

APPLICATION FOR THE POST OF DEPUTY COMMISSIONER(FINANCE) ON DEPUTATION BASIS.

Kendriya Vidyalaya Sangathan, an autonomous organization under the Ministry of Human Resource Development, Govt. of India invites applications in the prescribed format from Indian nationals for one post of Deputy Commissioner(Finance) by transfer on deputation basis in the Kendriya Vidyalaya Sangathan(Hqrs.), New Delhi-16 in the Pay Level-12(Rs.78,800-Rs.2,09,200) from amongst the officers of the Central Govt./State Govt./Autonomous Bodies of Central or State Govt. possessing the following qualifications and experience.

1. Graduation.
2. Holding analogous post or possessing at least 5 years' regular service in the Pay Band of Rs. 15600-39100/- with Grade Pay of Rs.6600/- (Revised Pay Level – 11, Rs.-67,700-Rs. 2,08,700).

The duties of these posts should be exclusively of financial nature in the Ministry/Department or Autonomous Bodies.

The Officer selected for the post will be posted in Kendriya Vidyalaya Sangathan (Hqrs.), New Delhi on year to year basis for three years on deputation basis. The Officer applying for this post on deputation basis should not have completed 56 years of age as on the last date of receipt of the application. Terms and Conditions of transfer on deputation will be regulated according to the instructions contained in the Department of Personnel & Training O.M. No. 2/29/91-Estt.(Pay-II) dated 5th January, 1994 as amended from time to time.

The Eligible candidates should submit their applications through proper channel, along with their complete Bio-data in the prescribed proforma (given below), so as to reach the Joint Commissioner (Admn.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, ShaheedJeeet Singh Marg, New Delhi-110016 within 21 days from the date of publication of the advertisement.

PROFORMA

Application for the post of Deputy Commissioner (Finance) on Deputation Basis in Kendriya Vidyalaya Sangathan.

1. Name (In Capital Letters):
2. Postal Address (In Capital Letters):
3. Date of Birth (dd/mm/yyyy):
4. Date of Retirement (As per Central/State Govt. Rules applicable):
5. Educational Qualifications(Graduation & above):
6. Present post held, date from which held, scale of pay and total emolument drawn per month.
- 6.1 Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.
- 6.2 Whether the present post is a cadre or an ex-cadre post:
- 6.3 Whether the present employment is under Central Govt./State Govt./Autonomous Organization.
7. In case the present employment is held on deputation/contract basis please specify:
 - 7.1 The date of initial appointment:
 - 7.2 Period of appointment on deputation/contract:
- 7.3 Name of the Parent office/Organization to which you belong:
- 7.4 Date of Return from the last ex-cadre post, if any:
8. Details of experience/employment in chronological order (separate sheet duly authenticated by candidate's signature may be enclosed).

Passport size photograph to be affixed here.

Sl No.	Office/Institution/Organization	Post(s) held	Dates		Pay in PB+ Grade Pay & Basic Pay/Pay Level (under 7 th CPC)	Nature of duties performed
			From	To		

9. Details of training course(s) attended
10. If the candidate is drawing revised scale of Pay under 7th CPC, Date from which the revision took place and pre-revised scale.
11. Additional information, if any, in support of the candidate's suitability for the post of Deputy Commissioner(Finance) in KVS. (separate sheet may be enclosed).
12. Whether belongs to SC/ST/OBC? If yes, mention Category:
13. Whether belongs to PH? If yes, mention Sub-Category(OH/VH/HH):
14. Remarks, if any:
15. Contact Landline No.:
- Mobile No. :
- E-mail id :

Place: _____
Date: _____

Signature of Candidate
Address

CERTIFICATE

Certified that the above particulars have been verified and found to be correct. The integrity of the officer is beyond doubt and that no vigilance case is pending/contemplated against the officer.

Office Stamp

Signature of the Head of office

Date: