3. APPLICATION FEE

- i. The candidates have to pay application fee online through the prescribed link at online application. The application fee payable is as under.
 - a) For the post of Deputy Commissioner, Assistant Commissioner, Administrative Officer, the application fee will be Rs. 1200/- for each post.
 - b) For the post of Finance Officer, Assistant Engineer, Assistant, Hindi Translator, UDC, Stenographer Grade-II, LDC & Librarian, the examination fee will be Rs. 750/- for each post.

Fee once paid will not be refunded under any circumstances.
- ii. Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, KVS will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.
- iii. No fee is required to be paid by candidates belonging to **SC/ST/PH and Ex-Servicemen categories**; hence the steps for payment of fees will not be applicable to them in online application form.
- iv. A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidate will have to pay the requisite Fee separately for each post and as applicable.

IMPORTANT NOTE FOR OLD CANDIDATES

(Adv. No. 10 dated 23-29 May, 2015 of Employment News):

Candidates who have applied earlier for the posts of Assistant, UDC, LDC, Stenographer (Grade-II) and Librarian against Advertisement No. 10 published in Employment News dated 23-29 May, 2015, to note the following:

- (A) Such candidates need not apply afresh and need not to pay the application fee again. However, they have to update the following details at the link available on KVS website.**
1. **Change in the address of Communication**- If the candidate's communication address has changed, candidate has to update his/her new address for communication.
 2. **E-mail-ID & Mobile Number**- Candidates are required to update his/her functional E-Mail-ID & mobile number. These are mandatory.
 3. **Photo & Signature**- Candidates are required to upload their latest photograph and signature.
 4. **Option for Examination Centre Choice in order of preference.**

5. Option for Zonal posting in order of preference.

6. Any other information, mandatory in the application form.

(B) Communication with regard to updating the details is being sent to their registered Mobile number and e-mail-ID against earlier advertisement.

(C) Old candidates are not allowed to update their eligibility criteria such as age, qualification experience etc. Their eligibility criteria will be decided on the basis of earlier applications submitted by them in response to earlier advertisement.

Important Dates for Old Candidates

Opening date for updating information on portal	21/12/2017
Last date of updating information	11/01/2018 11:59 PM

4. DETAILS OF VACANCIES

The Post-wise and Category-wise break-up of vacancies with pay scale and age limit as on 31/01/2018 is as under:

Post Code	Post	UR	SC	ST	OBC	Total	OH	VH	HH	Pay Level(as per 7 th CPC)	Upper Age Limit (As on 31.01.2018)
1	Deputy Commissioner (Group-A)	03	Nil	Nil	01	04	Nil	Nil	Nil	Level-12 ₹ 78800 - ₹ 209200	50 Years
2	Assistant Commissioner (Group-A)	08	02	01	02	13	Nil	Nil	01	Level-12 ₹ 78800 - ₹ 209200	50 Years
3	Administrative Officer (Group-A)	04	01	Nil	02	07	Nil	01	Nil	Level-10 ₹ 56100 - ₹ 177500	45 Years
4	Finance Officer (Group-B)	01	Nil	01	Nil	02	Nil	Nil	Nil	Level-7 ₹ 44900 - ₹ 142400	35 Years
5	Assistant Engineer (Group-B)	Nil	Nil	Nil	01	01	01*	Nil	Nil	Level-7 ₹ 44900 - ₹ 142400	35 Years
6	Assistant (Group-B)	16	04	02	05	27	01	Nil	Nil	Level-6 ₹ 35400 - ₹ 112400	35 Years
7	Hindi Translator (Group-B)	02	01	Nil	01	04	01	Nil	Nil	Level-6 ₹ 35400 - ₹ 112400	28 Years
8	Upper Division Clerk (Group-C)	70	24	13	39	146	02	02	01	Level-4 ₹ 25500 - ₹ 81100	30 Years
9	Stenographer (Grade-II) (Group-C)	19	6	3	10	38	01	01	Nil	Level-4 ₹ 25500 - ₹ 81100	27 Years

10	Lower Division Clerk (Group-C)	284	84	42	151	561	06	06	05	Level-2 ₹ 19900 - ₹ 63200	27 Years
11	Librarian (Group-B)	100	30	30	54	214	03	Nil	07	Level-7 ₹ 44900 - ₹ 142400	35 Years
Total		507	152	92	266	1017	15	10	14		

*For Assistant Engineer 1 post of PH is reserved for OH (Loco Motor disability) i.e. OL, OA(One Leg/One Arm), if OH category candidate is not available then it will be allotted to HH category.

