केन्द्रीय विद्यालय संगठन

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग

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फा.सं.11054/2/2017/KVS(HQ)/RPS   दिनांक: ०8/12/2017

NOTICE

Subject: Circulation of amended Scheme & Syllabus of Officers cadre, Librarian and Non-Teaching Posts for Direct Recruitment in KVS regarding

On analysis of the existing examination scheme in respect of the following Officers cadre, Librarian and Non-Teaching posts for Direct Recruitment, it has been decided to frame scheme & syllabus explicitly to hold Direct Recruitment Examination for these posts across the country in one go for administrative convenience and to save time and energy.

1. Assistant Commissioner
2. Administrative Officer
3. Finance Officer
4. Assistant
5. Hindi Translator
6. Upper Division Clerk
7. Stenographer Grade-II
8. Lower Division Clerk
9. Librarian

Further, It is desirable that the components of syllabus which are part of the Examination for these posts is more specifically prescribed/elucidated. Accordingly, the Competent Authority has approved amendments in the Examination Scheme & Syllabus of Direct Recruitment for the aforesaid posts is enclosed as Annexure-I.

This issues with the approval of the competent authority.

(S. Vijayakumar)
Joint Commissioner(Admn.)

Distribution:

1) Deputy Commissioner(EDP), KVS(Hqrs.), New Delhi – With request to upload the Notice in KVS website in Employment Notice>Syllabus under the heading **"Circulation of amended Scheme & Syllabus of Officers cadre, Librarian and Non-Teaching Posts for Direct Recruitment in KVS"**.

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** • Constitutional values and education (Preamble, Fundamental rights and duties) • Right to Free and Compulsory Education2010 (RTE) • Inclusive Education **(b) The Social Context of Educational Policy** • 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	01 mark per question.	30 questions

(c) A Thematic Focus on Educational Policy • Kothari Commission and the vision of Common Schooling; National Policy on Education 1986 • Ramamurthy Committee 1992 • Yashpal Report 1993 • National Curriculum Framework 2005 • Three-language formula • Zakir Hussain Committee • Basic Education • Mudaliar Commission • skills and vocational education **(d) Social and Educational Reform** • Innovations and experiments **(e) The System and its Structures** • 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.		
Part-V : Management Aptitude 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.	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
Part-I : General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question.	25 questions
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	01 mark per question.	25 questions
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 **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	01 mark per question.	50 questions
Part-IV: 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.	50 questions
Part-V : Office and Financial Procedure - 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 in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	10 questions

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

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	01 mark per question	10 questions
-General Hindi तत्सम ,तद्भव,पर्यायवाची ,विलोम मुहावरेऔरलोकोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-विच्छेद,अलंकारऔरसमास,वचन ,लिंग,अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	10 questions
Part-II: General Awareness & Computer Literacy (30 questions) **-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
-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
-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	01 mark per question	10 questions

Part-III:		
(a) Administration, Establishment & Finance - (90 questions)		
-CCS (CCA) Rules	01 mark per question	15 questions
-CCS (Conduct) Rules	01 mark per question	15 questions
-CCS (Leave) Rules	01 mark per question	10 questions
-Fundamental & Supplementary Rules	01 mark per question	20 questions
-Pension Rules & New Pension Scheme	01 mark per question	10 questions
-Medical Attendance Rules	01 mark per question	10 questions
-Provident Fund Rules	01 mark per question	10 questions
(b) Comprehension (20 questions)		
-English	01 mark per question	10 questions
-Hindi	01 mark per question	10 questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.

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	01 mark per question	30 questions
-General Hindi गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची ,विलोम मुहावरे और लोकोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-विच्छेद,अलंका और समास, वचन ,लिंग,अनेकार्थी और वाक्य के लिए एक शब्द	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	01 mark per question	10 questions
-Logical Reasoning (ii) 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
-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	01 mark per question	10 questions

Society-Indian IT Act, Digital 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	10 questions
DESCRIPTIVE PAPER		
-Translation from Hindi to English; and **-English to Hindi**	25 marks per question	04 questions

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
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	01 mark per question	10 questions
-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	01 mark per question	10 questions
Part-II: General Awareness & Computer Literacy (30 questions) **-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
-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
-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	01 mark per question	10 questions

Part-III:		
(a) Administration, Establishment & Finance (90 questions)		
-CCS (CCA) Rules	01 mark per question	15 questions
-CCS (Conduct) Rules	01 mark per question	15 questions
-CCS (Leave) Rules	01 mark per question	10 questions
-Fundamental & Supplementary Rules	01 mark per question	20 questions
-Pension Rules and New Pension Scheme	01 mark per question	10 questions
-Medical Attendance Rules	01 mark per question	10 questions
-Provident Fund Rules	01 mark per question	10 questions
(b) Comprehension (20 questions)		
-English	01 mark per question	10 questions
-Hindi	01 mark per question	10 questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.

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
-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	15 questions
-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-	01 mark per question	15 questions

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		
-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

Skill Test

Shorthand Test Shorthand Speed 80 w.p.m.	**50 marks**	Qualifying in nature.
Typing Test Typing Test only on computer Net typing speed. English – 40 w.p.m. or Hindi – 35 w.p.m.	**50 marks**	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	**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
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-अशुद्ध वाक्य,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
-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	15 questions
-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	01 mark per question	15 questions

-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

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 मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग, अनेकार्थी और वाक्य के लिए एकश	01 mark per question	20 questions
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