KENDRIYA VIDYALAYA SANGATHAN
&
NAVODAYA VIDYALAYA SAMITI
(Autonomous Organizations under Ministry of Education)
Department of School Education and Literacy
Government of India

RECRUITMENT NOTIFICATION 01/2025

RECRUITMENT OF VARIOUS TEACHING & NON-TEACHING POSTS IN KENDRIYA VIDYALAYA SANGATHAN AND NAVODAYA VIDYALAYA SAMITI

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Kendriya Vidyalaya Sangathan henceforth mentioned as KVS is an autonomous organization under the Ministry of Education, Department of School Education & Literacy, Government of India. It has its Headquarters office at New Delhi, 25 Regional offices located at Agra, Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Delhi, Ernakulam, Gurgaon, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi, Silchar, Tinsukia, Varanasi and 1288 Kendriya Vidyalayas (KVs) functioning all over the country including 03 abroad. It also has five Zonal Institutes of Education & Training (ZIETs). KVs are co-educational schools upto class 12th and focuses on holistic development of students.

Navodaya Vidyalaya Samiti henceforth mentioned as NVS is an autonomous organization under the Ministry of Education, Department of School Education & Literacy, Government of India. It has its Hqrs Office at NOIDA (Uttar Pradesh), 08 Regional Offices at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune & Shillong and 653 Jawahar Navodaya Vidyalayas (JNVs) functional all over India except in the State of Tamil Nadu. JNVs are co-educational, fully residential schools up to Senior Secondary level and are located mainly in rural areas. JNVs being fully residential institutions, the teachers are required to stay in the Vidyalaya campus for which rent-free accommodation as available are provided. In addition to normal teaching duties, the teachers are required to perform responsibilities attached with residential system of schooling like House Mastership, remedial and supervisory studies, organization of co-curricular activities, escorting of students on migration & other official purposes and looking after students' welfare in general. During the period of probation of the incumbent, performance in all these areas will also be assessed, in addition to the teaching ability to determine suitability for the job. In view of the admission policy that at least 1/3rd students admitted in JNVs are girls, therefore, efforts will be made to post male and female teachers in proportion to the number of girl students in JNVs and as per administrative need of NVS subject to condition that they fulfill the normal eligibility conditions. However, there is no separate reservation for Female Teachers to this effect.

CBSE (an autonomous organization under the Ministry of Education, Department of School Education & Literacy, Government of India) on behalf of KVS and NVS invites online applications from eligible Indian citizens for recruitment on direct basis for various teaching and non-teaching posts **in Kendriya Vidyalaya Sangathan and Navodaya Vidyalaya Samiti. The candidates are advised to visit only the official websites of CBSE, KVS and NVS i.e.** https://www.cbse.gov.in/ https://kvsangathan.nic.in/ **and** https://navodaya.gov.in/ **respectively for authentic information related to this recruitment.**

The selected candidates may be posted anywhere in India on initial posting on selection and request for change of station/region will not be entertained under any circumstances whatsoever. Candidates shortlisted for appointment to the post of TGT (Regional Language) in NVS will be initially posted outside linguistic state only.

1. **Details of Post wise & Category wise break up of number of tentative vacancies:** It includes actual as well as anticipated vacancies on account of retirement/promotion etc. **(Vacancies are tentative and may increase or decrease)** :-

a) Assistant Commissioner [Equivalent to Group-A] in KVS:

UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
05	0	02	01	0	08	01*	0	0	01*

*Including backlog vacancies

Assistant Commissioner (Academics) [Equivalent to Group-A] in NVS:

UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
06	01	02	00	00	09	00	00	00	00

b) Principal (Equivalent to Group-A) :

Dept.	UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
KVS	68	0	36	20	10	134	01	04*	01	05*
NVS	49	0	25	13	06	93	01	01	01	01

*Including backlog vacancies

c) Vice-Principal in KVS:

UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
31	0	15	08	04	58	0	01	03*	03*

*Including backlog vacancies

d) Post Graduate Teachers (PGTs) in KVS:

S. No.	Post	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Hindi	52	12	33	18	09	124	01	03*	03*	03*
2	English	68	16	44	24	12	164	02	02	03*	04*
3	Physics	89	21	57	31	15	213	06*	07*	04*	08*
4	Chemistry	84	20	55	30	15	204	06*	07*	03*	07*
5	Mathematics	33	08	21	12	06	80	01	04*	03*	03*
6	Biology	53	12	34	19	09	127	04*	04*	04*	04*
7	History	32	07	20	11	05	75	01	01	02*	01*
8	Geography	32	07	19	10	05	73	01	01	02*	00
9	Economics	55	12	34	19	09	129	01	02	03*	04*
10	Commerce	41	09	25	14	07	96	01	03*	02*	02*
11	Computer Science	73	17	47	26	13	176	05*	06*	03*	06*
12	Bio-Technology	03	00	01	00	00	04	00	01	00	00
	Total	615	141	390	214	105	1465	29	41	32	42

*Including backlog vacancies

e) Post Graduate Teachers (PGTs) in NVS:

S. No.	Subject	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Hindi	53	12	34	19	09	127	02	01	01	02
2	English	62	14	39	21	10	146	02	02	01	01
3	Physics	78	18	50	27	13	186	02	02	02	02
4	Chemistry	50	12	32	18	09	121	01	01	01	02
5	Mathematics	69	16	45	25	12	167	01	02	02	02
6	Biology	66	16	43	24	12	161	02	02	02	01
7	History	46	11	29	16	08	110	01	01	02	01
8	Geography	46	10	28	15	07	106	01	01	02	01

9	Economics	62	14	39	22	11	148	01	01	02	02
10	Commerce	19	04	11	06	03	43	01	00	00	01
11	Computer Science	56	13	36	20	10	135	02	02	01	01
12	Physical Education (Male/Female)	27	06	17	09	04	63	00	00	00	00
Total		634	146	403	222	108	1513	16	15	16	16

f) Post Graduate Teachers (PGTs) (Modern Indian Language) in NVS:

S. No.	Subject	UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
1	Assamese	05	00	01	00	00	06	01	00	00	00
2	Garo	01	00	00	00	00	01	00	00	00	00
3	Tamil	01	00	00	00	00	01	00	00	00	00
4	Telugu	01	00	00	00	00	01	00	00	00	00
5	Urdu	01	00	00	00	00	01	00	00	00	00
6	Bangla	04	00	01	00	00	05	00	01	00	00
7	Manipuri	03	00	00	00	00	03	00	00	00	01
Total		16	00	02	00	00	18	01	01	00	01

g) Trained Graduate Teachers (TGTs) in KVS:

S. No.	Post	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Hindi	08	01	03	01	00	13	00	01	04*	08*
2	English	129	31	84	47	23	314	03	04	07*	16*
3	Sanskrit	217	52	142	79	39	529	05	08*	09*	15*
4	Social Studies	134	32	88	49	24	327	03	04	08*	17*
5	Mathematics	170	41	111	61	30	413	04	18*	08*	16*
6	Science	74	17	47	26	13	177	11*	11*	05*	11*
7	Physical & Health Edn.	61	14	38	21	10	144	07*	09*	07*	07*
8	Art Education	55	13	36	20	10	134	01	06*	02	01
9	Work Experience	103	25	67	37	18	250	02	03	04*	07*
10	Special Educator (TGT)	202	49	133	73	36	493	05	05	05	05
	Total	1153	275	749	414	203	2794	41	69	59	103

*Including backlog vacancies

h) LIBRARIAN IN KVS

S. No.	Post	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Librarian	61	14	39	22	11	147	02	00	03*	08*

*Including backlog vacancies

i) Trained Graduate Teachers (TGTs) in NVS:

S. No.	Subject	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Hindi	104	25	67	37	18	251	03	03	03	02
2	English	115	28	75	42	21	281	03	03	03	03
3	Social Studies	66	15	42	23	11	157	02	02	02	01
4	Mathematics	116	27	75	41	20	279	03	03	03	03
5	Science	86	20	56	31	15	208	02	02	02	03
6	TGT (Physical Education) (Male)	52	12	33	18	09	124	00	00	00	00
7	TGT (Physical Education) (Female)	54	12	34	19	09	128	00	00	00	00
8	TGT (Art)	61	14	38	21	10	144	02	01	02	02

9	Computer Science	267	65	176	97	48	653	06	07	06	07
10	TGT (Music)	52	12	33	18	09	124	01	02	01	01
11	Library	55	13	36	20	10	134	02	00	02	02
12	Special Educator	202	49	133	74	37	495	05	05	05	05
	Total	1230	292	798	441	217	2978	29	28	29	29

j) Trained Graduate Teachers (3rd Language) in NVS:

S. No.	Subject	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others
1	Assamese	30	06	17	09	04	66	01	01	01	00
2	Bodo	06	01	02	01	00	10	00	00	00	01
3	Garo	05	00	02	01	00	08	01	00	00	00
4	Gujarati	23	05	14	07	03	52	00	01	01	01
5	Kannada	22	04	13	07	03	49	01	01	00	00
6	Khasi	07	01	02	01	00	11	00	00	01	00
7	Malayalam	12	02	07	04	02	27	01	00	00	01
8	Marathi	13	03	08	04	02	30	00	01	01	00
9	Mizo	06	01	02	01	00	10	01	00	00	00
10	Nepali	05	00	02	01	00	08	00	00	00	01
11	Odiya	18	03	09	05	02	37	00	00	01	01
12	Punjabi	10	01	04	02	01	18	00	01	00	00
13	Tamil	04	00	01	00	00	05	00	00	00	01
14	Telugu	25	05	15	08	04	57	01	01	01	00
15	Urdu	06	01	02	01	00	10	01	00	00	00
16	Bangla	19	04	11	06	03	43	00	01	01	00
17	Manipuri	02	00	00	00	00	02	00	00	00	01
	Total	213	37	111	58	24	443	07	07	07	07

k) Primary Teachers (PRTs) in KVS:

S. No.	Post	UR	EWS	OBC (NCL)	SC	ST	Total	LD	VI	HI	Others
1	Special Educator (PRT)	202	49	133	74	36	494	05	05	05	05
2	PRT	1089	268	724	402	201	2684	27	27	92*	131*
3	PRT(Music)	78	18	49	29	13	187	03	03	00	08*
	Total	1369	335	906	505	250	3365	35	35	97	144

*Including Backlog Vacancies

l) Non-Teaching Posts in KVS:

S. No.	Post	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others	ESM
1	Administrative Officer	06	01	03*	01*	01	12	01	00	00	00	0
2	Finance Officer	01	01	02	01*	00	05	0	00	00	00	0
3	Assistant Engineer	01	01	00	00	00	02	0	00	00	00	0
4	Assistant Section Officer	31	07	19	11*	06*	74	01	01	03*	01*	0
5	Junior Translator	05	0	02	01	00	08	0	01	0	0	0
6	Sr. Secretariat Assistant	114	28	75	42	21	280	03	05*	06*	06*	28
7	Jr. Secretariat Assistant	277	68	184	108*	77*	714	09*	14*	13*	15*	68
8	Steno Gr I	03	0	0	0	0	03	0	01	0	0	0
9	Steno Gr II	19	03	20*	09*	06*	57	01*	01	02*	0	3

*Including Backlog Vacancies

m) Non-Teaching Posts in NVS:

S. No.	Post	UR	EWS	OBC(NCL)	SC	ST	Total	LD	VI	HI	Others	ESM
1	Jr. Secretariat Assistant (HQ/RO Cadre)	24	04	09	07	02	46	01	00	01	01	03
2	Jr. Secretariat Assistant (JNV Cadre)	225	55	149	82	41	552	06	05	06	06	55
3	Lab Attendant	78	16	33	28	10	165	02	01	02	02	16
4	Multi Tasking Staff (HQ/RO Cadre)	11	03	05	04	01	24	00	00	01	00	02

Note: Reservation for the Persons with Benchmark Disabilities (PwBD) has been ensured in accordance with the provisions of Rights of Persons with Disabilities Act 2016 & the DEPwD notification no. 38-16/2020-DD-III dated 04th January 2021 and instructions issued by GOI from time to time in this regard. Nature of disabilities for the post(s) in KVS & NVS in which horizontal reservation for PwBDs is earmarked is mentioned below. All candidates are advised to go through the following list to ensure that they full fill the functional requirements with reference to respective benchmark disability category :-

S.No.	Designation	Functional Requirements	Suitable category of Benchmark Disabilities	
1.	Assistant Commissioner (KVS)	S, ST, W, RW, SE, H, C, MF	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD Involving (a) to (d) above
2.	Assistant Commissioner (NVS)	S, ST, W, RW, SE, C, MF	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy, SD, SI
			Others	d) MI e) MD Involving (a) to (d) above
3.	Principal	S, ST, BN, RW, SE, H, MF	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA,BA, OL, BL, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD Involving (a) to (d) above
4.	Vice-Principal	MF, RW, SE, H	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD Involving (a) to (d) above
5.	Post Graduate Teacher (PGT) (English, Computer Science, Biology, Chemistry, History, Mathematics, Bio-technology, Commerce, Economics, Geography, Hindi, Physics, Modern Indian Language)	S, ST, W, RW, SE, H, C, MF	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA,BA, OL, BL, OAL, BLOA , CP, LC, Dw, AAV, SD, SI
			Others	d) ASD (M), SLD, MI e) MD Involving (a) to (d) above

6.	TGT (Physical Education), TGT (P&HE), PGT (Physical Education)	S, ST, W, BN, L, PP, MF, RW, SE, H	HI	a) D, HH
			LD	b) OL, CP, LC, Dw, AAV, SD, SI
			Others	c) ASD (M), SLD, MI d) MD involving (a) to (c) above.
7.	Trained Graduate Teacher (TGT) (English, Hindi, Science, Social Studies, Mathematics, Computer Science, Sanskrit, WE, 3rd Language)	S, ST, W, BN, RW, SE, H, C, MF	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) ASD, SLD, MI e) MD involving (a) to (d) above
8.	Trained Graduate Teacher (TGT) (Music)	S, ST, BN, MF, RW, SE, H, C	VI	a) B, LV
			LD	c) OL, BL, CP, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD involving (a) to (d) above
9.	Trained Graduate Teacher (TGT) (Art/Art Education)	S, ST, W, BN, L, RW, SE, H, C	VI	a) LV
			HI	b) D, HH
			LD	c) OA, OL, BL, OAL, Dw, AAV, SD, SI
			Others	d) ASD (M), SLD, MI, ID e) MD involving (a) to (d) above
10.	Librarian / Trained Graduate Teacher (TGT) Library	S, ST, KC, RW, SE, H, C, MF	HI	a) D, HH
			LD	b) OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, SD, SI
			Others	c) ASD (M), SLD, MI d) MD Involving (a) to (c) above
11.	Primary Teacher	S, ST, W, L, RW, SE, H, C	VI	a) B, LV
			HI	b) HH
			LD	c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD Involving (a) to (d) above
12.	Primary Teacher (Music)	S, ST, BN, MF, RW, SE, H, C	VI	a) B, LV
			LD	b) OL, BL, CP, Dw, AAV, SD, SI
			Others	c) SLD, MI d) MD involving (a) to (c) above
13.	Special Educator (PRT & TGT)	S, ST, W, BN, L, RW, SE, H, C	VI	a) B, LV
			HI	b) HH
			LD	c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) ASD (M), SLD, MI e) MD involving (a) to (d) above
14.	Administrative Officer	S, ST, RW, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy, SD, SI
			Others	d) MI e) MD Involving (a) to (d) above

15.	Finance Officer	S, BN, MF, RW, SE, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV, MDy, SD, SI
			Others	d) MD Involving (a) to (c) above
16.	Assistant Engineer	S, ST, W, BN, L, KC, MF, RW, SE, H, C	HI	a) D, HH
			LD	b) OA, OL, CP, LC, Dw, AAV, SD, SI
			Others	c) SLD, MI d) MD Involving (a) to (c) above
17.	Assistant Section Officer	S, ST, W, BN, RW, SE, H, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD involving (a) to (d) above
18.	Senior Secretariat Assistant	S, ST, W, MF, RW, SE, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, MDy, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI, e) MD involving (a) to (d) above
19.	Junior Secretariat Assistant	S, ST, W, BN, RW, SE, H, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, OL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD involving (a) to (d) above
20.	Stenographer Grade. I	S, ST, W, BN, RW, SE, H, C	VI	a) B, LV
			HI	b) HH
			LD	c) OA, BLOA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
21.	Stenographer Grade II	S, ST, W, RW, SE, H, C	VI	a) B, LV
			HI	b) HH
			LD	c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
			Others	d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
22.	Junior Translator	S, RW, SE, H, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BLOA, OL, BL, OAL, BLA, MDy, CP, LC, Dw, AAV, SD, SI
			Others	d) SLD, MI e) MD Involving (a) to (d) above
23.	Lab. Attendant	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	VI	a) LV
			HI	b) D, HH
			LD	c) OL, CP, LC, Dw, AAV, SD, SI
			Others	d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

24.	Multi-Tasking Staff	S, ST, W, BN, RW, SE, H, C	VI	a) B, LV
			HI	b) D, HH
			LD	c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD, SI
			Others	d) ASD(M), SLD, MI e) MD Involving (a) to (d) above

Abbreviation used:
SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; NCL: Non Creamy Layer; EWS: Economically Weaker Section; UR: Unreserved; PwBD: Persons with Benchmark Disabilities; ESM: Ex Service Man; LD=Locomotor Disability, VI=Visually Impaired, HI=Hearing Impaired
Abbreviations Used (Functional Requirement): S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication
Category Abbreviations Used: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

Important instruction:

A. **Functional Requirements for Posts - Compliance by PwBD Candidates:** In accordance with the guidelines issued by the Ministry of Social Justice and Empowerment, Government of India, it is hereby notified that candidates falling under the Persons with Benchmark Disabilities (PwBD) category must ensure compliance with the functional requirements prescribed for the post(s) for which they intend to apply. The functional requirements are same for the posts in KVS and NVS (except for the post of Assistant Commissioner) as specified in above table.
B. **Verification of Functional Requirements**: It shall be the responsibility of the PwBD candidates to confirm that they meet the functional requirements for the specific post(s) prior to applying.
C. **Certification Requirement**: Candidates who are shortlisted for the Final Stage of selection/ Interview / document verification shall be required to mandatorily produce a certificate issued by an appropriate Medical Authority. This certificate must substantiate that the candidate fulfils the functional requirements stipulated for the post(s) applied for.
D. **Consequence of Non-compliance**: Failure to adhere to the aforementioned requirements may render the candidate ineligible for the post(s) concerned, without prejudice to any other condition of eligibility or selection criteria.

2. **ESSENTIAL & DESIRABLE QUALIFICATIONS AND PAYSCALE:** Details regarding essential and desirable qualifications for various categories of posts, Pay Scales with Level, Age limit, Relaxation of age, Mode of Selection and other related details are given below. In addition to the pay scale, selected candidates in NVS will be entitled to draw admissible allowances besides 10% special allowance for performing residential duties. However, 10% Special allowance is not admissible to the post of Assistant Commissioner (Academics) NVS.

A1. FOR ASSISTANT COMMISSIONER (ACADEMICS) in NVS:
PAY SCALE: Level -12 (Rs.78800-209200) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 45 years
ESSENTIAL QUALIFICATIONS:
i) Master's Degree from a recognized university with at least 50% marks
ii) B.Ed. from NCTE Recognized Institute/University

iii) Working as Principal in the Pay Level 12 (Rs.78800 to Rs.209200) for at least 03 years in Central/State/Autonomous Organizations of Central Govt./State Govt.

Desirable Experience for NVS:

I. Working knowledge of English and Hindi / other Regional Language.
II. Experience of working in a residential school.
III. Research work done in the field of education.

A2. FOR ASSISTANT COMMISSIONER in KVS:

PAY SCALE: Level -12 (Rs.78800-209200) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 50 years

ESSENTIAL QUALIFICATIONS:

i. Master's Degree from a recognized university with at least 50% marks
ii. B.Ed. from NCTE Recognized Institute/University with atleast 50% marks

OR

Three-year integrated B.Ed.-M.Ed. from NCTE Recognized Institute/University with atleast 50% marks

iii. Working as Principal in the Pay Level 12 (Rs.78800 to Rs.209200) for at least 03 years in Central/State/Autonomous Organizations of Central Govt./State Govt.
iv. Knowledge of computer applications.
v. Working knowledge of Hindi and English.

B. FOR PRINCIPAL

PAY SCALE: Level -12 (Rs.78800-209200) in the Pay Matrix

UPPER AGE LIMIT: Minimum 35 years and Maximum 50 years.

ESSENTIAL QUALIFICATIONS:

i) Master's Degree with at least 50% marks from recognized institution/University.
ii) Bachelor degree in Education (B.Ed.) with at least 50% marks from NCTE recognized Institution/University.

OR

Three year integrated B.Ed.-M.Ed. from NCTE recognized institution/University with at least 50% marks

OR

Four years Integrated Degree with at least 50% marks including B.Ed. component from NCTE recognized Institution/University (50% marks)

iii) Working as Principal in Pay Level-12 (Rs.78800-209200) in the Pay Matrix in Central/State Govt./Autonomous organizations of Central/State Govt.

OR

For KVS: Working as Vice-Principal for 3 years in Pay Level-10 (Rs.56100-177500) in Central/State Govt. /Autonomous organizations of Central/State Govt.

For NVS: Vice-Principal/Asstt. Education Officer in Central/State Govt./Autonomous organizations of Central/State Govt. in Level-10 (Rs.56100-177500) in the Pay Matrix, having 09 years of combined service as PGT and Vice-Principal, in which minimum 03 years as Vice-Principal.

OR

12 years regular service as PGT/Lecturer in Pay Level-8 (Rs.47600-151100) in Central/ State Govt./Autonomous organizations of Central/State Govt.

iv) Knowledge of Computer Applications.
v) Working knowledge of Hindi and English

Desirable Experience for NVS:

i) At least three years' experience as House Master of a fully residential school.
ii) Experience of working in a fully residential/CBSE affiliated/Govt. recognized school.

C. FOR VICE PRINCIPAL IN KVS

PAY SCALE : LEVEL – 10 (Rs.56100-177500) in the Pay Matrix

AGE LIMIT: Minimum – 35 years and Maximum - 45 years

ESSENTIAL QUALIFICATIONS:

i) Master Degree from a recognized university with at least 50% marks in aggregate.

ii) Bachelor Degree in Education (B.Ed.) with atleast 50% marks from NCTE Recognized Institute/University

OR

Three-year integrated B.Ed.-M.Ed. with atleast 50% marks from any NCTE recognized Institute/University

OR

Four years Integrated degree with at least 50% marks from NCTE recognized Institution/ University including B.Ed. component (50% marks).

iii) Working as Vice Principal in Central/ State Govt./Autonomous organizations of Central/ State Govt. in the Pay Level 10 (Rs.56100 to Rs.177500)

OR

Working as PGT or Lecturer in Central/ State Govt./ Autonomous organizations of Central/ State Govt. in the Pay Level 8 (Rs.47600 to Rs.151100) for at least 06 years

iv. Knowledge of Computer Applications.

v. Working knowledge of Hindi and English.

D. FOR POST GRADUATE TEACHERS

PAY SCALE: Level-8 (Rs.47600-151100) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 40 years

ESSENTIAL QUALIFICATION:

(a) Integrated Post Graduate Course from NCTE recognized institution/University, in the concerned subject with at least 50% marks in aggregate including B.Ed. component.

OR

Master Degree from a recognized institution/University with at least 50% marks in aggregate in the concerned subject

AND

(b) B.Ed. Degree from NCTE recognized institution/University with atleast 50% marks

OR

Three years Integrated B.Ed.-M.Ed. from NCTE recognized Institution/University with atleast 50% marks

OR

Four years Integrated Degree with at least 50% marks from NCTE recognized Institution/ University including B.Ed. component

(c) Proficiency to Teach in Hindi and English medium.

Details of subjects in Master Degree according to post of PGT are as under:

S. No.	POST	Master Degree in the subject
(i)	PGT (English) in KVS	English, Provided the candidate has studied concerned subject at Graduation level also
(ii)	PGT (English) in NVS	English
(iii)	PGT(Hindi) in KVS	Hindi, Provided the candidate has studied concerned subject at Graduation level also
(iv)	PGT(Hindi) in NVS	Hindi
(v)	PGT(Physics)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.

S. No.	POST	Master Degree in the subject
(vi)	PGT(Chemistry)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(vii)	PGT(Mathematics)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(viii)	PGT(Economics)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(ix)	PGT(History)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(x)	PGT(Geography)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(xi)	PGT(Commerce) in KVS	In Commerce. Holder of M. Com. Degree in Applied/ Business Economics shall not be eligible.
(xii)	PGT (Commerce) in NVS	In Commerce. Provided the candidate has studied concerned subject at graduation level. Holder of M. Com. Degree in Applied/ Business Economics shall not be eligible.
(xiii)	PGT (Biology)	In Biological Science/Life Science or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level.
(xiv)	PGT(Bio-Technology) - KVS	In Bio-Technology/Microbiology/Bio-Chemistry/Life Science/Bio-Science/Genetics

DESIRABLE QUALIFICATIONS

(a) Experience as TGT in the recognized institution in concerned subject.
(b) Experience of working in a school for KVS and in a residential school for NVS.
(c) Knowledge of Computer application.

E. <u>FOR POST GRADUATE TEACHERS (Computer Science, Physical Education – Male/ Female and Modern Indian Language)</u>

PAY SCALE: **Level-8 (Rs.47600-151100) in the Pay Matrix**
UPPER AGE LIMIT: **Not exceeding 40 years**

(i)	PGT (Computer Science)	**ESSENTIAL QUALIFICATIONS** 1. M.Sc. (Computer Science/IT) / MCA from a recognized institution/University with at least 50% marks. **OR** M.E. or M. Tech. (Computer Science/IT) from recognized institution/University with at least 50% marks. 2. B.Ed. Degree from NCTE recognized Institution/University with at least 50% marks **OR** Three years integrated B.Ed.-M.Ed. from NCTE recognized Institution/University with at least 50% marks **OR** Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component.