Note: Reservation for SC/ST/OBC/PH & Ex-Servicemen category will be as per Govt. of India Rules.

5. QUALIFICATION & ELIGIBILITY CRITERIA

Details regarding essential and desirable qualifications for various categories of posts, Relaxation of age and other related details are given below:

S.No.	Post Name	Qualification(s) & Experience
1	Deputy Commissioner	<p>Essential:</p> <ol style="list-style-type: none"> At least a second class Master's Degree. B.Ed. or equivalent degree. 05 years' regular service as Assistant Commissioner. OR 08 Years experience as Assistant Commissioner and Principal together with minimum 01 year's experience as Assistant Commissioner(Both Principal as well as Assistant Commissioner are in the same band of Rs. 15,600-39,100+Grade Pay Rs. 7600 pre-revised)/(Level-12, Rs. 78,800 to Rs.2,09,200 as per 7th CPC). <p>Desirable:</p> <ol style="list-style-type: none"> Working knowledge of Hindi and English. Experience in directing in-service training programmes for teachers and administrators and/or research in education.
2	Assistant Commissioner	<p>Essential:</p> <p>A. Academic</p> <ol style="list-style-type: none"> Masters Degree from a recognized university with atleast 45% marks. B.Ed or equivalent degree <p>B. Experience</p> <p>Persons holding the post of Principal in the pay band of Rs. 15600-39100 with Grade pay of Rs. 7600 (pre-revised)/(Level-12, Rs. 78,800 to Rs.2,09,200 as per 7th CPC) with atleast 03 years experience.</p> <p>Desirable:</p> <p>Knowledge of Computer Application.</p>

3	Administrative Officer	<p>Essential: i) Graduate ii) Three years' experience in supervisory post in the administration in the pay scale of Rs. 9300-34800+Grade Pay Rs.4600 (pre-revised)/(Level-7, Rs. 44,900 to Rs.1,42,400 as per 7th CPC) or 06 years' experience in Supervisory post in Administration in the pay scale of Rs. 9300-34800+Grade Pay Rs. 4200 (pre-revised)/(Level-6, Rs. 35,400 to Rs.1,12,400 as per 7th CPC) in the Central Govt./State Govt./Autonomous Bodies.</p> <p>Desirable: Knowledge of Computer Applications.</p>
4	Finance Officer	<p>Essential: i) B.Com with 50% marks in the aggregate and atleast 4 years post qualification experience in the Audit and Accounts works. OR M.Com with 50% marks and atleast 3 years post qualification experience in the Audit and Accounts works. OR CA(Inter) or ICWA(Inter) or MBA(Finance) or PGDM(Finance) (2 years full time or 3 years part time) with 2 years post qualification experience in the Audit and Accounts works. ii) Knowledge of Computer Applications.</p>
5	Assistant Engineer	<p>Essential: i) Graduate in Electrical Engineering from a recognized University. ii) 2 years experience in design and engineering in concerned branch. OR 3 years Diploma in Electrical Engineering from a recognized Institute and 5 years experience in concerned branch.</p>
6	Assistant	<p>Essential: Graduate with 3 years experience as UDC in Central/State Govt./Autonomous Bodies/Public Sector Undertakings. Desirable: Knowledge of Computer Applications.</p>
7	Hindi Translator	<p>Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's degree of a recognized University in English</p>

		<p>with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;">OR</p> <p>Masters degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>
8	Upper Division Clerk	<p>Essential: Graduate</p> <p>Experience Three years experience as LDC in Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings</p> <p>Desirable: Knowledge of Computer Applications.</p>
9	Stenographer Grade-II	<p>Essential: i) 12th pass or equivalent from a recognized Board or University. ii.) Skill test Norms Dictation : 10 mts @ 80 w.p.m Transcription: 50 mts (Eng) 65 mts (Hindi) (On computer)</p>
10	Lower Division Clerk	<p>Essential: i) Class XII pass or equivalent qualification from recognized board or university. ii) A 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. Note : The qualification of typing mentioned in the Recruitment Rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the Medical Board attached to</p>

		the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board).
11	Librarian	Essential: i) Bachelors Degree in Library Science OR Graduate with one year Diploma in Library Science from a recognized Institution. ii) Working Knowledge of Hindi & English. Desirable: Knowledge of Computer Applications.

6. ELIGIBILITY CUT OFF DATE AND AGE RELAXATION

The Cut-Off date for determining various eligibility criteria (*Educational Qualifications, Age Limit, Experience etc.*) will be **31.01.2018**. The maximum relaxation in upper age limit will be as under:

Sl. No.	Category of Persons	Extent of age relaxation / concession
(a)	Scheduled Caste / Scheduled Tribe	5 years
(b)	Other Backward Classes	3 years
(c)	Women for the post of Librarian (for all categories including SC/ST/OBC)	10 years
(d)	KVS Employees	No age bar
(e)	Candidates with 3 years continuous service in Govt. provided the posts are in same or allied cadres (An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/she is a Government Servant as on the date of Advertisement.)	5 years for General 10 years for SC/ST 08 years for OBC
(f)	Persons ordinarily domiciled in the State of Jammu & Kashmir during 01.01.1980 to 31.12.1989	5 years
(g)	Persons with disabilities (including women)	
	(i) SC/ST	15 years
	(ii) OBC	13 years
	(iii) General	10 years

Note:

- i. The age relaxation for Ex-servicemen will be as per Govt. of India Rules.
- ii. All the concessions mentioned above will be concurrent, i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted.

- iii. Applicants must satisfy about their eligibility as on **31.01.2018** before applying. The KVS will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview.
- iv. The OBC candidates who belongs to Creamy Layer are not entitled for concession admissible to OBC Category and such Candidates have to indicate their category as UR. Only those Categories which are applicable for appointment under Central Government will be considered.

Further, for group 'A' posts, Ex-servicemen and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military service and have been released-

- i) On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii) On account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

For groups 'B' and 'C' posts, Ex-servicemen who has put in not less than six months continuous service in Armed Forces(Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

Ex-servicemen who have already secured employment in civil side under Central Government/State Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for the benefit of reservation and fee concession. However, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt(Res) dated 14.08.2014 issued by DoPT.

7. SCHEME OF EXAMINATION

On the basis of number of applications received for the post of Deputy Commissioner & Assistant Engineer, the mode of Recruitment would be decided by the Competent Authority, KVS. In case, number of candidates is less, the Sangathan will select suitable persons based on interview after shortlisting of candidates as per the criteria decided by the KVS.

The scheme & syllabus of examination with number of questions and duration of paper for other posts is as under:

ASSISTANT COMMISSIONER
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours	
Total Questions	180 Objective type multiple choice questions	
Total Marks	180 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Reasoning Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question.	40 questions
Part-II : General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.	01 mark per question.	30 questions
Part-III : General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question.	40 questions
Part-IV: Contemporary Issues in Education (a) The Constitutional Context <ul style="list-style-type: none"> • Constitutional values and education (Preamble, Fundamental rights and duties) • Right to Free and Compulsory Education 2010 (RTE) • Inclusive Education (b) The Social Context of Educational Policy <ul style="list-style-type: none"> • Challenges posed for education by the socio-cultural and economic context • Child labour • Child marriage • Composition of Indian society and its implications for education • Classroom ethos from the perspective of children from diverse socio-cultural and economic backgrounds (c) A Thematic Focus on Educational Policy <ul style="list-style-type: none"> • Kothari Commission and the vision of Common Schooling; National Policy on Education 1986 • Ramamurthy Committee 1992 • Yashpal Report 1993 • National Curriculum Framework 2005 	01 mark per question.	30 questions

