



केन्द्रीय विद्यालय संगठन (मुख्यालय)
KENDRIYA VIDYALAYA SANGATHAN (HQ)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
An Autonomous Body Under Ministry of Education, Govt. of India
18 संस्थागत क्षेत्र / 18 Institutional Area,
शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg
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फा.सं.11-E-3029 (42)/58/2021-स्था-III/

दिनांक: 23.12.2021

(ई-मेल)

उपायुक्त/निदेशक
केन्द्रीय विद्यालय संगठन
क्षेत्रीय कार्यालय/ज़ीट

विषय: वर्ष 2022-25 हेतु के. वी. मास्को, और के. वी. काठमांडू में कर्मचारियों की तैनाती के संदर्भ में ।

Sub : Posting of staff in KV, Moscow and KV Kathmandu for the year 2022-2025.

महोदया/महोदय,

उपर्युक्त विषय के संदर्भ में 2022-2025 के लिए के.वि. मास्को, काठमांडू और तेहरान में तैनाती के लिए निम्नलिखित कर्मचारियों के लिए पैनल बनाने का प्रस्ताव है। इस संबंध में निम्नांकित जानकारियाँ आपके अवलोकन व आवश्यक कार्रवाई हेतु प्रस्तुत है:

1. The number of vacancies to be filled in KVs abroad for the year-2022-25 is given as under:-

SN	Name of Post	No. of vacancies	
		KV Kathmandu	KV Moscow
1	PGT (Chemistry)	01	01
2	PGT (Physics)	01	0
3	PGT (Computer Science)	01	0
4	PGT (Commerce)	01	01
5	PGT (Economics)	0	01
6	TGT (Sanskrit)	01	0
7	TGT (Maths)	01	01
8	TGT (English)	0	01
9	PRTs	05	0
10	SSA	01	0
	TOTAL	12	05

2. 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:-

(I) **Eligibility Criteria:** - The following criteria shall be applied:

- Those having minimum **08 years experience** in the post applied for, **as on 31st December 2021.**
- Those having **more than 05 years to retire as on 31st December-2021.**
- Those who **have not served previously** in any capacity in the KVs those are in abroad.

(II) Selection Criteria: -The recommended parameters and marks allotted to each parameter for selection of the employees are as follows: -

(A). 'APAR' GRADING FOR LAST FIVE YEARS:		
FOR PRINCIPAL/ PGT / TGT/PRT/SSA	Marks to be allotted	Total maximum marks to be awarded
APAR for five years (OS = 05, VG=04, Good=03, Avg.=01 & Below Average= -05). In case APAR of one year is not available, then the average marks of four available APAR may be awarded for the non-available APAR of one particular year. In case the APAR are not available for more than one year, then No average marks will be awarded for those years.	25	25
(B). RESULTS FOR LAST FIVE YEARS - QUANTITATIVE		
FOR PRINCIPAL/PGT/TGT	Marks to be allotted	Total maximum marks to be awarded
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	
(C). RESULTS FOR LAST FIVE YEARS - QUALITATIVE		
FOR PRINCIPAL/PGTS	Marks to be allotted	Total maximum marks to be awarded
i. PI 60 and above last five years	15	15
ii. PI 60 and above in 04 out of last five years	12	
iii. PI 60 and above in 03 out of last five years	09	
iv. PI 60 and above in 02 out of last five years	06	
v. PI 60 and above in 01 out of last five years	03	
vi. If PI less than 60 in all five years.	00	
TGTS		
i. 25% students getting 90% and above/A1 in three of five years	15	15
ii. 20% students getting 90% and above/A1 in three of five years	12	
iii. 15% students getting 90% and above/A1 in three of five years	09	
iv. 10% students getting 90% and above/A1 in three of five years	06	
v. 5% students getting 90% and above/A1 in three of five years	03	
PRTs		
i. If 70% and above students get A grade in all five years	35	35
ii. If 70% and above students get A grade in four years	28	
iii. If 70% and above students get A grade in three years	21	
iv. If 70% and above students get A grade in two years	14	
v. If 70% and above students get A grade in one year	07	
vi. If students getting A grade is less than 70% in all five years.	00	

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(D). Participation in training programmes/ contribution to various training/in-service courses as a Director/ Associate Director/ Resource Person	05	05
(E). Certificate of any level of Scout & Guide earned by teacher (Not for SSA)	05	05
(F). RECOGNITION		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	20	20 (15 in case of SSA)
(ii) National KVS Incentive Award	15	
(iii) Regional Incentive Award	10	
(G). Committee: The committee constituted for recommending names will allot marks on the basis of overall performance and reputation of Principal/ Teacher.	10	10
TOTAL (A to G)		100 (55 for SSA)

Note: 1) The working knowledge of computer is desirable in cases of PGTs / TGTs/ PRTs/SSAs.

4. The composition of selection committee at RO level recommended as under: -

- | | |
|---|--------------------|
| I. Dy. Commissioner, RO concerned. | Chairman |
| II. Senior most Principal of the region
(Preferably National Awardee.) | Member |
| III. Senior most Asst. Commissioner,
RO concerned. | Member - Secretary |

5. Maximum number of candidates may be recommended by the Regional Office/ZIET/KVS(HQ): **01 (ONE) candidate for each vacancy.**

6. 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.

7. The candidates recommended by Regional Office and short listed by KVS(HQ) will be interviewed at KVS(HQ), New Delhi for final selection.

8. All eligible candidates can apply for posting to KVs abroad. The Regional Office should send the prescribed forms to all the Vidyalayas under the jurisdiction of RO for applying by interested eligible candidates. 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 to the Dy. Commissioner, of the Regional Office concerned by dated **29.12.2021 along with checklist in Annexure-II duly filled** 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** but not more than the allotted quota as mentioned in **Para-5** of this letter for submission to the KVS(HQ), New Delhi by dated **04.01.2022**. The recommendation of the Regional Selection Committee shall be accompanied with the following documents: -

- Minutes of the meeting of the Regional Selection Committee
- A copy of the application form duly filled in **Annexure-I** of the candidate along with duly filled checklist & duly verified/filled in **Annexure-II** by the Principal /Dy. Commissioner concerned.

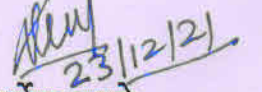
- c) A detailed analysis of ACR/APAR/results quantitative and qualitative / and other parameters as prescribed above **must be** enclosed in **Annexure-III** (for Principal/PGT/TGT), **Annexure-IV** (for PRT) & **Annexure-V** (for SSA applicable only when the vacancy is available).
- d) The service record and antecedents of the candidates 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, IV & V** be provided **in hard copy as well as in excel sheet (in the given format) through e-mail in the mail i.d. kvse23@gmail.com**
- f) Vigilance clearance certificate in respect of all the recommended employees.
- g) While recommending the name of SSA for KV Tehran (applicable only when the vacancy is available) preference be given to applicant knowing Persian language/Arabic script.

11. The recommended application(s) completed in all respects along with the above-mentioned documents from the Dy. Commissioner of the Region concerned must reach KVS(HQ), New Delhi latest by dated **05.01.2022**. Applications sent directly by Teachers/SSA and those not recommended by the concerned competent authority shall not be entertained by the Regional Office/KVS (HQ), New Delhi.

उक्त निर्धारित तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

यह पत्र केन्द्रीय विद्यालय संगठन के सक्षम अधिकारी के अनुमोदन उपरांत जारी किया जाता है।

भवदीय


23/12/21
(धर्मेन्द्र पटले)

सहायक आयुक्त (स्थापना-2/3)

संलग्न : यथोपरी (I से V तक कुल=5 संलग्नक)

प्रतिलिपि:

1. के.वि.सं. (मुख्यालय) के सभी अधिकारियों को उनके अधीन काम करने वाले एसएसए (SSA) के संबंध में उक्त वर्णित दिशा निर्देशानुसार कार्रवाई के लिए।
2. प्राचार्य, के.वि. मॉस्को, काठमांडू और तेहरान उपरोक्त पैरा-1 के अनुसार रिक्ति की पुष्टि करने के लिए।
3. उपायुक्त, (शैक्षिक), (ईडीपी), केविसं(मु), नई दिल्ली को, इस अनुरोध के साथ कि वे इस पत्र को के.वि.सं. (मु.) की वेबसाइट में अपलोड करें।

**PROFORMA FOR APPLYING TO THE POST OF
PGT/TGT/ PRT/SSA 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 PGT/TGT/ PRT/SSA

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 **31st December of 2021**) -----
7. Sex -----
8. **ACADEMIC QUALIFICATIONS : -**

Examination	University/Board/Deptt.	Year	Subject(s)	% of pass

9. SERVICE RECORD (in KVS & in the post applied for) : -

DESIGNATION	REGULAR SERVICE IN KVS			SUBJECT(S) TAUGHT	ANY OTHER RESPONSIBILITY DISCHARGED (IN BRIEF)
	IN THE POST APPLIED FOR	FROM DD-MM-YY	TO DD-MM-YY		

Cont.. P/2

PART - B

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 (Not applicable for **SSA**) :-

For PRTs/TGTs/PGTs

Year	Class	Number of Students appeared	No. of Students passed	% of pass students	For PRT - (%age of students got A grade).	For TGTs/PGTs teaching class-X - (%age students got CGPA 8.0 & above / %age of students got 76% or more in the subject taught.	For PGTs - P.I. in the subject, taught by the teacher in class-XII or the highest class.	Remarks
1	2	3	4	5	6	7	8	9

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 (not applicable for **SSA**):

SI.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/proficiency in Computer (MS Word & Excel) applicable for **SSA** : **YES / NO**

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

(If yes, Name of KV _____ Post _____ Period : _____)

15. Details of wholly dependent 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 : **YES /NO**

(If yes, please mention details in brief) (not applicable for SSA) : _____

18. Any other significant achievement/ contribution not mentioned above such as in co-scholastic areas like Music, Culture, Art & Craft, Sports & Scout & Guide etc (Not applicable for SSA).