(ii)	PGT (Physical Education) (Male/Female) in NVS	**ESSENTIAL QUALIFICATIONS** Master in Physical Education (M. P.Ed.) Degree from NCTE recognized Institution/University with at least 50% marks. **Desirable:** (a) Should have represented at least State at National Level in any of the Sports/Games recognized by Sports Authority in India (SAI)/ the concerned federation. (b) Experience in the recognized institution as Physical Education Teacher. (c) Experience of working in a residential school.
(iii)	PGT (Modern Indian Language) in NVS	**ESSENTIAL QUALIFICATIONS** Integrated Post Graduate course in the concerned subject with at least 50% marks from NCTE recognized Institution/University including B.Ed. component OR Master Degree from a recognized Institution/University with at least 50% marks in aggregate in the Modern Indian Language concerned. And B.Ed. Degree from NCTE recognized Institution/University with at least 50% marks OR Three years integrated B.Ed.-M.Ed. from NCTE recognized Institution/University with at least 50% marks OR Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component **Desirable:** (a) Proficiency to teach in Hindi and English (b) Experience as TGT (Regional Language) in the recognized institutions in concerned subject. (c) Experience of working in a residential school. (d) Knowledge of Computer application.

F. FOR TRAINED GRADUATE TEACHERS – Hindi, English, Sanskrit and 3rd Language
PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 35 years
ESSENTIAL QUALIFICATION -

A	**For KVS**	**For NVS**
1.	Four years integrated degree course from NCTE recognized Institution/ University with at least 50% marks in the concerned subject(s) as well as in the aggregate including B.Ed. component. **OR**	Four years integrated degree course from NCTE recognized Institution/University with at least 50% marks in the concerned subject(s) as well as in the aggregate including B.Ed. component. **OR**
2.	i. Bachelor/Honours Degree from a recognized institution/University with at least 50% marks in concerned subject, combination of subjects as well as in the aggregate. ii. B.Ed. Degree from NCTE recognized institution/University with atleast 50% marks **OR** Three years Integrated B.Ed.-M.Ed. from NCTE	i. Bachelor/Honours Degree from a recognized institution/University with at least 50% marks in concerned subject, combination of subjects as well as in the aggregate. ii. B.Ed. Degree from NCTE recognized institution/University with atleast 50% marks **OR** Three years Integrated B.Ed.-M.Ed. from NCTE recognised Institution/

	recognised Institution/University with atleast 50% marks	University with atleast 50% marks **OR** **One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) recognized institution/University with atleast 50% marks
3.	**Graduation in concerned subject with at least 50% marks and 1-year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks	_____
4.	Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/University with atleast 50% marks.	Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/University with atleast 50% marks.

(B) Qualified in the Central Teachers Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE) TGT (Hindi, English, Sanskrit and Regional Languages).
(C) Competency to teach through English and Hindi Medium.

Desirable Qualification:

1. Experience of working in a school for KVS and in a residential school for NVS.
2. Knowledge of Computer applications.
3. Working knowledge of English and Hindi/ other regional language.

**"Training to be undergone - A person with B.Ed. (Special Education) qualification shall undergo, after appointment an NCTE recognized 6-month Special Programme in Elementary Education."

Note: The concerned subject mentioned above means the post wise Main / Elective subject(s) and the combination of subject(s) if any are as under:

S. No.	Post	Qualification
1	TGT (Hindi)	Studied Hindi as an Elective/Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course.
2	TGT (English)	Studied English as an Elective/Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course.
3	TGT (3^{rd} Language)	Candidates should have studied Concerned Regional Language as a subject/elective subject in at least three years/06 Semesters in graduation/Four years integrated degree course.
4	TGT (Sanskrit)	Studied Sanskrit as an Elective/Main subject in atleast 03 years/ 06 semester of the course.

G. <u>FOR TRAINED GRADUATE TEACHERS</u> – <u>Maths, Science, Social Studies</u>
PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 35 years
ESSENTIAL QUALIFICATION -

(A)	**For KVS**	**For NVS**
	Four years integrated degree course from NCTE recognized university with at	Four years integrated degree course from NCTE recognized university with at least 50%

	least 50% marks in the concerned subject as well as in the aggregate including B.Ed. component. **OR**	marks in the concerned subject as well as in the aggregate including B.Ed. component. **OR**
	i. Bachelors/Honours Degree from a recognized university with at least 50% marks in concerned subject, combination of subjects and also in aggregate ii. B.Ed. Degree from NCTE recognized institution/University with at least 50% marks **OR** Three years Integrated B.Ed.-M.Ed. from NCTE recognized Institution/ University with atleast 50% marks **OR** ** One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks.	i. Bachelors/Honours Degree from a recognized university with at least 50% marks in concerned subject, combination of subjects and also in aggregate ii. B.Ed. Degree from NCTE recognized institution/University with at least 50% marks **OR** Three years Integrated B.Ed.-M.Ed. from NCTE recognized Institution /University with atleast 50% marks **OR** ** One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks.
	———	Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/ University with atleast 50% marks.

(B) Qualified in the Central Teacher Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE)

(C) Competence to teach through English and Hindi Languages

**"Training to be undergone - A person with B.Ed. (Special Education) qualifications shall undergo, after appointment an NCTE recognition 6-month Special Programme in Elementary Education."

Note: Post wise elective subjects in the combination of subjects are as under:

<table>
<tr><td>1</td><td>TGT (Maths)</td><td>The candidates should have studied:
Mathematics as Elective / Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course.
Physics at least 01 year / any 02 semesters.
One out of Chemistry, Electronics, Computer Science, Statistics at least 01 year / any 02 semesters.
The candidates who have studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply.
Candidates with B.Sc. (Hons.) in Physics or Chemistry are not eligible for the post of TGT (Maths).</td></tr>
<tr><td>2</td><td>TGT (Science)</td><td>The candidate should have studied Biology/Life Science/Botany/ Zoology as Honours/Main Subject in at least three years/06 Semesters in graduation/four years integrated degree course with following combination of subjects for at least one year or any 2 semesters.
<table>
<tr><td>Main Subject</td><td>Subsidiary Subjects</td></tr>
<tr><td>Biology/Life Science</td><td>1. Chemistry & 2.Botany or Zoology</td></tr>
<tr><td>Botany</td><td>1. Chemistry & 2. Zoology</td></tr>
<tr><td>Zoology</td><td>1. Chemistry & 2. Botany</td></tr>
</table>
The candidates who studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply.</td></tr>
</table>

3	TGT (Social Studies)	Candidates should have studied any two subjects out of History, Geography, Economics and Political Science at graduation level out of which one must be either History or Geography in at least three years/ 06 Semesters in graduation/four years integrated degree course as an Elective/Main Subject and the second subject for at least one year/any two semesters. The candidates who studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply.

Desirable Qualification:
1. Experience of working in a school.
2. Knowledge of Computer applications.

G. <u>FOR TRAINED GRADUATE TEACHERS (Computer Science, Music, Art, Physical Education, Work Experience)</u>

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 35 years

S. No.	Post	Qualification
1	TGT (Computer Science)	1- Bachelor's Degree in Computer Application (BCA) with at least 50% marks from a recognized institution/University. **OR** Graduation in Computer Science/IT from a recognized institution/ University with at least 50% marks in the concerned subject and also in aggregate provided that the Computer Science subject must have studied in all the years as main subject **OR** BE/B.Tech. (Computer Science/Information Technology) with at least 50% marks from a recognized institution/University. 2- Qualified in Central Teacher Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE). 3- Bachelor's degree in Education from NCTE recognized institution/ University with at least 50% marks **OR** Three years integrated B.Ed. – M.Ed. from NCTE recognized institution/ University with at least 50% marks. **OR** Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component. **Desirable** 1. Experience of working in a residential school. 2. Working knowledge of English and Hindi/ other regional language.
2	TGT (Music)	**Essential Qualification:** Bachelor's degree in Music/Performing Arts from a recognized institution/ University with at least 50% marks in concerned subject and also in aggregate, provided that music subject is studied in all the years of degree as main subject. **AND** Bachelor's degree in Education from NCTE recognized institution/ University with at least 50% marks. **Desirable:** 1. Working knowledge of English and Hindi/other Regional language 2. Experience of working in a residential school for NVS. 3. Working knowledge of computers.