<ul style="list-style-type: none"> • Three-language formula • Zakir Hussain Committee • Basic Education • Mudaliar Commission • Skills and vocational education <p>(d) Social and Educational Reform</p> <ul style="list-style-type: none"> • Innovations and experiments <p>(e) The System and its Structures</p> <ul style="list-style-type: none"> • Schools in India: Types and Affiliation • KVS, NVS, Sainik Schools • Concerns for 'quality' and equity • Management and public participation • NCTE, NCERT, NIOS, Boards of Education etc. 		
<p>Part-V : Management Aptitude</p> <p>Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal – Potential appraisal and development – Feedback and Performance Counselling – Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.</p>	01 mark per question.	40 questions

Interview : 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

**ADMINISTRATIVE OFFICER
(Scheme & Syllabus for Direct Recruitment)**

Test Duration	03 hours	
Total Questions	200 Objective type multiple choice questions	
Total Marks	200 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
<p>Part-I : General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World</p>	01 mark per question.	25 questions

<p>Part-II : Reasoning Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification</p>	01 mark per question.	25 questions
<p>Part-III : English and Hindi Knowledge 1.General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p>2.General Hindi तत्सम, तद्भव,पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध, अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द</p>	01 mark per question.	50 questions
<p>Part-IV: Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	01 mark per question.	50 questions
<p>Part-V : Office and Financial Procedure</p> <ul style="list-style-type: none"> - Office Procedure & Office Management - General Financial Rules -2017 - FR & SR - Medical Attendance Rules - Travelling Allowance Rules - LTC Rules - CCS Leave Rules - CCS(CCA) Rules, 1965 - CCS(Conduct) Rules, 1964 - CCS(Pension) Rules-1972 - Joining Time Rules - Provident Fund Rules & New Pension Scheme - Reservation Policy 	01 mark per question.	50 questions

Interview : 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

FINANCE OFFICER
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours	
Total Questions	160 Objective type multiple choice questions	
Total Marks	160 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Language (20 questions)		
1.General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	10 questions
2.General Hindi तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध, अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन , लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	10 questions
Part-II: General Awareness & Computer Literacy (30 questions)		
1.General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	10 questions
2.Logical Reasoning Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	10 questions
3.Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology	01 mark per question	10 questions

in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
Part-III: Financial Administration (110 questions) -Maintenance of Cash Book -Preparation of bank reconciliation statement -Posting of ledger accounts -Preparation of Trial balance and final accounts -Principles of auditing -General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST -Fundamental Rules and Supplementary Rules -CCS (Pension) Rules & New Pension Scheme -TA Rules & LTC Rules -Medical attendance Rules -Provident Fund Rules -Delegation of Financial power	01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question 01 mark per question	5 questions 5 questions 5 questions 5 questions 10 questions 25 questions 20 questions 10 questions 5 questions 5 questions 5 questions 10 questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, Internet and Tally Accounting	100 marks	Qualifying in nature.
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Interview - 60 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

ASSISTANT

(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours	
Total Questions	160 Objective type multiple choice questions	
Total Marks	160 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Language (20 questions) -General English One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases -General Hindi तत्सम , तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध, -अशुद्धवाक्य, संधि-	01 mark per question 01 mark per question	10 questions 10 questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.
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There will be no interview for the post of Assistant.

HINDI TRANSLATOR (Scheme & Syllabus for Direct Recruitment)

OBJECTIVE TYPE PAPER		
Test Duration	02 hours	
Total Questions	100 Objective type multiple choice questions	
Total Marks	100 Marks	
DESCRIPTIVE PAPER		
Test Duration	02 hours	
Total Questions	4	
Total Marks	100	
Section name (Nature of Questions)	Marks per item	No. Of items
Part-I : Language Proficiency Test (60 questions) -General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases -General Hindi गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग,अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	30 questions
	01 mark per question	30 questions
Part-II: General Awareness & Computer Literacy (40 questions) -General Knowledge (i)Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World -Logical Reasoning (ii) Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences,	01 mark per question	10 questions
	01 mark per question	10 questions

<p>word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification</p> <p>-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p> <p>-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	<p>01 mark per question</p> <p>01 mark per question</p>	<p>10 questions</p> <p>10 questions</p>
DESCRIPTIVE PAPER		
<p>-Translation from Hindi to English; and -English to Hindi</p>	<p>25 marks per question</p>	<p>04 questions</p>

Interview - 90 Marks

Weightage of Written/Online Computer Based Test(Objective), Descriptive Paper and Interview- 85:15

UPPER DIVISION CLERK
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours	
Total Questions	160 Objective type multiple choice questions	
Total Marks	160 Marks	
Section name (Nature of Questions)	Marks per item	No. Of items
<p>Part-I : Language (20 questions)</p> <p>-General English One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p>-General Hindi तत्सम ,तद्भव,पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग, अनेकार्थी और वाक्य के</p>	<p>01 mark per question</p> <p>01 mark per question</p>	<p>10 questions</p> <p>10 questions</p>

लिए एक शब्द		
<p>Part-II: General Awareness & Computer Literacy (30 questions)</p> <p>-General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World</p> <p>-Logical Reasoning Analogies - Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification</p> <p>-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p>	<p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p>	<p>10 questions</p> <p>10 questions</p> <p>10 questions</p>
<p>Part-III:</p> <p>(a) Administration, Establishment & Finance (90 questions)</p> <p>-CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules and New Pension Scheme -Medical Attendance Rules -Provident Fund Rules</p> <p>(b) Comprehension (20 questions)</p> <p>-English -Hindi</p>	<p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p>	<p>15 questions</p> <p>15 questions</p> <p>10 questions</p> <p>20 questions</p> <p>10 questions</p> <p>10 questions</p> <p>10 questions</p> <p>10 questions</p> <p>10 questions</p> <p>10 questions</p>

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.
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There will be no interview for the post of UDC.

STENOGRAPHER GRADE-II (Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours	
Total Questions	100 Objective type multiple choice questions	
Total Marks	100 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
A. WRITTEN EXAMINATION		
Part-I : Language Proficiency Test (40 questions)		
-General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	20 questions
-General Hindi गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची , विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	20 questions
Part-II: General Awareness & Computer Literacy (60 questions)		
-General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	15 questions

<p>-Logical Reasoning Analogies - Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification</p>	01 mark per question	15 questions
<p>-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p>	01 mark per question	15 questions
<p>-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	01 mark per question	15 questions

Skill Test

<p>Shorthand Test Shorthand Speed 80 w.p.m.</p>	50 marks	Qualifying in nature.
<p>Typing Test Typing Test only on computer Net typing speed. English – 40 w.p.m. or Hindi – 35 w.p.m.</p>	50 marks	
<p>Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.</p>	100 marks	

Note:

- 1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of Stenographer Grade-II.

LOWER DIVISION CLERK
(Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours	
Total Questions	100 Objective type multiple choice questions	
Total Marks	100 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
<p>Part-I : Language Proficiency Test (40 questions)</p> <p>-General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p>-General Hindi गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास,वचन ,लिंग, अनेकार्थी और वाक्य के लिए एक शब्द</p>	<p>01 mark per question</p> <p>01 mark per question</p>	<p>20 questions</p> <p>20 questions</p>
<p>Part-II: General Awareness & Computer Literacy (60 questions)</p> <p>-General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World</p> <p>-Logical Reasoning Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification</p> <p>-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital</p>	<p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p>	<p>15 questions</p> <p>15 questions</p> <p>15 questions</p>

Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks -Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	15 questions
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Skill Test

Typing Test Typing Test only on computer Net typing speed. English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

Note:

- 1) The candidates are required to qualify typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of LDC.

LIBRARIAN

(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours		
Total Questions	200 Objective type multiple choice questions		
Total Marks	200 Marks		
Section name (Nature of Questions)	Marks per item	No. of items	
Part-I : -General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences , Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	20 questions	
-General Hindi गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची, विलोम,	01 mark per question	20 questions	

मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग, अनेकार्थी और वाक्य के लिए एक शब्द		
PART-II -Current Affairs Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	30 questions
-Reasoning and Numerical Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	30 questions
-Concerned subject Questions (The syllabus for the subject concerned is available on KVS website)	01 mark per question	100 questions

Interview - 60 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

Schedule of examination will be intimated with the Admit Card. Detailed examination schedule will also be notified on KVS website www.kvsangathan.nic.in in due course.

Based on the performance in Computer Based Test/Examination and also keeping in view the number of vacancies, the candidates will be called for skill test/interview wherever applicable. Intimation to this effect will be uploaded on the KVS website www.kvsangathan.nic.in in due course. Candidates are required to check the KVS website from time to time. Taking into account the performance of both Computer Based Test/Examination and interview, merit list will be prepared in case of Assistant Commissioner, Administrative Officer, Finance Officer, Hindi Translator, and Librarian. There will be a skill test for the post of Assistant, UDC, Stenographer Grade-II and LDC based on the performance of the candidates in Computer Based Test/Examination. The skill test is qualifying in nature. **However the mode of selection will be the sole discretion of Kendriya Vidyalaya Sangathan and subject to change.**

8. MODE OF SELECTION

- i. The mode of selection will be decided by the KVS. There may be Computer Based Test/Examination followed by Skill Test and/or interview of the eligible candidates. If the number of candidates is less, the Sangathan will select suitable persons based

on interview after shortlisting of candidates as per the criteria decided by the KVS. Candidates will be selected on the basis of their performance put together in Computer Based Test/Examination, skill test and interview wherever applicable. The KVS reserves the right to decide the cut off marks in Computer Based Test/Examination and interview wherever applicable separately. The decision of the KVS about the mode of selection to the above posts and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard.

- ii. However, the mode of selection for all the above posts will be at the sole discretion of Kendriya Vidyalaya Sangathan and may be changed before the date of start of the online application with due notification. The final merit list will be based on the performance of the candidates in Computer Based Test/Examination and interview wherever applicable. The weightage of Computer Based Test/Examination and interview will be 85:15 for the post of Assistant Commissioner, Administrative Officer, Finance Officer, Hindi Translator, and Librarian.
- iii. There will be no interview for the post of Assistant, UDC, Stenographer (Grade-II) and LDC.
- iv. **PWD Candidates with disability of 40% or more, if they need Scribe, will have to bring their own scribe to assist them in the examination. There is no restriction with regard to educational qualification or age etc. for the scribe. Compensatory time to be allowed for all candidates with disability of 40% or more is 20 minutes per hour of examination. Question Papers and Answer Sheets will not be provided in Braille.**

9. EXAMINATION CITIES

The Computer Based Test/Examination for the recruitment to the above mentioned posts is likely to be held at following 76 cities. **However, the KVS reserves right to conduct the written test at all the cities or any one or more of the cities depending upon the number of the candidates and other compulsions.** Number of centers in each city will depend upon the number of candidates opting for a city. **The centre for the Computer Based Test/Examination for the post of Assistant Commissioner, Administrative Officer and Finance Officer will be at Delhi Only.**

S. No.	City	Centre code
1	Agra	01
2	Ahmedabad	02
3	Ajmer	03
4	Allahabad	04
5	Ambala	05
6	Amritsar	06
7	Aurangabad	07
8	Bareilly	08
9	Bengaluru	09
10	Berhampur	10

S. No.	City	Centre code
39	Jaipur	39
40	Jalandhar	40
41	Jammu	41
42	Jamshedpur	42
43	Jodhpur	43
44	Kanpur	44
45	Kolkata	45
46	Kurnool	46
47	Kurukshetra	47
48	Lucknow	48

11	Bhagalpur	11	49	Ludhiana	49
12	Bhatinda	12	50	Mangaluru(Mangalore)	50
13	Bhilai Nagar	13	51	Meerut	51
14	Bhopal	14	52	Mohali	52
15	Bhubaneswar	15	53	Mumbai	53
16	Bikaner	16	54	Muzaffarpur	54
17	Bilaspur	17	55	Mysuru(Mysore)	55
18	Bokaro Steel City	18	56	Nagpur	56
19	Chandigarh	19	57	Nanded	57
20	Chennai	20	58	Nashik	58
21	Cuttack	21	59	Navi Mumbai	59
22	Dehradun	22	60	New Delhi	60
23	Delhi	23	61	Noida	61
24	Dhanbad	24	62	Patiala	62
25	Dibrugarh	25	63	Patna	63
26	Ernakulam	26	64	Pune	64
27	Faridabad	27	65	Raipur	65
28	Gandhinagar	28	66	Ranchi	66
29	Ghaziabad	29	67	Roorkee	67
30	Greater Noida	30	68	Sikar	68
31	Guntur	31	69	Surat	69
32	Gurugram	32	70	Thiruvananthapuram	70
33	Guwahati	33	71	Thrissur	71
34	Gwalior	34	72	Udaipur	72
35	Hubli	35	73	Ujjain	73
36	Hyderabad	36	74	Varanasi	74
37	Indore	37	75	Vijayawada	75
38	Jabalpur	38	76	Visakhapatnam	76

Note:

- i. The candidates will be allowed to choose 3 (Three) examination centres out of 76 examination centres. 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 Computer Based Test/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 or more candidates opt for the same centre than the capacity 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.
- ii. No candidate will be admitted for the Computer Based Test/Examination without the proper Admit Card. Along with admit cards, candidates will also be required to bring one valid ID Proof (in original) such as Voter ID Card, Aadhar Card, Driving License, Passport, PAN Card. Hence, without Identity Proof, candidates will not be allowed to appear for the examination under any circumstances

10. GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Only Indian Nationals are eligible to apply.
2. The vacancies indicated above are tentative and subject to change.
3. The candidates can apply for multiple posts if he/she is eligible.
4. Candidates seeking reservation benefits available for SC/ST/OBC/PWD/Ex-Service men must ensure that they are entitled for such reservation as per the eligibility prescribed. They should also be in possession of the necessary certificates in support of their claim at the time of filling of the application.
5. The Question Papers and Answer Keys will be uploaded on KVS website, 04 days after the conduct of Computer Based Test/Examination for all the posts, for those who appeared in the examination for their final review. In case of any query/objection in respect of any question(s) and its answer, the details are to be submitted only through Online Response Link in the portal with documentary evidence within 05 days of providing such information on KVS website. Thereafter, objections will be referred to expert(s) and question/key will be finalized/decided accordingly for preparation of result. Non-receipt of objections within stipulated period, such candidates will not have any right for any future legal claim, in any court of law, for re-evaluation at later stage of selection process.
6. Results of the Computer Based Test/Examination will be published in KVS Website in due course.
7. The list of candidates called for Skill Test/Interview will be displayed in KVS website, as applicable.
8. The final merit list of candidates for all the posts will also be displayed in the KVS website. No separate correspondence shall be entertained in this regard.
9. KVS will not enter into any correspondence with the candidates about their candidature.
10. Canvassing in any form will disqualify a candidate.
11. **The KVS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process.** Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including at time of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.
12. The KVS may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.

13. No TA etc. will be paid for appearing in the written test.
14. Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority of KVS. During the probation period, services of probationer can be terminated at any time without assigning any reason thereof.
15. Qualifications acquired by the candidates should be strictly in accordance with the prescribed qualifications. **Any candidate seeking claim of equivalence of the qualifications with that of the notified one should furnish documentary evidence in support of their claim at the time of interview/selection,** otherwise such cases would be rejected. Similarly, where grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of interview/selection.
16. In case of any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version will be treated as final.
17. The online data related to the examination will be preserved/available up to the period of one month only, from the date of declaration of final result of respective post and thereafter, these shall stand destroyed.
18. 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).
19. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the KVS.
20. No age relaxation will be given to the candidates working in Autonomous Body/Statutory Body /Public Sector Undertaking.
21. 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 wherever required. Adhoc/Contractual service and different pay scales other than those mentioned in the advertisement will not be counted for experience purpose.
22. Officers working in Supervisory Post in the administration in the pay level-7 as per 7th Pay Commission/in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs.4600/- (pre-revised as per 6th CPC) having 3 years regular service in Central/State Govt./Autonomous Body of Central/State Govt./Public Sector Undertaking are only eligible for the post of Administrative Officer in KVS. Assistants/A.S.O. working in the Grade pay of Rs. 4200/4600 are not eligible for the post of Administrative Officer.
23. UDC/Senior Secretariat Assistant in the pay level-4 as per 7th CPC/in the Pay Scale of Rs. 5200-20200 with Grade Pay of Rs. 2400/- (pre-revised as per 6th CPC) having

3 years regular service in Central/State Govt./Autonomous Body of Central/State Govt./Public Sector Undertaking are only eligible for the post of Assistant in KVS.

