



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
18, संस्थागत क्षेत्र/18 Institutional Area,  
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg,  
नई दिल्ली 110016-/New Delhi-110016  
दूरभाष/Tel.:011-26858570/26514179(फ़ैक्स/Fax)  
Website:www.kvsangathan.nic.in

F. 39042/01/2016-KVS HQ(Estt.III)/5299-330 Dated : 20 /10/2016

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs.

**SUBJECT: Posting of staff in KV, Moscow, Kathmandu & Tehran for the year 2016-17 and 2017-18.**

Madam/ Sir,

It is proposed to draw panel for the post of Principal/PGTs/PRTs for posting to KV, Moscow, Kathmandu and Tehran for the year 2016-17 and 2017-18.

2. The number of vacancies to be filled in KVs abroad during 2016-17 and 2017-18 are given as under:-

S. No	Name of Post	No. of vacancies					Total
		KV, Moscow		KV, Kathmandu		KV Tehran	
		2016-17	2017-18	2016-17	2017-18	2017-18	
1	Principal	1	0	0	0	1	2
2	PGT(Phy.)	1	0	0	0	0	1
3	PGT(Chem.)	0	0	0	0	1	1
4	PGT(Eco.)	0	0	0	1	1	2
5	PGT(Comm.)	0	0	0	0	1	1
6	PGT(CS)	1	0	0	0	0	1
7	PGT(Maths)	1	0	1	0	1	3
8	PGT(Eng.)	1	0	1	0	1	3
9	PGT(Hindi)	1	0	1	0	0	2
10	PGT(Bio.)	1	1	1	0	1	4
11	PRT	6	0	0	0	0	6
	Total	13	1	4	1	7	26

3. You are, therefore, requested to identify good and dynamic Principals and teachers of your region and recommend their names as per the following eligibility and selection criteria :-

Cont.. P/2

**A) Eligibility Criteria :**

- i) Those having minimum 08 years experience in the post applied for as on 31<sup>st</sup> December of the year in which applications are called excluding PGT(CS) for which minimum 05 years experience is required.
- ii) Those having more than 05 years to retire as on 31<sup>st</sup> December of the year in which applications are called for.
- iii) Those not served in KVs abroad in any capacity previously.

**B) Selection Criteria :-**

The recommended parameters and marks allotted to each parameter are as follows:-

<b>A. ACR/APAR Grading for Last Five Years :-</b>		
<b>FOR PRINCIPAL/PGT /PRT</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
APAR for five years (OS = 05, VG=04, Good=03, Avg.=01 & Below Average= -05). In case ACR/APAR of one year is not available, then the average marks of four available ACR/APAR may be awarded for the non-available ACR/APAR of one particular year. In case the ACR/APAR are not available for more than one year, then No average marks will be awarded for those years.	25	25
<b>B. RESULTS FOR LAST FIVE YEARS - QUANTITATIVE</b>		
<b>FOR PRINCIPAL/PGT/PRT</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
i. If 95%-100% result of Vidyalaya /Subject concerned in all five years	20	20
ii. If 95%-100% result of Vidyalaya /Subject for 04 years and above 90% in one year	16	
iii. If 95%-100% result of Vidyalaya /Subject for 03 years and above 90% in two years	12	
iv. If 95%-100% result of Vidyalaya /Subject for 02 years and above 90% in three years	08	
v. If 95%-100% result of Vidyalaya /Subject for 01 years and above 90% in four years	04	
vi. If result of Vidyalaya /Subject below 90% in all years.	00	
<b>C. RESULTS FOR LAST FIVE YEARS - QUALITATIVE</b>		
<b>FOR PRINCIPAL/PGTS</b>		
i. PI 60 and above last five years.	15	15
ii. PI 60 and above in four out of last five years.	12	
iii. PI 60 and above in three out of last five years.	09	
iv. PI 60 and above in two out of last five years.	06	
v. PI 60 and above in one out of last five years.	03	
vi. If PI less than 60 all five years	00	

<b>TGTs</b>		
i. 25% students getting 90% & above/ A1 in three of five years.	15	15
ii. 20% students getting 90% & above/ A1 in three of five years.	12	
iii. 15% students getting 90% & above/ A1 in three of five years.	09	
iv. 10% students getting 90% & above/ A1 in three of five years.	06	
v. 05% students getting 90% & above/ A1 in three of five years.	03	
<b>PRTs</b>		
i. If 70% and above students get A grade in all five years	35	35
i. If 70% and above students get A grade for four years	28	
ii. If 70% and above students get A grade for three years	21	
iii. If 70% and above students get A grade for two years	14	
iv. If 70% and above students get A grade for one year	07	
v. If students getting A grade is less than 70 %	00	
<b>D. Participation in training programmes/ contribution to various training/in-service courses as a Director/Associate Director/ Resource Person</b>	05	05
<b>E. Certificate of any level of Scout &amp; Guide earned by teacher</b>	05	05
<b>F. RECOGNITION</b>		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	20	20
(ii) National KVS Incentive Award	15	
(iii) Regional Incentive Award	10	
<b>I. Committee: The committee constituted for recommending names will allot marks on the basis of overall performance and reputation of Principal/Teacher.</b>	10	10
<b>TOTAL (A TO F)</b>		<b>100</b>

Note : 1) The working knowledge of computer is desirable in cases of Principals/PGTs / TGTs/ PRTs.

