



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(फैक्स/Fax)  
Website:www.kvsangathan.nic.in

F. 39042/10/2014-KVSHQ(Estt.III)\66635-62 Dated : 25/02/2016

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

**SUBJECT: Posting of staff in KV, Moscow and Kathmandu-reg.**

Madam/ Sir,

It is proposed to draw panel for the post of TGT(SST) for posting to KV, Moscow & Kathmandu.

2. The number of vacancies to be filled in KVs abroad wef 01.04.2016 is given as under:-

S.No	Name of post	No of vacancies	
		KV, Moscow	KV, Kathmandu
S.No	TGT (SST)	01	01

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

A) **Eligibility Criteria** :- The Following may apply.

- i) Those having minimum 08 years experience in the post applied for as on 31<sup>st</sup> December 2015.
- ii) Those having more than 05 years to retire as on 31<sup>st</sup> December of the year in which applications are called.
- 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 TGT</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
ACR 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 TGT</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>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>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>		
<b>(i) National level (National Govt. of India or any International NGO Awards) including Innovation &amp; Experimentation award &amp; ICT award by NCERT</b>	20	20
<b>(ii) National KVS Incentive Award</b>	15	
<b>(iii) Regional Incentive Award</b>	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 : The working knowledge of computer is desirable.

5. The composition of selection committee at Regional Office level is as under :-
- 1) Dy. Commissioner, RO concerned. Chairman
  - 2) Senior most Principal of the region Member  
(preferably National Awardee.)
  - 3) Senior most Asstt. Commissioner , Member - Secretary  
RO concerned.
6. Maximum number of Candidates to be recommended by the Regional Office:  
01 candidate for each vacancy.
7. 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.
8. 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 sent 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 reach **alongwith checklist in Annexure - II duly filled** to the Dy. Commissioner, Regional office concerned by **04-03-2016** 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 above in para 3 above but not more than the allotted quota mentioned in Para-6 of this letter for submission to the KVS(HQ), New Delhi by **11-03-2016**. 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 TGTs.
  - 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, be provided **in hard copy and in excel sheet through email in the given format ( [so.estt3@kvsedu.org](mailto:so.estt3@kvsedu.org)).**
  - 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 **11-03-2016**. 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.  
Treat this as **MOST URGENT**.

Yours faithfully,

(S VIJAYAKUMAR)  
JOINT COMMISSIONER (ADMN.)

Encl: As above(Annexure I to III)

Copy for information to:-

1. Principal, KV, Kathmandu/Moscow to confirm the vacancy.
2. DC/EDPI KVS(HQ) New Delhi with the request to upload the circular on KVS Website

**PROFORMA FOR APPLYING TO THE POST OF  
TGT 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 TGT**

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 2015 ) -----
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 TGTs

Year	Class	Number of Students appeared	No. of Students passed	% of pass students	For TGTs/ effecting X - (%age of 8.0 & above CGPA	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  
YES/NO

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

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 (Not applicable for teachers).

Yes/No

20. Whether having knowledge of Persian language or Arabic Script

Yes/No

If yes, enclose the copies of supporting documents

Signature of the Applicant with date

**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 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 and 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 teaching post only): -**

Year	Classes taught	Pass %	( i ) % of 8.0 & above CGPA(For TGTs)

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 is verified.  
YES/NO

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

Cont. P/2

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

Year	2011	2012	2013	2014	2015
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.

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 20 of Part A & B of application form(Annexure I) have been checked and found correct.

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

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



