



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र
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Speed Post

F.No. 11056/LDE/UDC/2014-KVS(HQ)(E-III)

Date : 08.04.2016

MEMORANDUM

Subject: Promotion of LDCs to the post of UDC through Limited Departmental Examination for the year 2012-13 & 2013-14 – Reserve Panel.

The Competent Authority has approved promotion of the following **Lower Division Clerks** to the post of **Upper Division Clerk** consequent upon their selection through Limited Departmental Examination for the year 2012-13 & 2013-14, in the pay band of Rs.5200-20200 with Grade Pay of Rs. 2400/- and posted to Kendriya Vidyalayas/ROs/HQ as shown in column 5 against their names. They must communicate their unconditional acceptance positively by 28.04.2016 and get relieved by 05.05.2016 for joining the place of posting as UDC after availing joining time as per rules. If they fail to get relieved by 05.05.2016 this offer of promotion will automatically be treated as withdrawn and no further communication will be entertained in this regard.

SELECT PANEL FOR THE POST OF UDC THROUGH LIMITED DEPTT. EXAMINATION FOR THE YEAR 2012-13				
UR- RESERVE PANEL				
S.No.	Roll_No	Name	KV Name	Place of Posting
1	2	3	4	5
1	395020413	Lisa M N	Kalpetta	No.2 Calicut (Kozhikode)
2	391140193	Gajraj Singh Rawal	KVS (HQ)	Pithoragarh
3	397010393	Jyoti Prasad Sarma	RO - Guwahati	Goalpara
4	391140207	Vinod Chaturvedi	Naini Allahabad	Basti
5	394030189	Deepali Devendra Khadye	RO - Mumbai	IIT Mumbai

SELECT PANEL FOR THE POST OF UPPER DIVISION CLERK THROUGH LIMITED DEPTT. EXAMINATION FOR THE YEAR 2013-14				
UR-RESERVE PANEL				
S.No.	Roll No.	Name	KV Name	Place of Posting
1	2	3	4	5
1	397040131	Ashok Kumar	RO - Patna	Aurangabad
2	397040111	Bibhuti Prasad Singh	Patna	Purnia
3	391140230	Ashish Kumar	RO - Lucknow	Sitapur (2 nd shift)
4	397040101	Prabhat Singh	RO - Patna	Muzaffarpur Jhaphan (CRPF)
5	391140218	Imtiyaj Khan	RO - Lucknow	Lakhimpuri Kheri(II shift)
6	394030194	Indu Nair	No-1, Shahibagh, Ahmedabad	CRPF, Gandhi Nagar
7	391140223	Sunita Singh	AMC Lucknow	Lakhimpuri Kheri(I shift)
8	394030195	Minu S Thomas	RO Bhopal	KV Sehore
9	397040097	P Bhima Rao	Vijayanagram	KV, Waltair

[Signature]
08/4/16

[Signature]

2. Benefits of pay fixation of promotion are admissible only in cases where the grade pay attached to the higher post is greater than the grade pay attached to the lower post held by the employee. The entitled category of employees will have the option to get their pay fixed from the date of promotion or from the date of increment in the lower post, i.e., on 1st July.
3. No extension of joining time shall be allowed except for reasons of illness/confinement of the employee duly supported by medical certificate from Chief Medical Officer / Medical Supdt. / Civil Surgeon of Govt. Hospital / Distt. Hospitals or from Chief Medical Officer of the Hospital of Public Sector Undertakings/Projects to which the school is attached/Military or Command Hospital as a case may be. The request, if any, for extension should be submitted through proper channel by 05.05.2016 to KVS(HQ) positively.
4. It is also made clear that representation for either change of place of posting or for extension of time to join the post (other than covered under para 4 above will not be entertained under any circumstances).

This issues with approval of the competent authority.


S S Chauhan) 8/4/2016
Assistant Commissioner (Estt.)

Encl : Eligibility check Proforma

Distribution:

1. The individual concerned to give his/her acceptance positively by 28.04.2016. In case of acceptance of offer of appointment, he/she is directed to get relieved on or before 05.05.2016 failing which he/she is deemed to have been relieved on 05.05.2016.
2. The Principal, KV concerned for necessary action. Those employees, who are willing to join, convey their unconditional willingness/consent to the Kendriya Vidyalaya Sangathan (HQ) through their Principals by 28.04.2016. Those not submitting such willingness/unconditional consent will be deemed to be not interested in offer of appointment and their offer of appointment shall stand automatically withdrawn without any further notice. Those employees who have accepted the offer of appointment may be relieved positively on or before 05.05.2016 to enable them to join at the place of posting.
3. The Principal where the candidate is presently working, will ensure that the candidate fulfill the required eligibility as per checklist provided by RPS Section, KVS(HQ) copy enclosed for promotion to the next higher post. In case, any of the candidate is found ineligible the Principal/ Concerned field office will immediately report the matter to Joint Commissioner (Admn.) KVS(HQ) alongwith reasons of being ineligible for taking further necessary action and will not relieve such employee. One copy of the eligibility checklist of eligible candidates will be retained by the relieving Principal and other copy will be enclosed and forwarded to the Principal where the employee has been asked to report for joining. The Principal will keep the copy of checklist of the eligible candidates in the personal file of the concerned employee for record. The original online applications of the candidates for the post of UDC is being sent separately by post.
4. The Principal, KV concerned where the employee is posted as UDC, with a request to intimate the date of joining of the individual.
5. The Deputy Commissioner, KVS, Regional Office concerned with a request to ensure the implementation of time schedule given in Sl. No.2 above and relieving of the willing employees.
6. The Finance Officer, KVS Regional Offices concerned.
7. The Section Officer, RPS, KVS (HQ).
8. EDP Cell, KVS(HQ) to upload the Memorandum in the website.
9. Guard file

CHECK LIST FOR THE POST OF UDC THROUGH LIMITED DEPTT. EXAMINATION FOR THE YEAR
2012-13 AND 2013-14

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NAME OF THE CANDIDATE : _____
PRESENT POST : _____
POST APPLIED FOR : _____

Feeder Post Promotional Post
LDC UDC

S. No.	Information	Remarks (Strike which is not correct)
1	Whether candidate has filled the feeder post correctly	YES/NO
2	Whether the candidate has filled the category i.e SC/ST/UR correctly	YES/NO
3	Whether the candidate has been appointed up to 31.12.2006 as LDC OR Appointed as LDC up to 31.12.2008 with 3 years service as Sub-staff before 31.12.2008	YES/NO (If yes eligible for the year 2012-13 & 2013-14
4	Whether the candidate has been appointed between 1.1.2007 and 31.12.2007 as LDC OR Appointed as LDC between 1.1.2009 and 31.12.2009 with 3 years service as Sub-staff before 31.12.2009	YES/NO (If yes eligible for the year 2013-14 only)

The eligibility of the candidate has been verified from original documents and found correct as mentioned in point no. 1 to 4. The candidate is eligible for the post of UDC for the year 2012-13 & 2013-14 / 2013-14(strike which is not applicable).

OR

The candidate is not-eligible for the post of UDC as per point No.-----above for the year.....due to following reasons and will not be relieved and same may be informed to JC(Admn.) (by e-mail kvs.icadmn@gmail.com) with copy to Section Officer(RPS) (by e-mail [so_rps@yahoo.in](mailto:rps@yahoo.in)) immediately.

- 1.
- 2.

Place

Date.....

(Signature of Principal/DC(RO)/Director (ZIET)/AC OR DC(Estt)HQ)
Name :