4. The composition of selection committee at RO level recommended as under :-
- (a) Dy. Commissioner, RO concerned. -Chairman
- (b) Senior most Principal of the region -Member  
(preferably National Awardee.)
- (c) Senior most Asstt. Commissioner , - Member Secretary  
RO concerned.
5. Maximum number of Candidate to be recommended by the Regional Office/ZIET/KVS(HQ):-  
**01 candidate for each vacancy.**

Cont. P/4

6. Applications received from all the regional offices as per above recommended eligibility criteria and parameters, may be further short listed at KVS(HQ) level, as per the decision of competent authority, KVS, if required.
7. The applicants recommended by Regional Office and short listed by KVS(HQ) will be interviewed at KVS(HQ), New Delhi for final selection.
8. All eligible Teachers can apply for posting to KVs abroad. The Regional Office should send the prescribed forms to all the Vidyalayas under the jurisdiction of RO for applying by interested eligible Teachers. The contents of this circular should also be uploaded on Regional Office website.
9. All the Applications duly filled in Annexure - I received by the Principal of the Vidyalaya concerned should be forwarded to DC, KVS RO Concerned **alongwith check list in Annexure - II duly filled by 28.10.2016** for screening and selection by the Regional Selection Committee.
10. The Regional Selection Committee shall select the names from each category of post as per the eligibility condition and selection criteria given in para 3 above but not more than the allotted quota mentioned in Para-5 of this letter for submission to the KVS(HQ), New Delhi by **21.11.2016**. The recommendation of the Regional Selection Committee shall be accompanied with the following documents: -
  - (a) Minutes of the meeting of the Regional Selection Committee.
  - (b) A copy of the application form duly filled in Annexure - I of the applicant along with duly filled checklist duly verified/filled in Annexure - II by the Principal /Dy. Commissioner concerned.
  - (c) A detailed analysis of ACR/APAR/results quantitative and qualitative /and other parameters as prescribed above **must be** enclosed in Annexure - III (for Principal/PGT/TGT), Annexure - IV (for PRT).
  - (d) The service record and antecedents of the applicants should be carefully verified before sending the recommendation. A Certificate to this effect (**Annexure-III**) duly completed must be signed by the Authority concerned.
  - (e) All the information in Annexure III, IV & V be provided **in hard copy and in excel sheet through email in the given format ( kvs.jcadmn@gmail.com )**.
  - (f) Vigilance clearance certificate in respect of all the recommended employees.
11. The recommended application(s) complete in all respects along with the above mentioned documents from the Deputy Commissioner of the Region concerned must reach KVS(HQ), New Delhi latest by **21.11.2016**. Applications sent directly by teachers and those not recommended by the concerned competent authority will not be entertained by the Regional Office/KVS(HQ), New Delhi.

Applications received after the stipulated date will not be entertained.

Yours faithfully,

(S Vijayakumar)

JOINT COMMISSIONER (ADMN.)

Encl: As above(Annexure I to IV)

Copy for information to:-

1. Principal, KV, Tehran/Kathmandu/Moscow to confirm the vacancy as per para 2 above.
2. DC(EDP), KVS(HQ), New Delhi with the request to upload the circular on KVS Website.

**PROFORMA FOR APPLYING TO THE POST OF PRINCIPALS/  
PGT/TGT/ PRT FOR POSTING IN KVs ABROAD**

**NAME OF KV FOR WHICH APPLIED \_\_\_\_\_  
FOR THE YEAR \_\_\_\_\_**

**PARTS A and B TO BE FILLED IN BY THE INDIVIDUAL**

**PART - A**

**PARTICULARS OF PRINCIPAL/PGT/ PRT**

1. Name [in block letters](Sh. /Smt./Km.) -----
2. Present Post -----
3. Name of Present KV -----  
-----
4. Region -----
5. Date of Joining in the present Post -----  
On regular basis in KVS
6. Date of Birth -----  
Age (as on 31<sup>st</sup> December of 2016 ) -----
7. Sex -----
8. **ACADEMIC QUALIFICATIONS : -**

