



केन्द्रीय विद्यालय संगठन (मुख्यालय)
 KENDRIYA VIDYALAYA SANGATHAN (HQ)
 18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
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Dated: 28.12.2020

The Deputy Commissioner,
 Kendriya Vidyalaya Sangathan
 All Regional Offices

Sub: Posting of PGTs/HM/Librarian to KVS ZIETs for the Academic Year 2021-2022.

Madam/ Sir,

I am to refer to the subject cited above and request you to recommend at least 02 names for each post as mentioned below in order of preference from your region to short list the candidates for posting at KVS ZIETs as mentioned below, initially for a period of one year extendable upto 08 years based on their performance (on the basis of the report of individuals furnished by the Director, ZIET after posting):-

Vacant Position of ZIET:

SL.NO	Post and Basic Pay/ Pay Level (7 th CPC) in which the Candidate is working currently.	ZIET MYSORE	ZIET GWALIOR	ZIET MUMBAI	ZIET BHUBANESWAR	ZIET CHANDIGARH	TOTAL
1	PGT English BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)			01			01
2	PGT Physics BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)	01		01	01	01	04
3	PGT Geog. BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)		01				01
4	PGT Maths BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)			01	01	01	03
5	PGT Economics BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)	01			01		02
6	PGT Commerce BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)				01		01
7	PGT History BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)		01				01
8	PGT Chemistry BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)		01	01			02
9	PGT HINDI BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)	01	01			01	03
10	PGT BIOLOGY BP (Rs. 56100-177500) (7 th CPC Pay Matrix Table Level-10)			01	01		02
11	HM BP (Rs. 44900-142400) (7 th CPC Pay Matrix Table Level-7)	01		01	02	02	06
12	LIBRARIAN BP (Rs. 44900-142400) (7 th CPC Pay Matrix Table Level-7)				01		01
	Total	04	04	06	08	05	27

QUALIFICATION OF STAFF TO BE CONSIDERED FOR POSTING:

A) PGTs

The posts of PGTs sanctioned at ZIETs are of SENIOR SCALE. Hence, the PGTs placed currently in the BP (Rs. 56100-177500) (7th CPC Pay Matrix Table Level-10) will only be posted. The following are the essential qualification:

- Minimum 55% marks in Post Graduation.
- Must have attended minimum 3 In-service Course/Work shops of not less than 3 days duration of which at least 1 as Associate Director/Resource Person.
- Working knowledge of MS Word, MS Excel and MS Power Point.

Desirable Qualifications:

- Ph.D/M.Phil/M Ed.
- Excellent Communication Skills both in English and Hindi.
- Knowledge of Andragogy
- Knowledge of emerging areas in education
- Experience in Writing Reports/Publications/Training Module/Research/Surveys
- Trained in Training of Trainers in the programmes conducted at National/International level.

B) Librarian

Essential Qualification:

- Master's degree in Library Science
- Must have attended at least 2 In-Service Courses of not less than 2 weeks duration.
- Working knowledge of MS Word, MS Excel and MS Power Point

Desirable Qualification:

- Experience in conduct of In-Service courses for librarian as Resource person/Associate Director
- Good Communication Skills.
- Experience in Writing Reports/Publications/Training Module/ Research/Surveys
- Doctorate Degree in Library Science/Other Subject
- Trained in training of trainers in the programmes conducted at National/International level.

C) HMs

Essential Qualification

- Minimum Graduation with 50% Marks
- Must have attended minimum 3 In-service courses/work shops higher than school level of not less than 3 day duration of which at least 1 as Associate Director/Resource Person.
- Working knowledge of MS Word, MS Excel and MS Power Point

Desirable Qualifications:

- Experience in emerging areas in Primary Education
- Excellent Communication Skills
- Knowledge of Andragogy
- Master's Degree
- B.Ed/Trained in training of trainers in the programmes conducted at National/International level.

SELECTION CRITERIA:

Posting of PGTs, HMs and Librarians will be through a personal interview to be conducted at the KVS (HQ) or at any other place decided by KVS (HQ)

The marks obtained in personal interview only will decide merit of the candidates for posting. However, in case of tie, a candidate with more marks in Post Graduation for PGT, in Graduation for HM and in B.Lib for Librarian will get precedence over others.

The applications of the candidates fulfilling the minimum prescribed qualification will further be short listed at the RO level based on the following criteria:

• A. PGTs (Senior Scale)

S.No.	Particulars of the Criteria	Weightage
1.	APAR of preceding 3 years (31 st March year ending)	30%
2.	Average Result of Class XII in the subject of the last 3 years AISSCE Exam - 2018, 2019, 2020.	30%
3.	Average PI of class XII in the subject of the last 3 years AISSCE Exam - 2018, 2019, 2020.	30%
4.	Assessment of the candidates by Deputy Commissioner of the Region based on capabilities/ achievements & awards	10%

B. HMs and Librarians

S.No.	Particulars of the Criteria	Weightage
1.	APAR of preceding 3 years (31 st March year ending).	60%
2.	Assessment of the candidates by Deputy Commissioner of the Region based on capabilities/ achievements & awards	40%

Each Regional Office will short list two (02) candidates in the subjects/posts having 4 or more vacancies and one (01) Candidate for 3 or fewer vacancies.

The candidates called for interview will be treated on official duty and will be entitled for TA/DA as per KVS rules.

You are therefore, requested to identify good and willing staff of aforesaid categories and recommend the names of only two (02) candidates in the subject /posts having 4 or more vacancies and one (01) candidate for 3 or fewer vacancies, who are having no vigilance case/disciplinary action pending against them and who are willing to be posted in these ZIETs.

The application duly filled in should be sent to the undersigned latest by 15th January, 2021 in the enclosed prescribed proforma in Annexure-I along with their APAR grading of last three years as stated above and vigilance clearance certificate as well as other details in Excel Sheet Annexure-II.

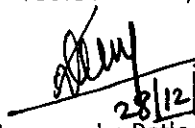
The faculty members posted at Zonal Institute of Education and Training will be entitled for Training Allowance in terms of KVS O.M. No. F. 110338/1/2011-KVS HQ (ACAD) dated 14/21.10.2011.

This issues with the approval of Competent Authority of KVS.

Hindi Version follows.

Encl: As stated above.

Yours faithfully,


28/12/2020
(Dharmendra Patle)
Assistant Commissioner (Estt.-2/3)

Copy to:

1. The Director, KVS ZIET, Mysore, Gwalior, Mumbai, Bhubaneswar & Chandigarh.
2. The Deputy Commissioner (Acad), EDP Cell, KVS (HQ), New Delhi.

PROFORMA

APPLICATION FOR POSTING OF STAFF AT ZIETs FOR THE ACADEMIC YEAR 2021-2022

NOTE : THE EMPLOYEES SHOULD GO THROUGH THE PROFORMA CAREFULLY AND GIVE ALL THE DETAILS WHEREVER NECESSARY.

NAME OF ZIET TO WHICH APPLIED : _____
(EITHER ONE ZIET OR MORE GIVE
NAME OF ZIET IN ORDER OF PREFERENCE)

1. NAME (SHRI/SMT./KUM.) : _____
2. DESIGNATION : _____
3. NAME OF KV WHERE WORKING : _____
4. SENIORITY NO. IN THE PRESENT
POST (IF AVAILABLE) : _____
5. DATE OF JOINING IN THE PRESENT
POST ON REGULAR BASIS : _____
6. DATE OF BIRTH : _____
7. AGE AS ON 31.12.2020 : _____
8. SEX & MARITAL STATUS : _____
9. EDUCATION QUALIFICATIONS

EXAM PASSED	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS OBTAINED	CLASS/ DIVISION	SUBJECT OFFERED	%AGE OF MARKS OBTAINED
HIGH SCHOOL/ MATRIC						
HIGHER SEC.						
PUS/INTER.						
BA/B.Sc./B.COM.						
MA/M.Sc./M.COM.						
LT/BT/B.ED.						
M.ED/JBT/JCT/CT						
PH.D						
OTHER QUALIFICATIONS						

10. Full details regarding serving service/Experience in the post applied for in KVS and elsewhere (for example: if applied for PGT give details of PGT only)

Post	Name of the KV where working presently	Date of appointment to the post	Basic pay	Pay Level as per 7 th CPC	Total service in Present post
1	2	3	4	5	6

11. Whether willing to join the place of posting in a short notice and to serve for as per the terms and condition (Yes/ No): _____.
12. Any other relevant information which the applicant would like to furnish (like National Award/ KVS Incentive Award & Commendation for result during last 03 years): _____.
13. Pass % and P.I in Class -- XII for PGTs :

Pass % of Class - XII			P.I of Class - XII		
2018	2019	2020	2018	2019	2020

14. Any special achievement : _____

SIGNATURE OF APPLICANT WITH DATE

SIGNATURE OF THE PRINCIPAL OF KV WITH DATE AND SEAL

(AS A TOKEN OF VERIFICATION OF ENTRIES FILLED BY THE APPLICANT IN THE APPLICATION
FORMAT/RECOMMENDATION OF NAME OF APPLICANT.

CERTIFICATE

Certified that applicant Shri/Smt./Km. _____
(Designation) _____ recommended for posting to Kendriya
Vidyalaya Sangathan ZIET _____
has absolutely clean record of service and no disciplinary case/departmental enquiry is contemplated
or pending against him/her. His/Her overall APAR grading for the last three years is as under:

2018 _____ 2019 _____ 2020 _____

SIGNATURE OF THE DEPUTY COMMISSIONER

CONCERNED WITH DATE AND SEAL

CERTIFICATE

I, _____ (Name & Designation) do hereby given
an undertaking that I will positively report for the duty by the stipulated date if selected for posting at
Kendriya Vidyalaya Sangathan, ZIET _____. I will not withdraw my candidature at a
later date for any reason, whatsoever. I will certainly report for duty on getting posting order and will
serve my tenure until recalled for any administrative reasons. I am ready to attend interview, if called.

SIGNATURE OF APPLICANT.

ANNEXURE - II

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, _____

Sl.	Seniority No.	Post with Basic pay and Pay Level (as per 7th CPC)	ZIET where applied	Name	M/F	Present KV	Date of birth	Age as on 31.12.2020	Educational Qualification	Date of joining in the present post	APAR grading point as on year ending on 31st March			Total APAR grading Points	PASS % Class XII AISSCE Exam			Performance Index (P.I) Class - XII AISSCE Exam			Special Achievement (if any)
											2018	2019	2020		2018	2019	2020	2018	2019	2020	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Signature of Dy. Commissioner with seal