

केन्द्रीय विद्यालय संगठन  
F.11042/4(1)/2015-KVS (Estt-I)

केन्द्रीय विद्यालय संगठन, (मुख्यालय)

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली - 110016

Kendriya Vidyalaya Sangathan (HQ)

18, Institutional Area, SJS Marg

NEW DELHI - 110016

दूरभाष/TEL-011-26521898, फ़ैक्स/FAX-26514179

ई-मेल/E-mail-kvs.estt.1@gmail.com

Dated: 16.06.2015

### MEMORANDUM

SUBJECT: Offer of appointment to the post of Finance Officer.

With reference to her application for the post of Finance Officer, Smt. SHIVANI SUNEJA is hereby informed that she has been selected for appointment against a temporary post of Finance Officer in the Kendriya Vidyalaya Sangathan in the Pay Band of ₹ 9300-34800 (PB-2) + ₹ 4600 as Grade Pay and posted in Kendriya Vidyalaya Sangathan, Regional Office, AGRA. She will draw allowances and other benefits in addition to pay at the rates as admissible to Kendriya Vidyalaya Sangathan employees. This offer of appointment is subject to the candidate being declared medically fit for the post of Finance Officer by a Civil Surgeon.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If however, she is pregnant of twelve weeks standing or more at the time of acceptance of appointment as a result of medical test, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she so desires. Furthermore, the affected woman candidate, in such a situation, who expresses her willingness to join, may be asked to produce a certificate of fitness from CMO of Govt. Hospital that she is fit to carry out the assigned work in her present status.
3. No TA will be admissible for the first joining the Sangathan as Finance Officer.
4. She will be on probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for the reasons to be recorded in writing. Upon successful completion of probation, she will be confirmed in her turn as per KVS rules.
5. During probation and thereafter, until she is confirmed, her services are terminable by one month's notice on either side without any reason being assigned therefore. The appointing authority, however, reserves the right to terminate the services of the appointee from the post of Finance Officer before the expiry of the stipulated period of notice by making payment of a sum equivalent to the pay & allowances for the period of notice or the unexpired portion thereof.
6. She will be governed by Kendriya Vidyalaya Sangathan Employees Welfare Scheme.
7. She 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 08/12.03.2004 and F.2-17/2003-04/KVS(Budget) dated 24.12.2004.
8. The appointment to the post of Finance Officer is provisional and is subject to the condition that the Scheduled Caste/Tribe Certificate/OBC/Physically Handicapped certificate being verified through proper channel. If the verification reveals that the claim to belong to SC/ST/OBC/PH 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 her services will be terminated forthwith without assigning any further reasons.

9. In case of any dispute or claim against KVS, in respect of service or any contract arising out to or following from this offer of appointment, the court at Delhi alone shall have the jurisdiction.


10. If she accepts the offer on the terms & conditions stipulated she should send her acceptance immediately to this office on receipt of this memorandum and will join the Kendriya Vidyalaya Sangathan mentioned overleaf on or before **19.06.2015**. Necessary proforma for the purpose are enclosed herewith which should be submitted to the Deputy Commissioner, KVS, RO Concerned after getting the same duly completed in any case by **10.07.2015**. If the offer is not accepted by the said date or after acceptance if the appointee does not report for duty at her place of posting by **10.07.2015**, this offer of appointment will automatically stand cancelled and no further correspondence will be entertained from her.

11. She will fill up the character antecedents verification form alongwith recent photographs and will handover the same to the Deputy Commissioner concerned.

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the service.

13. She will not request for transfer within one year of initial appointment on the first posting. She is liable to be transferred anywhere in India.

This issues with the approval of the Competent Authority.

  
15/6/15

(V K Singh)

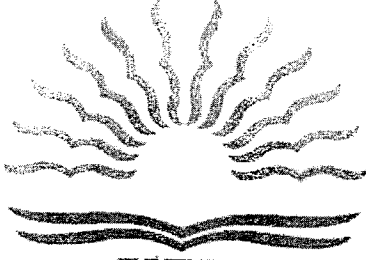
Assistant Commissioner (Vig & Estt)

Smt. SHIVANI SUNEJA,  
15 A, RAM NAGAR EXTN. 4,  
KRISHNA NAGAR,  
DELHI – 110051.

Copy forwarded to:-

1. The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office AGRA. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join her duties only after verification of original certificates, and on submission of requisite forms/statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificates mentioned in para 8 of the order. He is also requested to check the original certificates in respect of the qualifications/ age of the appointee employees and satisfy himself that the appointee possesses requisite qualification/age for the post she is appointed to. The original application of Smt. Shivani Suneja, is also enclosed for keeping in her personal file.
2. PS to Commissioner, KVS.
3. The Joint Commissioner (Fin), KVS (HQ), New Delhi.
4. The Deputy Commissioner (Admn), KVS (HQ), New Delhi.
5. Personal File /Guard File.