Examination	University/Board/Deptt.	Year	Subject(s)

9. **SERVICE RECORD (in KVS & in the post applied for ) : -**

DESIGNATION	REGULAR SERVICE IN KVS IN THE POST APPLIED FOR			SUBJECT(S) TAUGHT	ANY OTHER RESPONSIBILITY DISCHARGED (IN BRIEF)
	FROM DD-MM-YY	TO DD-MM-YY	TOTAL		

Cont.. P/2

10. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher at the Vidyalaya level and Board level examination as the case may be :-

A For PRTs/PGTs

Year	Class	Number of Students appeared	No. of Students passed	% of pass students	For PRT - (%age of A grades). For TGTs/PGTs effecting X - (%age of 8.0 & above CGPA For PGTs - PI of highest class taught.	Remarks
1	2	3	4	5	6	7

11. Record of In-Service training Programmes, workshops etc. attended (other than mandatory requirement) as Resource Person /Associate Director / Director. Give details of the last 10 years only.

Sl.No.	Year	Name of the Course	Duration from _____ to _____	Venue	In the Capacity of Resource Person / Associate Director/ Director	Remarks
1	2	3	4	5	6	7

12. Recognition/ Award/ Prize received at the National/State/ Regional level by the employee :-

Name of the Award	The Institution by which Awarded	Year of Award	Field of Recognition

13. Whether working knowledge of Computer in cases of Teachers/ Proficiency in Computer. YES/NO

14. Whether served in any KV Abroad in any post ? If Yes, period and post should be mentioned. YES/NO

Cont.. P/3

15. Details of wholly dependant family members (spouse and two dependant children only) who may accompany. If any, age and relation with their medical history be indicated.

S. No.	Name	Relation	DOB	Medical History

16. Whether willing to join on short notice Yes/No

17. Certificate of any level of Scout & Guide earned by the teacher (Please mention details in brief :-

18. Any other significant achievement/ contribution not mentioned above such as in co-scholastic areas like Music, Culture, Art & Craft, Sports & Scout & Guide etc.

19. Whether having knowledge of rule position and the same is being used in day to day disposal of work.

Yes/No

Signature of the Applicant with date

**CERTIFICATE**

I, \_\_\_\_\_ (Name & Designation) do hereby give an undertaking that I will positively report for the duty by the stipulated date if selected for posting at KV \_\_\_\_\_. I will not withdraw my privilege at a later date for any reason, whatsoever and will certainly report for duty on getting posting order. I am ready to attend interview, if called. I will take only 02 children and no other dependants with me if posted at KVs abroad.

Signature of the Applicant with date

**KENDRIYA VIDYALAYA SANGATHAN****(TO BE FILLED IN BY VIDYALAYA/ REGIONAL OFFICE)****(Separate form for each candidate to be enclosed with the application form)****CHECK LIST.....**

1. Name of the Applicant (Sh. /Smt./Km.) : \_\_\_\_\_

2. Post Held : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Name of Present KV : \_\_\_\_\_

/Regional Office

5. Total regular service in KVS in the post applied for : \_\_\_\_Y\_\_\_\_M

6. (a) **RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE )(for Principal/teaching post only): -**

Year	Classes taught	Pass %	( i ) % of 8.0 & above CGPA(For TGTs) (ii) PI (in case of PGTs) (iii) % of 8.0 and above CGPA & PI of Vidyalaya (for Principal)

(b) **RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES FOR PRT: -**

Year	Classes taught	No. of students with 'A' Grade	% of Students getting 'A' Grade

7. RECOGNITION (Please mention details): -

Award/Certificate(verified) YES/NO

8. Participation in in-service course / training as Director /Associate Director have been verified.

9. Whether working knowledge of Computer as claimed by the Teachers/ Proficiency in Computer is verified. YES/NO

10. Certificate of any level of Scout &amp; Guide earned by the teacher (verified). YES/NO

Cont. P/2



11. ACRs/APAR Points of last five years to be filled by RO concerned.

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Points as per 3(B)(A) of selection criteria					

12. CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF TEACHERS & COUNTER SIGNED BY DEPUTY COMMISSIONER IN CASE OF PRINCIPAL.

It is certified that Ms./ Mr./Mrs. .... (Name of the teacher with Designation) of Kendriya Vidyalaya.....has an absolutely clean record of service and faultless antecedents and that no vigilance/ disciplinary enquiries are pending/ contemplated against her/ him.

13. It is certified that all the information provided from Sl. No-1 to 19 of Part A & B of application form(Annexure I) have been checked and found correct.

**Signature Of Principal, KV Concerned with Date & Seal**

**Singnature of DC, RO Concerned With Date And Seal**



