KENDRIYA VIDYALAYA SANGATHAN
RECRUITMENT OF OFFICERS CADRE, LIBRARIAN AND NON-TEACHING POSTS 2017

Frequently Asked Questions

S No	Question	Reply
1.	Where can I see detailed advertisement including posts?	The detailed advertisement has been uploaded on KVS website www.kvsangathan.nic.in
2.	What is Post Code?	Post Code(s) has been mentioned in the detailed Advertisement, available on KVS Website
3.	What if I do not have an E-mail ID and Mobile Number?	It is **mandatory** to have a valid **e-mail id and mobile number** since all the future communication will be sent to the candidates including e-admit card, interview letter, etc.
4.	Cut off date for eligibility?	The cut off date is 31.01.2018. Before applying, candidates should ensure that they fulfil the eligibility criteria as on **31.01.2018.**
5.	How do I apply and register for online application?	For each post, there will be an **"Apply Online"** link. After clicking, candidate will get 2-page important instructions to read and for accepting the terms & conditions by clicking (√) **I Agree** Check-box given at the end and press the **START** Button. After Start Button, I. Login page will be displayed for registration and candidate to fill up post applied, full name, mobile number, e-mail ID etc. and press Submit Button. II. Candidate will receive registration details in his/her E-mail ID/ Mobile number. III. After registration, the other steps are to be completed as per the guidelines given in the detailed advertisement through 04 different tabs i.e. Personal Details; Eligibility Details; Qualification Details and Upload/Submit. In case, any of the steps are not completed, application will be treated as incomplete and e-admit card will not be sent for appearing in the examination.
6.	Can I make any changes to the Application Form after submission?	No, you cannot make any changes to the Application Form once submitted. Before final submission of the Form, you will be able to *Preview* the details filled in the application form and can make modifications if required using the Back/Cancel button at the end of Section of the application form. No request for amendments viz. correction in name, date of birth, change in qualification, change in address, mobile number, email etc. shall be entertained, once the online applications is finally submitted.
7.	What if I forget my log-in ID and password or want to change them in future?	The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the recruitment process. If you provide a valid and active e-mail ID at the time of registration, Application sequence no., user ID & Password will be mailed to their e-mail address. You may check it in your e-mail for future reference. However, by filling-up necessary details as required by the System, the candidate may access the same clicking 'Forgot Password'.

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8.	How do I know that I am eligible for the post?	You can see the eligibility criteria for all the posts from the detailed advertisement by clicking on the **"View Details (Full Advertisement)"** link provided on KVS website.	
9.	What are the age relaxations for various categories?	(a)	Scheduled Caste / Scheduled Tribe – **5 years**
		(b)	Other Backward Classes – **3 years**
		(c)	Women (All Category)for the post of Librarian including SC/ST/OBC candidates – 10 years
		(d)	KVS Employees – **No age bar**
		(e)	Candidates with 3 years continuous service in Govt. provided the posts are in same or allied cadres *(An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/she is a Government Servant as on the date of Advertisement.)* - **5 years for General, 10 years for SC, 8 years for OBC**
		(f)	Persons ordinarily domiciled in the State of Jammu & Kashmir during 01.01.1980 to 31.12.1989 – 5 years
		(g)	Persons with disabilities (including women) (i) SC/ST – **15 years** (ii) OBC – **13 years** (iii) General – **10 years**
10.	What is application fee and mode of payment?	For Un-reserved (UR) and OBC *(Non-Creamy Layer)* Category of candidates are required to pay a non-refundable examination fee of **Rs. 1200/- payable for Group-A posts and Rs. 750/- for Group-B & Group-C post** through On-line mode i.e. **Debit Card/Credit Card/Net Banking** only. Apart from examination fee, the candidates are also required to pay bank charges and taxes, as applicable. In case, a candidate deposits the fee in any wrong account or through any other mode, KVS will not be responsible for the same. Fee once paid will neither be refunded nor adjusted against future recruitments under any circumstances. Candidates are therefore advised to verify their eligibility before applying. The candidates belonging to SC/ST/PH/Ex-Servicemen, the link for bank payment/examination fee section will remain **disabled** as those candidates are exempted from paying application fee. The related guidelines/instructions, in details have been provided in the advertisement.	
11.	Fee Exemption?	The candidates belonging to SC/ST/PH/Ex-Servicemen are not required to make any fee.	
12.	Guidelines for PWD Candidates?	Candidates with disability of 40% or more *(if they need Scribe)*, will have to bring their own scribe to assist them in the examination. There is no restriction with regard to educational qualification or age etc. for the scribe. Scribe has to submit his/her details along with one recent photograph and photocopy of ID proof. Scribe is also required to bring ID Pooof, in original and produce at the time of examination. Compensatory time to be allowed for all candidates with disability of 40% or more is 20 minutes per hour of examination. Question Papers and Answer Sheets will not be provided in Braille.	

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13.	How do I apply for a post if I am an employee of KVS?	Internal/Departmental candidates *(employees of KVS)* are eligible to apply through the online system if they are eligible for the post. Please note that in the online application form you have the option to indicate whether you belong to KVS and fill the details accordingly and as per requirement of on-line application form.
14.	Can I save my application while applying for the post?	The online application form is divided in different sections/steps. After filling the details in each section, please click on the **"Next"** button at the end in order to save the information filled and move to the subsequent section. If you are not able to complete the entire form in a single attempt, you can log in again and continue filling from the last saved status and complete the rest of the sections. Candidates to note that application cannot be submitted after the last date/time, as mentioned in the advertisement.
15.	What do I do after submitting the Application Form?	The candidates should take a printout of the online application and preserve it with them for their record. There is no need to send the print out of application to KVS. The application printout with photograph affixed will have to be submitted during document verification at the time of interview or as desired by KVS alongwith the self attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, Physical disability, etc. and as applicable
16.	What are the documents that I need to upload along with my online application?	The candidate needs to upload the following: a) Scanned copy of the recent passport size colour photograph *(not older than 3 weeks)*. Candidates should ensure that the same photograph is used throughout this recruitment process. b) Scanned Signature with Black Ink Pen No documents are required to upload alongwith the application.
17.	How would I be contacted by KVS if required?	All communication will be made through registered E-mail ID only. Candidate may visit KVS website regularly and check other information related to examination.
18.	Will KVS refund the Application fee in case my candidature is rejected due to any reason?	No, the Application fee once deposited is neither refundable nor adjustable for future recruitment.
19.	I want to change my choice of examination center, can I do it?	A candidate is not allowed to change his/her choice of center after the on line application is submitted. Any city/center allotted by KVS has to be accepted by the candidates, depending upon number of applications and computers. However, effort will be made to allot the 1st choice of the centre to the candidates.
20.	How I will receive admit card?	The admit card is to be downloaded by the candidate from the Link sent to the candidates on their e-mail ID or take print-out from KVS Website. The candidate is to bring print-out of the admit card at the examination center **along with valid ID proof (Govt.), in original.** Since all the related information will be uploaded on KVS Website, candidate is advised to visit the same frequently and no further advertisement related to any communication will be published.