24. Lower Division Clerk/Junior Secretariat Assistant in the pay level-2 as per 7th CPC/ in the Pay Scale of Rs. 5200-20200 with Grade Pay of Rs. 1900/- (pre-revised as per 6th CPC) having 3 years regular service in Central/State Govt./Autonomous Body of Central/State Govt./Public Sector Undertaking are only eligible for the post of UDC in KVS.
25. The candidates working in Government organizations are required to submit NOC/VIGILANCE/SERVICE certificate at the time of document verification/interview, if shortlisted.
26. The OBC candidate must produce a certificate in the prescribed proforma, as is issued for employment in Central Govt. Offices and they should not be from creamy layer.
27. No modifications are allowed after candidate submits the online application form including category [SC/ST/OBC/UR/PH(OH/VH/HH)]. If any discrepancies are found between the data filled by the candidate online and the original testimonials, his candidature is liable to be rejected. Hence, no request for change in particulars of any candidate shall be entertained by KVS at a later stage.
28. Mobile phone pagers, Bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from present and future examinations.
29. **Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.**
30. Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
31. For queries, candidates are advised to visit the **Frequently Asked Questions (FAQs)** section uploaded on the KVS website.
32. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on KVS Website. No further press advertisement will be published. Hence prospective applicants are advised to visit KVS's Website regularly for this purpose.
33. All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the KVS's website. Important information regarding recruitment will be available in KVS website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letters. KVS will not be responsible for any

loss of email sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid till the recruitment process is over.

34. In case of any problems faced by the candidates in filling up the online application form, they may contact the **Help Desk** on Toll Free Number: 18002663091 between 10 AM and 6 PM on all days (Monday - Sunday), or candidate may send email to email id **kvshelpdesk.2017@gmail.com**.
35. KVS reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
36. The Important Dates for the recruitment are as under:

Registration Opens on designated online portal	21/12/2017
Registration Closes on	11/01/2018 11:59 PM
Date of Computer Based Test/Examination	Will be notified later on KVS website.

37. The candidate is liable to be disqualified from the examination and debarred either permanently or for a specified period, at any stage of examination/ recruitment in KVS on account of the following:
- a) Using unfair means during the examination, or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Mis-behaving in the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Obtaining support for his/her candidature by any means, such candidate in addition to rendering himself/herself liable to criminal prosecution.
 - f) In case of possession and use of electronic devices such as Mobile Phone, Micro Phone or any other Associated Accessories, Calculator, Log Tables, Pager, Digital Diary, Books/Notes etc. during the On-line Examination.
 - g) Furnishing of false, tampered, fabricated particulars or suppress any material information while submitting the application or at any stage during the recruitment process.

38. The selected candidates are liable to be posted anywhere in India. However, choices for posting in 06 zones have been provided in the Online Application Form for the post of Assistant, Hindi Translator, UDC, Stenographer Grade-II, LDC and

Librarian. Candidates have to mandatorily opt for all the 06 choices in order of their preference. But, this does not confer any right to the candidates for their posting according to their preference and it will be the sole discretion of the KVS to decide the place of posting of the selected candidates based on the availability of vacancies and Choice-cum-merit. The Zones are as under:-

Sl.No.	Name of Zone	Name of State/UT covered
1.	Central Zone	(1) Chhatisgarh (2) Madhya Pradesh (3) Uttar Pradesh
2.	North Zone	(1) Chandigarh (2) Delhi (3) Haryana (4) Himachal Pradesh (5) Jammu & Kashmir (6) Punjab (7) Uttrakhand
3.	East Zone	(1) Bihar (2) Jharkhand (3) Odisha (4) West Bengal (5) Sikkim
4.	West Zone	(1) Dadra and Nagar Haveli (2) Daman and Diu (3) Goa (4) Gujarat (5) Maharashtra (6) Rajasthan
5.	South Zone	(1) Andaman and Nicobar (2) Andhra Pradesh (3) Karnataka (4) Kerala (5) Lakshadweep (6) Puducherry (7) Tamil Nadu (8) Telangana
6.	North Eastern Zone	(1) Arunachal Pradesh (2) Assam (3) Manipur (4) Meghalaya (5) Mizoram (6) Nagaland (7) Tripura
