



केन्द्रीय विद्यालय संगठन(मु0)  
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016  
**KENDRIYA VIDYALAYA SANGATHAN (HQ)**  
18, Institutional Area, S.J. Marg, New Delhi-110016.  
Tel.: 26521898 Fax 26514179  
Website: www.kvsangathan.nic.in

F.11042/2(2)/2008-KVS(Estt-I)

Dated : 9.9.2014

**MEMORANDUM**

**SUBJECT: OFFER OF APPOINTMENT TO THE POST OF ADMINISTRATIVE OFFICER**

In compliance with the order dated 20.01.2014 passed by Hon'ble CAT, Madras Bench, Madras in O.A. Nos. 602 and 1447/2011, the competent authority has approved the appointment of Shri R. Subbiah, Supdt. (re-designated as Assistant) to the post of Administrative Officer against a temporary post forthwith in the Kendriya Vidyalaya Sangathan in the revised Pay Band/scale of ₹ 15600-39100 (PB: 03) with Grade Pay ₹ 5400/- in the Kendriya Vidyalaya Sangathan. He is posted to Kendriya Vidyalaya Sangathan, Regional Office, Chennai.

The Offer of appointment is subject to the following terms and conditions:

1. This offer of appointment is subject to the candidate being declared fit for the post of Administrative Officer by a Civil Surgeon. No TA will be admissible for first joining the Sangathan as Administrative Officer.
2. He will be on probation for a period of two years from the date of joining as AO, which may be extended by another one year by the competent authority for reasons to be recorded in writing. Upon successful completion of probation he will be confirmed in his turn as per KVS rules.
3. During the probation and thereafter until he is confirmed the services of the appointee are terminable by one month's notice on either side without any reason being assigned therefore. The appointment authority, however, reserves the right to terminate the services of the appointee before expiry of the stipulated period of notice by making payment of such equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
4. He will be liable to transfer anywhere in India. He will not request for transfer within one year of initial appointment on the first posting.
5. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas, amended and other instructions issued by KVS from time to time.
6. He will be governed by Kendriya Vidyalaya Sangathan Employees Welfare Scheme.
7. He will be eligible for New Restructured Defined Contributory Pension Scheme only as circulated by KVS(HQ) vide circular No.F.2-17/2003-04/KVS(Budget) dated 8/12-03-2004 and F.No. 2-17/2003-04/KVS(Budget) dated 24.12.2004.
8. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the service.

*Neelam*  
09-09-2014

Contd...2.

9. The candidate will be required to bring the Original Certificates of academic qualifications, experience and Caste certificate vis-a-vis SC/ST/OBC, if any, for verification by the Dy. Commissioner of the Region.
10. The appointment to the post of Administrative Officer is purely provisional and is subject to the condition that the Scheduled Caste/Tribe certificates/OBC/Physically handicapped/Blind being verified through the proper channel. If the verification reveals that the claim to belong to SC/ST/OBC/PH/Blind as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. In case of Other Backward classes if the verification reveals that the claim of the candidate not belong to creamy layer is false his services will be terminated forthwith without assigning any further reasons.
11. He will fill up the character antecedent's verification form along with recent photograph, to KVS wherever applicable.
12. In case of any dispute or claim against the Kendriya Vidyalaya Sangathan in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction.
13. If he accepts the offer on the terms and conditions stipulated above, he should send his acceptance immediately to this office on receipt of this memorandum and report for duty at the place of posting mentioned above on or before 20.9.2014. If the offer is not accepted by the said date or after acceptance if the appointee does not report for duty at his place of posting by 20.09.2014, this offer of appointment will automatically stand cancelled and no further correspondence will be entertained from him.

This issues with the approval of the competent authority.

Neelam  
09-09-2014

(Ms. Neelam)  
Assistant Commissioner (Admn.)(Estt)

Shri R. Subbiah  
Supdt (Re-designated as Assistant)  
KVS, RO, Ahmedabad.

Copy to:

1. PS to Commissioner, KVS(HQ), New Delhi.
2. PS to Additional Commissioner (Admn.)(Acad.), KVS(HQ), New Delhi for information.
3. The Dy. Commissioner, KVS, RO, Ahmedabad - He is requested to intimate the date of relieving of Shri R. Subbiah to this office.
4. The Dy. Commissioner, KVS, RO, Chennai. He is requested to intimate the date of joining of Shri R. Subbiah to this office by speed post/fax. He is requested to ensure that no disciplinary case is pending or contemplated against the applicant being appointed and also that he is not under currency of any penalty before his joining. In case any such thing is noticed the same may be intimated to this office immediately by FAX/Speed Post and he may not be allowed to join. He is further requested to appraise the Hon'ble CAT, Madras Bench accordingly and stop contempt proceedings.
5. Joint Commissioner (Pers.)/SO(L&C), KVS(HQ) for information and necessary action.
6. Dy. Commissioner (Admn.), KVS(HQ), New Delhi for information.
7. The Assistant Commissioner (Vig.), KVS(HQ) for information and necessary action.
8. Personal File/Guard File.

Assistant Commissioner (Admn.)(Estt)