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21.	Prohibited items during conduct of online Computer Based Test ?	**Candidates are required to bring only printout of Admit Card, minimum one original ID proof and pen.** *Banned Item: Mobile phone,Bluetooth, Electronic Diaries or any other communication devices, reading material, pen scanners or multimedia devices with memory or listening devices and recording or photographic devices wrist watch phones, etc are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. KVS will neither be able to provide any space for keeping these items at the examination centre nor responsible for any loss.*
22.	Where should I contact in case of any problem related to on-line application?	In case of any problems faced by the candidates in filling up the online application form, they may contact the Help Desk on the phone number: 18002663091 between 10 AM and 6 PM on all days (Monday - Sunday), or candidate may send email to email id kvshelpdesk.2017@gmail.com with full details.
23.	What is the schedule and scheme of the Online Examination?	The Computer Based Test/Examination will be held as per the details indicated on the e-admit cards and mentioned in the advertisement.
24.	Can I get syllabus?	Syllabus for all the posts has been mentioned in detailed advertisement except for the post of Deputy Commissioner and Assistant Engineer.
25.	**Online Payment Issue –** The Amount debited but transaction failure message pop-up to candidate.	For such cases, transactions are settled automatically within 24-48 hours and candidates' account is credited, the fee submitted. Now candidate may try again for remittance of fee.
	Payment successfully completed and also received transaction reference number but error in submission of application occurs.	For such cases, candidates need not to repeat remittance of online fee, however candidate should write to Helpdesk with Transaction Reference Number, Application Sequence Number, Name, Mobile Number, Discipline. Accordingly, the candidates will receive the reply by e-mail regarding confirmation of payment and successful submission of application.
	Multi-times amount debited from candidates account	For such cases, Bank server accepts only one payment against the one application reference number and the other payments would be rejected automatically. If the candidates do not receive the extra debited amount in their Bank account within 07 days, then they have to contact their own Bank Branch to resolve the issue.
26.	What details should I provide while writing for the problem through e-mail?	While writing any problem, candidate to mention full details such as application number, name, mobile number, e-mail ID, post applied, date of birth in their e-mail.

FAQ FOR OLD CANDIDATES
(Adv. No. 10 dt 23-29 May, 2015 of Employment News)

Guidelines for candidates who have applied earlier for the posts of Assistant, UDC, LDC, Stenographer (Grade-II) and Librarian against Advertisement No. 10 published in Employment News dated 23-29 May, 2015

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1.	Whether old candidates (applied earlier) are again to apply or not?	Such candidates need not apply afresh and need not pay the application fee again. However, they have to update necessary required details i.e. present/ latest E-mail ID, current mobile number, present address, Zonal Posting preference, Centre Choice, Mother's Name etc. etc including latest photograph & signature. The other/remaining details i.e. Date of Birth, Category/Sub-category, Father's name, post, Gender, educational qualification, experience can not be changed/updated.
2.	How to update previous details and submit my application?	Following are the steps for updation of records by old candidates: a) Your credentials *(old Application Reference Number and Password in the form of Date of Birth)* have been sent to your registered e-mail ID. Candidates are required to check their E-mail ID for the same. b) Candidates to **click** link, login by filling up the said credentials received through e-mail and click Login Button. c) Your details filled earlier will be displayed i.e. Application Sequence Number, Name, Father's Name, Post, Category/Sub-category, Gender, Date of Birth. d) Click 'GO TO APPLICATION' Button *(on top/right corner)* for updation of necessary information as required. e) Fill up/update mobile number and e-mail ID and click 'Generate OTP' Button for authentication purposes. f) Now candidate will receive OTP Number on mobile. This OTP is required to fill-up/mention in the Text Box for its validation. g) Now candidate may fill up the required details i.e. present/ latest E-mail ID, current mobile number, present address, Zonal Posting preference, Centre Choice, Mother's Name etc. etc including latest photograph & signature and click SUBMIT Button for final submission of application. Before final submission, kindly ensure that all particulars filled-in are correct in all respects.
3.	I am required to re submit the application fee again?	The candidates who have applied against the aforesaid advertisement need not to pay the fee. However, he/she is required to complete/update his/her application form.
4	What will be cut-off date for old candidates?	The cut-off date for determining the age, educational qualification, experience etc. will be 22.06.2015.

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5.	Has KVS sent any User ID and Password for Login?	The Old Application Reference Number and Password in the form of Date of Birth is being sent to your registered e-mail ID. Candidates are required to check their E-mail ID for the same.
6.	What details should I provide while writing for the problem through e-mail?	While writing any problem, candidate to mention full details such as application number, name, mobile number, e-mail ID, post applied, date of birth in their e-mail.
7.	Can I see my old application?	Yes, while updating the application, old details will also be displayed for the reference.