19. Whether having knowledge of rule position and the same is being applied in day to day disposal of work. (Not applicable for teachers) : **Yes / No**

(if yes, please comment in brief about the quality) : _____

20. Whether having knowledge of any foreign language viz. Persian language or Arabic Script/Russian Language/ Nepali language (applicable for SSA) : **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: ____ Year ____ Months

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 %	For TGTs: %age of students got CGPA 8.0 & above/%age of students got 76% or more of marks in the subject taught by the teacher in class-X.	For PGTs: P.I. in the subject, taught by the teacher in class-XII or the highest class.	For Principal: %age students got CGPA 8.0 & above/ %age of students got 76% or more of marks in class-X.& P.I. of Vidyalaya in the highest class.	
					Class-X	Class-XII (or highest class)

(b) RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES FOR PRT: -

Year	Classes taught	Total Number of students	No. of students with 'A' Grade	% of Students getting 'A' Grade

7. RECOGNITION (Please mention details): _____
 Award/Certificate (verified) : **YES / NO**
8. Participation in in-service course / training as Director / Associate Director have been verified : **YES / NO**
9. Whether working knowledge of Computer as claimed by the Teachers/ Proficiency in Computer (MS Word & Excel) as claimed by SSA is verified : **YES / NO**
10. Certificate of any level of Scout & Guide earned by the teacher (verified). **YES / NO**
11. APAR Points of last five years to be filled by RO concerned. (Please forward the copies of APAR with applications)

Year	2017 (31 st March year ending)	2018 (31 st March year ending)	2019 (31 st March year ending)	2020 (31 st March year ending)	2021 (31 st March year ending)
Points as per 3(B)(A) of selection criteria mentioned in the letter					

12. CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF TEACHERS/SSA
& COUNTER SIGNED BY DEPUTY COMMISSIONER.

It is certified that Ms./ Mr./Mrs. (Name of
the teacher/SSA 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

KENDRIYA VIDYALAYA SANGATHAN (HQ)

FORMAT FOR PRINCIPAL/PGTs/TGTs

Analysis-quality parameters for - Principal/PGTs/TGTs (Please use separate for each category of post)

S.No	Name	Post With Subject	Name of KV where Working	Name of Region	Date of Birth	Education Qualification in brief	Date of Joining in KVS in present post	Total service in KVS as on 31/12/2021	Total service in present cadre/category as on 31/12/2021	APAR of last five years (2016-17 to 2020-21) attach copies of APAR	Contribution				Recognition	Committee	Total (Col 11-17)	KV for which Applied and Recommended by Regional Office	Remarks, if any
											Quantitative results for last five years	Qualitative results for last five years	Participation in training prog/ contribution to various training/ in-service courses as a resource person/ director/ associate director	Certificate of any level of Scout and Guide earned by the teacher					
										Max. Marks 25	Max. Marks 20	Max. Marks 15	Max. Marks 5	Max. Marks 5	Max. Marks 20	Max. Marks 10	Total Marks 100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

NOTE: PLEASE FILL ALL THE DETAILS IN CAPITAL LETTERS ONLY

(Attached copies of APAR with details.)

KENDRIYA VIDYALAYA SANGATHAN (HQ)

Format for PRTs

Analysis-quality parameters for - PRTs

S.No.	Name	Post with subject	Name of KV where working	Name of Region	Date of Birth	Educational Qualification in brief	Date of joining in KVS in present post	Total service in KVS as on 31-12-2021	Total service in present cadre/ category as on 31-12-2021	APAR of last five years (2016-17 to 2020-21) attach copies of APAR	Quantitative results for last five years	Participation in training prog/ contribution to various training/ in-service courses as a resource person/ Director/ Associate Director	Certificate of any level of Scout and Guide earned by the teacher	Recognition	Committee	Total (Col 11-16)	KV for which applied and Recommended by Regional Office	Remarks, if any.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
										Max. Marks 25	Max. Marks 35	Max. Marks 5	Max. Marks 5	Max. Marks 20	Max. Marks 10	Max. Marks 100		

NOTE PLEASE FILL ALL THE DETAILS IN CAPITAL LETTERS

(Attached copies of APAR with details.)

FORMAT FOR SSAs

Analysis-quality parameters for - SSA

S.No.	Name	Post	Name of KV where working	Name of Region	Date of Birth	Date of joining in KVS in Present Post	Total Service in KVS as on 31.12.2021	Date from which working in Present Post	Total service in present post as o 31.12.2021	APAR of last five years (2016-17 to 2020-21) attach copies of APAR	Participation in training programmes as a Resource Person	Recognition	Committee	Total (col 11-14)	KV for which Applied and Recommended by Regional Office	Remarks, if Any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
										Max Marks 25	Max Marks 5	Max Marks 15	Max Marks 10	Total Marks 55		

NOTE: PLEASE FILL ALL THE DETAILS IN CAPITAL

(Attached copies of APAR with details .)