  
Assistant Commissioner (Vig & Estt)



कस्त्वं पुष्यन् अयमवृत्तम्  
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दूरभाष/TEL-011-26521898, फैक्स/FAX-26514179

ई-मेल/E-mail-kvs.estt.1@gmail.com

Dated: 15.06.2015

### MEMORANDUM

SUBJECT: Offer of appointment to the post of Finance Officer.

With reference to his application for the post of Finance Officer, **Sh. SATISH KUMAR** is hereby informed that he/she has been selected for appointment against a temporary post of Finance Officer in the Kendriya Vidyalaya Sangathan in the Pay Band of ₹ 9300-34800 (PB-2) + ₹ 4600 as Grade Pay and posted in Kendriya Vidyalaya Sangathan, Regional Office, CHANDIGARH. He will draw allowances and other benefits in addition to pay at the rates as admissible to Kendriya Vidyalaya Sangathan employees. This offer of appointment is subject to the candidate being declared medically fit for the post of Finance Officer by a Civil Surgeon.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If however, she is pregnant of twelve weeks standing or more at the time of acceptance of appointment as a result of medical test, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she so desires. Furthermore, the affected woman candidate, in such a situation, who expresses her willingness to join, may be asked to produce a certificate of fitness from CMO of Govt. Hospital that she is fit to carry out the assigned work in her present status.
3. No TA will be admissible for the first joining the Sangathan as Finance Officer.
4. He will be on probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for the reasons to be recorded in writing. Upon successful completion of probation, he will be confirmed in his turn as per KVS rules.
5. During probation and thereafter, until he is confirmed, his services are terminable by one month's notice on either side without any reason being assigned therefore. The appointing authority, however, reserves the right to terminate the services of the appointee from the post of Finance Officer before the expiry of the stipulated period of notice by making payment of a sum equivalent to the pay & allowances for the period of notice or the unexpired portion thereof.
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 08/12.03.2004 and F.2-17/2003-04/KVS(Budget) dated 24.12.2004.
8. The appointment to the post of Finance Officer is provisional and is subject to the condition that the Scheduled Caste/Tribe Certificate/OBC/Physically Handicapped certificate being verified through proper channel. If the verification reveals that the claim to belong to SC/ST/OBC/PH 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.

9. In case of any dispute or claim against KVS, in respect of service or any contract arising out of or following from this offer of appointment, the court at Delhi alone shall have the jurisdiction.

10. If he accepts the offer on the terms & conditions stipulated he/she should send his acceptance immediately to this office on receipt of this memorandum and will join the Kendriya Vidyalaya Sangathan mentioned overleaf on or before **19.06.2015**. Necessary proforma for the purpose are enclosed herewith which should be submitted to the Deputy Commissioner, KVS, RO Concerned after getting the same duly completed in any case by **10.07.2015**. 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 **10.07.2015**, this offer of appointment will automatically stand cancelled and no further correspondence will be entertained from him/her.

11. He will fill up the character antecedents verification form alongwith recent photographs and will handover the same to the Deputy Commissioner concerned.

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the service.

13. He will not request for transfer within one year of initial appointment on the first posting. He is liable to be transferred anywhere in India.


This issues with the approval of the Competent Authority.

(V K Singh)  
Assistant Commissioner (Vig & Estt)

Sh. SATISH KUMAR,  
ST. NO. 24, NEAR ICE FACTORY,  
NEW ABADI,  
B.T.W., FEROSZPUR CANTT – 152001  
PUNJAB.

Copy forwarded to:-

1. The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office CHANDIGARH. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his duties only after verification of original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificates mentioned in para 8 of the order. He is also requested to check the original certificates in respect of the qualifications/ age of the appointee employees and satisfy himself that the appointee possesses requisite qualification/age for the post he is appointed to. The original application of Sh. Satish Kumar, is also enclosed for keeping in his personal file.
2. PS to Commissioner, KVS.
3. The Joint Commissioner (Fin), KVS (HQ), New Delhi.
4. The Deputy Commissioner (Admn), KVS (HQ), New Delhi.
5. Personal File /Guard File.



Assistant Commissioner (Vig & Estt)



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Kendriya Vidyalaya Sangathan (HQ)  
18, Institutional Area, SJS Marg

NEW DELHI - 110016

दूरभाष/TEL-011-26521898, फ़ैक्स/FAX-26514179

ई-मेल/E-mail-kvs.estt.1@gmail.com

Dated: 15.06.2015

### MEMORANDUM

SUBJECT: Offer of appointment to the post of Finance Officer.

With reference to his application for the post of Finance Officer, Sh. SUMER CHAND, is hereby informed that he has been selected for appointment against a temporary post of Finance Officer in the Kendriya Vidyalaya Sangathan in the Pay Band of ₹ 9300-34800 (PB-2) + ₹ 4600 as Grade Pay and posted in Kendriya Vidyalaya Sangathan, Regional Office, AHMEDABAD. He will draw allowances and other benefits in addition to pay at the rates as admissible to Kendriya Vidyalaya Sangathan employees. This offer of appointment is subject to the candidate being declared medically fit for the post of Finance Officer by a Civil Surgeon.

2. if the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If however, she is pregnant of twelve weeks standing or more at the time of acceptance of appointment as a result of medical test, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she so desires. Furthermore, the affected woman candidate, in such a situation, who expresses her willingness to join, may be asked to produce a certificate of fitness from CMO of Govt. Hospital that she is fit to carry out the assigned work in her present status.

3. No TA will be admissible for the first joining the Sangathan as Finance Officer.

4. He will be on probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for the reasons to be recorded in writing. Upon successful completion of probation, he will be confirmed in his turn as per KVS rules.

5. During probation and thereafter, until he is confirmed, his services are terminable by one month's notice on either side without any reason being assigned therefore. The appointing authority, however, reserves the right to terminate the services of the appointee from the post of Finance Officer before the expiry of the stipulated period of notice by making payment of a sum equivalent to the pay & allowances for the period of notice or the unexpired portion thereof.

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 08/12.03.2004 and F.2-17/2003-04/KVS(Budget) dated 24.12.2004.

8. The appointment to the post of Finance Officer is provisional and is subject to the condition that the Scheduled Caste/Tribe Certificate/OBC/Physically Handicapped certificate being verified through proper channel. If the verification reveals that the claim to belong to SC/ST/OBC/PH 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.

9. In case of any dispute or claim against KVS, in respect of service or any contract arising out to or following from this offer of appointment, the court at Delhi alone shall have the jurisdiction.

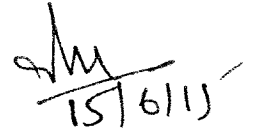
10. If he accepts the offer on the terms & conditions stipulated he should send his acceptance immediately to this office on receipt of this memorandum and will join the Kendriya Vidyalaya Sangathan mentioned overleaf on or before **19.06.2015**. Necessary proforma for the purpose are enclosed herewith which should be submitted to the Deputy Commissioner, KVS, RO Concerned after getting the same duly completed in any case by **10.07.2015**. 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 **10.07.2015**, this offer of appointment will automatically stand cancelled and no further correspondence will be entertained from him.

11. He will fill up the character antecedents verification form alongwith recent photographs and will handover the same to the Deputy Commissioner concerned.

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the service.

13. He will not request for transfer within one year of initial appointment on the first posting. He is liable to be transferred anywhere in India.

This issues with the approval of the Competent Authority.

  
15/6/15

(V K Singh)  
Assistant Commissioner (Vig & Estt)

Sh. SUMER CHAND,  
S/O SHRI RAMESHVAR LAL,  
NEAR RAILWAY STATION,  
SHAHIDPURA,  
V & P GUDHA SALT NAWA CITY,  
RAJASTHAN – 341509.

Copy forwarded to:-

1. The Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office AHMEDABAD. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his duties only after verification of original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificates mentioned in para 8 of the order. He is also requested to check the original certificates in respect of the qualifications/ age of the appointee employees and satisfy himself that the appointee possesses requisite qualification/age for the post he is appointed to. The original application of **Sh. Sumer Chand**, is also enclosed for keeping in his personal file.
2. PS to Commissioner, KVS.
3. The Joint Commissioner (Fin), KVS (HQ), New Delhi.
4. The Deputy Commissioner (Admn), KVS (HQ), New Delhi.
5. Personal File /Guard File.

  
Assistant Commissioner (Vig & Estt)

**ACCEPTANCE OF OFFER OF APPOINTMENT**

I, \_\_\_\_\_ hereby accept the offer of appointment to the post of \_\_\_\_\_ in Kendriya Vidyalaya Sangathan made in your letter No. \_\_\_\_\_ dated \_\_\_\_\_ and also the terms and conditions mentioned therein. I agree to join duty at the place and date indicated therein. I further agree that I would not put up any application or bring pressure for transfer from the official place of posting in the light of para 13 of the offer of appointment.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(in Block letters)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:- \_\_\_\_\_

To,

The Assistant Commissioner (Vig & Estt.)

Kendriya Vidyalaya Sangathan (HQ),

New Delhi – 110016.