3	TGT (Art Education) in KVS & TGT (Art) in NVS	**Essential Qualification:** 1. Bachelor's degree in Drawing and Painting/Sculpture/Graphic Art/ Fine Arts from a recognized institution/University with at least 50% marks provided that the candidates should have studied Drawing and Painting as main subject in all the years of graduation. 2. B. Ed. degree from NCTE recognized institution/University with at least 50% marks. **Desirable:** 1. Working knowledge of English and Hindi/other Regional language 2. Experience of working in a school for KVS and in a residential school for NVS. 3. Working knowledge of computers.
4	TGT (Physical Education) (Male/ Female) in NVS	**Essential Qualification:** Four years Integrated B.P.Ed. Course from NCTE recognized institution/ University with at least 50% marks **OR** Bachelor's degree in Physical Science/Physical Education/Physical Education and Sports offered by NCTE recognized institution/University with at least 50% marks provided that Physical Education is studied in all the years of Graduation along with B. P. Ed of at least one year duration (or its equivalent) from any NCTE recognized institution/University with at least 50% marks. **OR** Bachelor's degree with Physical Education as an elective subject with 50% marks and participation in National or State or Inter-University competitions in sports or games or athletics recognized by Association on Indian University or Indian Olympic association along with B. P. Ed. of at least one year duration (or its equivalent) from any NCTE recognized institution/University with at least 50% marks. **Desirable Qualification**: i) Represented at least State at National level in any of the Sports/ Games recognized by Sports Authority of India (SAI)/the concerned Federation. ii) Working knowledge of English and Hindi/other regional language. iii) Experience of working in a residential school iv) Diploma from National Institute of Sports
5	TGT (P & HE) in KVS	Four year integrated course / Bachelor's Degree in Physical Education/ Bachelor of Physical Education and Sports offered by NCTE recognized Institution/University with at least 50% marks **OR** Graduation from a recognized university and B.P.Ed. offered by NCTE recognized institution/University with at least 50% marks in Graduation and B.P.Ed. separately. **Desirable:** i) Represented at least State at National Level in any of the Sports/ Games recognized by Sports Authority of India (SAI)/the concerned federation. ii) Working knowledge of English and Hindi/other Regional Language. iii) Experience of working in a school. iv) Diploma from National Institution of Sports
6	TGT (Work Experience)	**Essential Qualification:** i) Bachelor Degree in Electrical Engineering/ Electronics Engineering/ Electronics & Communication Engineering from a recognized Institution/University with atleast 50% marks. ii) B.Ed. Degree with atleast 50% marks from NCTE recognized Institution / University.

		iii)Knowledge of Computer Applications. iv) Proficiency to teach in Hindi and English medium **Desirable:** One year practical experience in a recognized workshop/ institution/factory
7	Librarian in KVS and TGT (Library) in NVS	**Essential Qualification:** i. Bachelor's Degree in Library Science from a recognized Institution/ University with at least 50% marks **OR** Bachelor Degree in Library and Information Science from recognized Institution with at least 50% marks. ii. Knowledge of Computer Applications. iii. Working knowledge of Hindi and English **Desirable:** Experience of working in a residential school for NVS

H. <u>FOR Special Educator (TGT)</u>

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 years

Essential Qualification:

1.Graduation Degree from a recognized institution/University with minimum 50% Marks

2. Any of the following from recognized institution/University:

B. Ed. (Special Education) with atleast 50% marks;

OR

B. Ed. (General) with atleast 50% marks alongwith one year Diploma in Special Education;

OR

B. Ed. (General) with atleast 50% marks alongwith two years Diploma in Special Education;

OR

B. Ed. (General) with atleast 50% marks alongwith Post Graduate Professional Diploma in Special Education (PGPD);

OR

B. Ed. Special Education with atleast 50% marks and Post graduate professional Certificate in Special Education (PGPC);

OR

PG Diploma in Special Education (Mental Retardation);

OR

PG Diploma in Special Education (Multiple Disability: Physical and Neurological);

OR

PG Diploma in Special Education (Locomotor impairment and Cerebral Palsy);

OR

Secondary Level Teacher Training Course in Visual Impairment;

OR

Senior Diploma in Teaching the Deaf;

OR

B.A.B. Ed. with atleast 50% marks in Visual Impairment.

OR

Any other equivalent qualification approved by RCI

3. Qualified in Central Teacher Eligibility Test (CTET) (Paper - II) conducted by Central Board of Secondary Education (CBSE). Relaxation up to 5 percent in the qualifying marks shall be allowed to the candidates belonging to reserved categories such as SC/ST/OBC-NCL/PwBD in CTET.

4. Registration with Rehabilitation Council of India (RCI) with valid CRR number.

5. Proficiency to teach in Hindi and English.

Note: B.A. B.Ed. in Visual Impairment being integrated course of graduation and B.Ed. Special Education, separate graduation is not required in the case of candidate possessing this degree.

Desirable: Knowledge of Computer Applications

I. FOR PRIMARY TEACHERS – MUSIC (PRT-MUSIC)

PAY SCALE: Level-6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 years

ESSENTIAL QUALIFICATION:

i) Senior Secondary/Higher Secondary/Intermediate (CLASS XII) with 50% marks from recognized board.

ii) Bachelor Degree in Music/Performing Arts from a recognized Institution/University, provided that music subject is studied in all the years of degree as main subject.

ii) Working knowledge of Hindi & English

Note: Candidates having Diploma in Music are not eligible for the post.

Desirable: Knowledge of Computer Applications.

J. FOR PRIMARY TEACHER

PAY SCALE: LEVEL – 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

1. Senior Secondary/Higher Secondary/Intermediate (10+2) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known) from recognized Institute/Board.

OR

Senior Secondary/Higher Secondary/Intermediate (10+2) with at least 50% marks and 4-year Bachelor of Elementary Education (B. El. Ed.) from recognized Institute/Board.

OR

**Senior Secondary/Higher Secondary/Intermediate/Class-XII with at least 50% marks and 2-year Diploma in Education (Special Education) from Rehabilitation Council of India (RCI).

2. Qualified in the Central Teacher Eligibility Test (Paper-I) conducted by Central Board of Secondary Education (CBSE).
3. Proficiency to teach through Hindi & English medium.

Desirable: Knowledge of working on Computer.

**** Training to be undergone-** A Person with D.Ed. (Special Education) qualifications shall undergo, after appointment an NCTE recognition 6-month Special Programme in Elementary Education.

K. FOR SPECIAL EDUCATOR (PRIMARY TEACHER)

PAY SCALE: LEVEL – 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

1. XII Passed with minimum 50% marks in aggregate
2. Any of the following from recognized university/Institute:

Two-year D.Ed. Special Education in any of the category of disability.

OR

One year Diploma in Special Education (DSE) in any of the category of disability.

OR

Diploma in Community Based Rehabilitation (DCBR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Post Graduate Diploma in Community Based Rehabilitation (PGDCBR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Diploma in Multi Rehabilitation Worker (MRW) with 6 months Certificate Course in Education of Children with Special Needs.

OR

Junior Diploma in Teaching the Deaf

OR

Primary level Teacher Training course in Visual Impairment.

OR

Diploma in Vocational Rehabilitation-Mental Retardation (DVR-MR)/Diploma in Vocational Training and Employment- Mental Retardation (DVTE-MR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Diploma in Hearing Language and Speech (DHLS) with 6 months Certificate course in Education of Children with Special Needs.

OR

XII passed with any RCI recognized qualification of minimum one year duration and 6 months Certificate course in Education of Children with Special Needs.

OR

Any other equivalent qualification approved by RCI

3. Qualified in Central Teacher Eligibility Test (CTET) (Paper – 1) conducted by Central Board of Secondary Education (CBSE). Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories such as SC/ST/OBC/PwBD in CTET.
4. Registration with Rehabilitation Council of India (RCI) and having valid CRR number.
5. Proficiency to teach in Hindi and English

Desirable: Knowledge of Computer Applications

L. FOR ADMINISTRATIVE OFFICER

PAY SCALE: LEVEL – 10 (Rs.56100 – 177500) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 45 YEARS
ESSENTIAL QUALIFICATION:

i. Graduate from recognized university/Institute
ii. Three years' regular service as Section Officer atleast in pay level 7 (Rs.44900 to 142400) in the Central Govt./Autonomous Bodies of Central Govt.
iii. Knowledge of Computer application

M. FOR FINANCE OFFICER

PAY SCALE: LEVEL - 7 (Rs.44900-142400) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 35 YEARS
ESSENTIAL QUALIFICATION:

(i) Bachelor's Degree in Commerce with 50% marks in the aggregate from recognized university/Institutand at least 04 years post-qualification experience in Audit and Accounts works in Central/State Govt./ Autonomous bodies of Central/State Govt. in the Pay Level -6 or its equivalent.

OR

Master's Degree in Commerce with 50% marks from recognized university/Institute and at least 04 years post-qualification experience in the Audit and Accounts works in Central/State Govt./Autonomous bodies of Central/State Govt. in the Pay Level - 6 or its equivalent.

OR

Bachelor's Degree with CA (Inter) or ICWA (Inter) or MBA (Finance) or PGDM (Finance) (02 years full time) from recognized university/Institute with 04 years' post-qualification experience in Audit and Accounts works in Central/State Govt./Autonomous bodies of Central/State Govt. in the Pay Level - 6 or its equivalent.

(ii) Knowledge of Computer Applications.

(iii) Working knowledge of Hindi and English

N. FOR ASSISTANT ENGINEER

PAY SCALE: LEVEL - 7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 YEARS

ESSENTIAL QUALIFICATION:

i. Graduate in Civil/Electrical Engineering from recognized university/Institute.

ii. 2 year experience in design and engineering in concerned branch from Govt. Deptt./ Organization /Institute.

O. FOR ASSISTANT SECTION OFFICER

PAY SCALE: LEVEL - 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 YEARS

ESSENTIAL QUALIFICATION:

i. Bachelor degree from recognized university/Institute

ii. Working as UDC/SSA or equivalent on regular basis for minimum 3 years in Level 4 (Rs.25500- Rs.81100/) in Central Govt./Autonomous Bodies of Central Govt.

iii. Knowledge of Computer Applications.

iv. Working knowledge of Hindi and English.

P. FOR JUNIOR TRANSLATOR

PAY SCALE: LEVEL - 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

Master's degree from recognized university/Institute in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree from recognized university/Institute in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree from recognized university/Institute in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree from recognized university/Institute in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree from recognized university/Institute in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa

OR

Two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Q. FOR SENIOR SECRETRIAT ASSISTANT

PAY SCALE: LEVEL – 4 (Rs.25500-81100) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

i. Bachelor's degree from recognized university/Institute or equivalent.

ii. Working as JSA/LDC or equivalent on regular basis for minimum 3 years in Level 2 (Rs.19900-63200/-) in Central Govt./Autonomous bodies of Central Govt.

iii. Knowledge of Computer Applications
iv. Working knowledge of Hindi and English

R. FOR STENOGRAPHER GRADE - I
PAY SCALE: LEVEL – 6 Rs.35400-112400/- in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 30 YEARS
ESSENTIAL QUALIFICATION:

i. Graduate from recognized university/Institute
ii. Shorthand Speed of 100 w.p.m. in English/ Hindi Shorthand and Typing Speed of 45 w.p.m. in English/ Hindi Typing.
iii. Working as Stenographer Gr II on regular basis for 05 years in the Central/State Govt./Autonomous bodies of Central /State Govt. in Pay Level 4.
iv. Knowledge of Computer Applications
v. Working knowledge of Hindi and English

S. FOR STENOGRAPHER GRADE - II
PAY SCALE: LEVEL - 4 (Rs.25500-81100) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 27 YEARS
ESSENTIAL QUALIFICATION:

i. Graduate from recognized university/Institute
ii. Skill test Norms
Dictation: 10 minutes @ 80 w.p.m
Transcription: 50 minutes (English) / 65 minutes (Hindi) (On computer)
iii. Knowledge of working on Computer
iv. Proficiency in Hindi and English

T. FOR JUNIOR SECRETARIAT ASSISTANT
PAY SCALE: LEVEL - 2 (Rs.19900-63200) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 27 YEARS

FOR KVS	**FOR NVS**
ESSENTIAL QUALIFICATION: i) Class XII pass or equivalent qualification from recognized board or university ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer	**ESSENTIAL QUALIFICATION:** Class XII pass from recognized board or university & possessing minimum typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer **OR** Passed + 2 Level of Senior Secondary from CBSE/ State Board with Secretarial Practices and Office management as Vocational subject. **Desirable:** 1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 months' diploma in computers from a recognized institution or through computer literacy certificate at school level. 2. Experience in accounts / administrative matters in Govt./ Semi Govt./Autonomous organization. **Note:** Direct recruits will have to acquire proficiency in operating PCs (Personal Computers) and pass such test in this regard as the NVS may require.

Note: The qualification of typing will not apply in the case of persons with disability who are certified as being unable to type by the Competent Authority as prescribed in the Rights of Persons with Disabilities Act, 2016.

U. FOR LAB ATTENDANT
PAY SCALE: Level-1 (Rs.18000-56900) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 30 YEARS
ESSENTIAL QUALIFICATION:
10th Class pass with a certificate / Diploma in Laboratory Technique
OR
12th Class with Science stream from a recognized Board / University

V. FOR MULTI TASKING STAFF (HQ/RO Cadre)
PAY SCALE: Level-1 (Rs.18000-56900) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 30 YEARS
ESSENTIAL QUALIFICATION: Class X from a recognized board

3: AGE RELAXATION

The candidate should have attained minimum 18 years of age. Maximum relaxation in upper age limit will be as under:

S. No.	Category of Persons	Extent of age relaxation/concession
(a)	Scheduled Caste / Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	Women (All Category) only if applying for PGTs, TGTs posts, Librarian and PRTs	10 years
(d)	Regular NVS Employees for posts in NVS	5 years
(e)	Regular KVS Employees for posts in KVS	05 years for General 08 years for OBC 10 years for SC/ST
(f)	Candidates with 3 years continuous service in Central 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) as per GOI rules.	05 years for General 08 years for OBC 10 years for SC/ST
(g)	Persons with Benchmark Disabilities (i) SC/ST (ii) OBC (NCL) (iii) General Additional 5 years age relaxation to KVS employees. For woman with disability, clause (c) is not applicable.	 15 years 13 years 10 years
(h)	For the post of Multi-Tasking Staff (HQ/RO Cadre) in NVS - for employees of NVS including those who are working on contract basis/daily wage basis in NVS	05 years
(i)	**For Group-A posts only in KVS**	
	Ex-Servicemen (General)	05 years
	Ex-Servicemen (OBC)	08 years (03 years + 05 years)
	Ex-Servicemen (SC/ST)	10 years (05 years + 05 years)
(j)	**For Group-B & C posts only in KVS** (after deduction of the Military Service rendered from the actual age as on the closing date of receipt of applications.)	
	Ex-Servicemen (General)	03 years

	Ex-Servicemen (OBC)	06 years
	Ex-Servicemen (SC/ST)	08 years
(k)	**For NVS -** Ex-Serviceman who has put in not less than six months' continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he / she shall be deemed to satisfy the condition regarding age limit. (*Important: Such ex-servicemen who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules*).	
(l)	**Only for the post of TGT (Computer Science) in NVS**, Age relaxation to the extent of period spent as FCSA on contract basis in JNVs, including broken period, if any will be given, provided that one stretch of such service is for more than six months, including breaks.	

Note: All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit will be granted.

4. **The Cut-Off date for determining various eligibility criteria (Educational Qualifications, Experience, age limit etc.) will be the closing date for submission of online application by candidates in India (i.e. 04th December 2025).** Before applying, applicants must satisfy about their eligibility criteria as on closing date of application.

5. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General. Only those OBC Categories, which are applicable for appointment under Central Government as per central list, will only be considered under OBC (NCL). A candidate who claims to belong to OBC (NCL) category should submit in support of his /her claim, a copy of a certificate as per **PERFORMA – I & PERFORMA – IA (as available in the detailed notification published on CBSE, KVS and NVS website)** from the appropriate issuing authority as provided under rules. Date of issue of OBC (Non-Creamy Layer) Certificate must be between 01.01.2025 to Last Date of Application.

6. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his / her claim, a copy of a certificate as per **PERFORMA – II** (as available in the detailed notification published on CBSE, KVS and NVS website) from the appropriate issuing authority as provided under rules. The candidates should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the rules/notice for such benefits by the closing date of online applications failing which his/her candidature shall be rejected out rightly even though he/she qualifies the competitive examination conducted for recruitment.

7. The candidates, who have filled any of the PwBD category in their application form, should preferably produce their UDID card as and when required by KVS/NVS as well as at the examination centre. The candidates who have not yet applied for UDID card should immediately apply for it in order to avoid any hardship at later stage.

8. In case of candidates applying for the post of PRT, TGTs (except Music, Art/Art Education, Work Experience, Librarian, Physical Education/Physical & Health Education) a valid CTET certificate issued on or before the closing date for submission of online application is essential.

9. EWS (Economically Weaker Section) Reservation:

a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC (NCL) and **whose family gross annual income is below Rs.8 Lakh** (Rupees Eight Lakh) shall be eligible for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income: -

i. 5 Acres of agriculture land and above.

ii. Residential flat of 1000 Sq Ft and above.

iii. Residential plot of 100 Sq yards and above in notified municipalities.

iv. Residential plot of 200 Sq yards and above in areas other than the notified municipalities.

b) The property held by a family in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status. (The term Family – for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years).

c) The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority. The income and asset certificate issued by any one of the following authorities in the prescribed format as given in **PERFORMA - III (as available in the detailed notification published on CBSE, KVS and NVS website)** shall only be accepted as candidate's claim as belonging to EWS:-

i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub Divisional Magistrate /Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner; or

ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate; or

iii. Revenue Officer not below the rank of Tehsildar; or

iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

d) The candidate applying against the vacancies reserved for EWS must possess Income and asset certificate as on closing date of online application for this advertisement and <u>should be valid for the year in which this recruitment notification is published</u>. Accordingly, these candidates are required to produce valid Income and asset certificate during documentation stage.

10. A candidate who claims to be Ex-Serviceman should submit in support of his / her claim, a copy of a certificate as per **PERFORMA – IV & PERFORMA – IVA (as available in the detailed notification published on CBSE, KVS and NVS website)** from the appropriate issuing authority as provided under rules.

11: <u>MODE OF SELECTION (Scheme of Examination)</u>

a. There will be two tier examination followed by Interview for the following posts. The merit list will be prepared by giving weightage of 85% and 15% to the marks obtained by candidates in Tier-2 and Interview respectively. The interview will be of 100 marks.

S. No.	KVS	NVS
1	Assistant Commissioner	Assistant Commissioner (Academics)
2	Principal	Principal
3	Vice - Principal	----------
4	PGT	PGT

5	TGT including Librarian	TGT
6	PRT	----------
7	Administrative Officer	----------
8	Finance Officer	----------
9	Assistant Engineer	----------
10	Junior Translator	----------

b. There will be two tier examination followed by Skill Test for the following posts. The merit list will be prepared according to the marks obtained by candidates in Tier-2, subject to qualifying the skill test.

S. No.	KVS	NVS
1	Stenographer (Gr. I & II)	----------
2	Junior Secretariat Assistant	Junior Secretariat Assistant (HQ/RO) / (JNV)

c. There will neither be Interview nor skill test for the following posts. Hence, the merit list for these posts will be prepared on the basis of marks obtained by candidates in Tier-2 only.

S. No.	KVS	NVS
1	Assistant Section Officer	Lab Attendant
2	Senior Secretariat Assistant	Multi-Tasking Staff

d. Tier-1 will be Preliminary (Qualifying) Examination in OMR (Objective) Mode. The test for all the posts except Multi-Tasking Staff in NVS (consisting of below mentioned components) will be of 02 hours duration without any time limit for each part of the test individually.

Test	Component of the test	No. of questions	Total marks
Part-I	General Reasoning	20	60
Part-II	Numeric Ability	20	60
Part-III	Basic Computer Literacy	20	60
Part-IV	General Knowledge	20	60
Part-V	Language Competency Test (English)	10	30
Part-VI	Language Competency Test (One other Modern Indian Languages*)	10	30
	Total	100	300

e. For Multi-Tasking Staff in NVS, Tier-1 will be Preliminary (Qualifying) Examination in OMR (Objective) Mode (consisting of below mentioned components) of 02 hours duration without any time limit for each part of the test individually.

Test	Component of the test	No. of questions	Total marks
Part - I	General Awareness & Current Affairs	20	60
Part-II	Basic Knowledge of Computer Operation	40	120
Part-III	Language Competency Test (English)	20	60
Part-IV	Language Competency Test (One other Modern Indian Languages*)	20	60
	Total	100	300

f. **Part I to IV (i.e. question no. 1 to 80) of question paper of Tier-1 for all other posts and Part I & II (i.e. question no. 1 to 60) of question paper of Tier-1 for Multi-Tasking Staff will be bilingual in** English and one of the 12 other Bhartiya Bhasha (Modern Indian Languages – Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odiya, Punjabi, Tamil, Telugu and Urdu). The option of Medium, once filled, will not be changed under any circumstances. During examination, the candidates will be provided question

paper consisting of bilingual questions in English and one of the language opted by him/her in the online application form. The details of Medium opted by candidates for Part – VI will also be mentioned on their admit card. The option of Medium, once filled, will not be changed under any circumstances.

g. **Part V (i.e. question no. 81 to 90) of question paper of Tier-1 for all other posts and Part III (i.e. question no. 61 to 80) of question paper of Tier-1 for Multi-Tasking Staff** pertaining to Language Competency Test (English) will be only in English medium.

h. **Part VI (i.e. question no. 91 to 100) of question paper of Tier-1 for all other posts and Part IV (i.e. question no. 81 to 100) of question paper of Tier-1 for Multi-Tasking Staff** pertaining to Language Competency Test **(*Modern Indian Language -** Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu, and Urdu**)** will be only in concerned Language opted by the candidates. The option of one of these 12 Language is to be compulsorily filled by the candidates in online application form. The option of language, once filled, will not be changed under any circumstances. During examination, the candidates will have to attempt the questions of Part – VI pertaining to language opted by him/her in the online application form. The details of Language opted by candidates for Part – VI will also be mentioned on their admit card.

i. Expected knowledge of candidates for Tier–1 for the posts of Assistant Commissioner, Principal, Vice-Principal, PGT will be of Post Graduation level.

j. Expected knowledge of candidates for Tier–1 for the posts of TGT, Administrative Officer, Finance Officer, Assistant Engineer (Civil), Assistant Section Officer, Junior Translator, Stenographer Grade-II, Stenographer Grade–I and Senior Secretariat Assistant will be of Graduation level.

k. Expected knowledge of candidates for Tier–1 for the posts of PRT, Junior Secretariat Assistant and Lab Attendant will be of Senior Secondary level.

l. Expected knowledge of candidates for Tier–1 for the posts of Multi-Tasking Staff will be of Secondary level.

m. Combined Tier–1 may be conducted for some of the posts; however, based on the performance of candidates, separate post-wise/subject-wise merit list will be prepared. For example, if the combined Tier-1 examination for the posts of PGT, TGT and Hindi Translator is conducted and a candidate who has applied for PGT (Hindi), TGT(Hindi) and Hindi Translator appears in Tier-1, he/she will be placed in merit lists of Tier-1 for PGT (Hindi), TGT(Hindi) and Hindi Translator as per his/her performance in Tier-1. Shortlisting for Tier-2 will be done for each post/subject from such merit.

n. Tier-1 will be screening test to shortlist the candidates for Tier-2 in the ratio of 1:10 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:10 under each category will also be shortlisted.

o. In Tier-1, each question carries 3 marks. **There will be negative marking for wrong answers in Tier-1; 1/3rd marks (i.e.1 marks) will be deducted for each wrong answer.** Unanswered questions will not be given any marks. There is only one correct response for each question. **Filling up/darkening more than one response in any question will be treated as wrong response and One (01) mark as wrong response will be deducted.**

p. There is no provision of re-evaluation for objective (OMR based) examination of Tier-1. No request in this regard will be entertained for whatsoever the reasons may be.

q. **There will be separate Tier – 2 for each post** that will be bilingual i.e. in Hindi & English medium. However, for the post of PGT (Modern Indian Language) and TGT (3rd Language), the medium of test will be in language concerned.

r. Tier-2 for all the posts will be Subject Knowledge Examination (combination of Pen-Paper and OMR Based) as per details mentioned below. The test will be of **2½** hours duration without any time - limit for each part of the test individually.

Component of the test	**Number of questions**		**Total marks**	
	Objective	Descriptive	Objective	Descriptive
Detailed syllabus on KVS and NVS website under Recruitment Heading	60	10	60	40
Total	**70**		**100**	

s. In objective type question in Tier-2 each question carries 1 mark and **there will also be negative marking for wrong answers; 1/4th marks (i.e. 0.25 marks) will be deducted for each wrong answer.** Unanswered questions will not be given any marks. There is only one correct response for each question. **Filling up/darkening more than one response in any question will be treated as wrong response and 1/4th marks (i.e. 0.25 marks) as wrong response will be deducted.**

t. There is no provision of re-evaluation for objective (OMR)/written/descriptive examination part of Tier-2. No request in this regard will be entertained for whatsoever the reasons may be.

u. If any misprinting or ambiguity in any of the question is noticed by the subject experts at the time of verification of challenges of answer keys after conduct of examination, a policy decision will be taken as per the recommendation of subject experts.

v. For Interview, candidates will be shortlisted from Tier-2 in the ratio of 1:3 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:3 under each category will also be shortlisted. For Skill Test (wherever applicable), candidates will be shortlisted from Tier-2 in the ratio of 1:5 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:5 under each category will also be shortlisted.

w. Skill Test for Stenographer Grade-I and Stenographer Grade-II & Junior Secretariat Assistant will be conducted as below:

Junior Secretariat Assistant(KVS)	**Typing Test -** only on computer Net typing speed English-35 w.p.m. or Hindi-30w.p.m.	Qualify the typing test.
	Computer Proficiency Test (Bilingual–English/Hindi) MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks (Candidates will have to obtain minimum 40% marks in CPT)
Junior Secretariat Assistant(NVS)	**Typing Test -** only on computer Net typing speed English-30 w.p.m. or Hindi-25w.p.m.	Qualify the typing test.
Stenographer Grade-I and Stenographer Grade-II	**Shorthand Test:** Dictation 10 minutes @ 80 w.p.m. Transcription : 50 minutes English/ 65 minutes Hindi on computer	Qualify the shorthand and typing test
	Typing Test - only on computer Net typing speed English-40 w.p.m. or Hindi-35w.p.m.	

	Computer Proficiency Test (Bilingual–English/Hindi) MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks(Candidates will have to obtain minimum 40% marks in CPT)

12: PROCESS OF ALLOCATION OF CANDIDATES TO KVS & NVS

a. After preparation of merit list, the candidates (who will be in the combined merit list of KVS and NVS for same post or in the merit list of more than one post) will have to mandatorily submit their preference of posts in KVS and NVS in the online portal, link of which will be available for a certain notified period in the online log-in of application form of candidates who will be present in Tier – II and Interview/Skill Test.

b. The allotment of post and department (KVS/NVS) will be done as per merit and the choice indicated by the candidates on the above link. A candidate will be allotted only one post as per his/her choice filled on the link according to merit (i.e. total marks obtained by candidate) irrespective of the fact that the candidate has appeared in Tier – II and Interview/ Skill Test for more than one post.

c. The request for change in choice (i.e. preference among KVS and NVS filled in online application) will not be accepted for whatsoever reason.

d. The candidates who do not fill their choice within the notified period will not be considered in merit and no post will be allotted to them.

e. The allocation of posting to selected candidates in KVs and NVs will be done by KVS and NVS subsequently.

f. No waiting list shall be maintained.

g. **The mode & criteria of selection and eligibility conditions of the applicants for interview/Personal Interaction to the notified posts shall be final and binding. However, CBSE (on behalf of KVS/NVS) may change the mode and /or criteria at any stage of selection, whichever so, for all the notified posts. No correspondence will be entertained in this regard.**

13. Important Note(s):

a. The examination center for Tier-1 and Tier-2 for the post of Assistant Commissioner (Academics), Assistant Commissioner, Principal and Vice-Principal will be at Delhi/NCR only.

b. The cities of examination for Tier-1, Tier-2 and Skill Test for the recruitment to the other notified posts will be decided according to number of applicants. The allotment of examination city to the candidates will be done on random basis. The examination body (CBSE) reserves the right to allot a Centre anywhere in India due to administrative reasons. Decision of examination body will be final. The examination city/centre once allotted shall not be changed under any circumstances.

c. The information related to examination city allotted to the candidates for Tier-1 shall be displayed 15 days before examination on the website of CBSE, KVS and NVS. The admit card with centre details and schedule of examination shall be displayed 02 days before examination on the website of CBSE, KVS and NVS.

d. Similarly, the information related to examination city allotted to the candidates shortlisted for Tier-2/Interview/Skill-Test shall be displayed 15 days before examination on the website of CBSE, KVS and NVS. The admit card with centre details and schedule of examination shall be displayed 02 days before examination on the website of CBSE, KVS and NVS.

e. The e-Admit cards for Tier-I/Tier-II/Interview/Skill-Test will be made available only in the candidates' application log-in. Similarly, the status of shortlisting for Tier-II// Interview/Skill-Test will also be made available only in the candidates' application log-in. No hard copy or email/SMS will be sent to candidates in this regard.

f. The candidates are advised to regularly visit the website of CBSE, KVS and NVS for all updates regarding recruitment process. Neither CBSE nor KVS/NVS will be responsible if a candidate does not regularly visits the websites of CBSE/KVS/NVS. Neither CBSE nor KVS/NVS will provide any update to candidate by replying to their e-mail regarding the conduct of examination separately.

14. PROVISIONS FOR DIFFERENTLY ABLED CANDIDATES

a. A candidate who claims to belong to PwBD category as defined under section 2(r) of the RPWD Act 2016 should submit a copy of the certificate PROFORMA-V-A/PROFORMA-V-B/ PROFORMA-V-C (as available in the detailed notification published on CBSE, KVS and NVS websites) and UDID card issued by appropriate issuing authority as per rule on the prescribed in support of his / her claim.

b. The facility of Scribe/Reader/Lab Assistant would be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act 2016 and has limitation in writing including that of speed if so desired by him/her.

c. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

d. In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at PROFORMA-V-D (as available in the detailed notification published on CBSE, KVS and NVS website).

e. Centre Superintendent would make reserve panel of scribes based on list of candidates sent to them with centre material and make the scribe available to differently abled candidates as & when required.

f. While making panel of scribe/reader, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the post for which the examination is being conducted. However, the qualification of the scribe/reader should always be matriculate or above.

g. The candidates desirous of using scribe as per norms should meet the Centre

Superintendent to verify the suitability of scribe one day before examination.

h. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should also be one step below the qualification of the post for which candidate is taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per PROFORMA-V-F (as available in the detailed notification published on CBSE, KVS and NVS website).

i. In addition, the scribe has to produce a valid ID proof (PAN, Aadhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe has to submit along with proforma at APPENDIX-Q (as available in the detailed notification published on CBSE, KVS and NVS website).

j. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

k. The differently-abled candidates may be given 40 minutes compensatory time for 2.00 hours duration, 50 minutes compensatory time for 2.30 hours duration and 60 minutes compensatory time for 3.00 hours duration in each paper examination on production of disability certificate issued by the Competent Authority. In case, a differently abled candidate is not willing to avail compensatory time, he/she should submit an undertaking to this effect the Centre Superintendent. However, no extra time will be provided during skill test.

l. There will be separate Question Paper in large font for Visually Impaired candidates. It may also be noted that normal Question Paper shall also be available at the examination centre to Visually Impaired candidates. It is the choice of Visually Challenged candidate to use either of the Question paper.

m. The differently-abled candidates should bring with themselves the disability certificate on proper format issued by the Competent Authority and it should be produced at the examination centre to avail above relaxation(s). The facility of scribe and/or compensatory time will not be provided to the candidate if he/she is not able to produce disability certificate (on proper format issued by the Competent Authority) before centre superintendent before commencement of examination.

n. The facility of scribe and/or compensatory time shall be granted to those persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per PROFORMA-V-D (as available in the detailed notification published on CBSE, KVS and NVS website).

o. No reservation will be given to such candidates, who are having temporary disability certificate.

15. ROUGH WORK:-

All calculations/writing work is to be done only in the space available in test booklet. No separate sheet will be provided at the Examination Centre to any candidate.

16. UN-FAIR MEANS:-

Un-fair Means practice is an activity that allows a candidate to gain an un-fair advantage over other candidates. It includes, but is not limited to the following:

i. At the time of MCQ/written/descriptive examination, if a candidate is found guilty of using un-fair means or impersonating or misbehaving in the examination hall, wherever applicable, or bringing outside influence on the examination process or resorting to any other un-fair means in connection with his/her candidature for the selection;

ii. obtaining support for his/her candidature by any other means, such candidate will be liable to criminal prosecution and disqualified from the examination either permanently or for a specified period from any examination or selection of the KVS and NVS in accordance with applicable Laws, Regulations & Rules etc.

iii. If it is found at any stage that any candidate has furnished any false information/ particulars with regard to his/her qualification, category/caste/PwBD category and experience in the Application Form or in any document and/or mispresented/suppressed any material information in the application form, for securing appointment in the KVS/NVS, his/her service will be terminated forthwith at any stage in service i.e. during probation period or after confirmation of the service in the KVS/NVS, without assigning any reason thereof.

iv. Canvassing in any form will be treated as disqualification.

v. Using someone else to write examination (impersonation) or copying;

vi. Breaching examination rules or any direction issued by CBSE in connection with examination from time to time;

vii. Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;

viii. Threatening/intimidation Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the Examination Centre; any of the officials connected with the conduct of the examination or threatening any of the candidates;

ix. Using or attempting to use any un-fair means in connection with the examination;

x. Forceful entry/exit from Examination Centre/Hall, Creating obstacles in smooth and fair conduct of examination.

xi. Being in possession of any item or article which has been prohibited or can be used for un-fair practices including any stationery item (any kind of Paper/ Stationery/Textual material/ printed/ written material), communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;

xii. Use or attempting to use of any electronic device (Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices etc.) after entering in the Examination Centre;

xiii. Affixing/uploading of wrong/morphed /blank photographs/signatures on the Application Form /Admit Card/Proforma;

xiv. Manipulation and fabrication of online documents viz. Admit Card, Self-Declaration, etc.;

xv. Any other malpractices declared as Un-fair Means by the examination body.

xvi. If it is found at any time in future that the candidate has used/uploaded the photograph, signature and certificate(s) of someone else in his/her Application Form/Admit Card or he/she has tampered his/her Admit Card, these acts of the candidate shall be treated as Un-fair Means (UFM) practices on his/her part and he/she shall be proceeded with necessary actions under the applicable provisions.

xvii. Creating disturbance in smooth conduct of the examination at examination centre/venue.

17. PUNISHMENT FOR USING UN-FAIR MEANS PRACTICES:-

During the course of, before or after the examination if **a candidate is found indulged in any of the above or similar practice**, he/she shall be deemed to have used un-fair means and booked under UN FAIRMEANS (U.F.M.) case, **shall be disqualified for this examination.** The candidate(s) may also be debarred for a period of 02 (two) years from future examinations of recruitment in KVS and NVS. The candidate shall also be liable for criminal prosecution action and/or any other action as deemed fit under relevant provisions. **The result of the candidate(s) who indulge in Un-fair-means Practices will be cancelled and will not be declared.**

18. DISPLAY OF SCANNED IMAGE OF OMR ANSWER SHEET AND ANSWER KEY:-

In case of Objective Type (MCQ) Tests of Tier-1 and Tier-2, the scanned copy of OMR answer sheet and the Answer Keys of examination will be displayed on website of CBSE, KVS and NVS for which a public notice will also be issued on the websites. The candidates may download the same within the stipulated time as notified in the Public Notice. The Answer Keys are likely to be displayed for two to three days to provide an opportunity to the candidates to challenge the answer(s) with a non-refundable prescribed fee of Rs.1000/- per question as processing charges, in case they are not satisfied with any of the answer(s). The challenges received against the provisional answer keys within stipulated time will be placed before the subject expert for finalization of answer keys. Challenges without payment of fee and those submitted on any other medium (viz. email/letter/representation) will not be considered. The subject experts will examine all the challenges received and then the final answer keys will be prepared by them. The decision of subject experts on the challenges shall be final and no further communication will be entertained. If the challenge of answer key is accepted by the subject experts i.e. if any mistake is noticed by the subject expert(s) in the answer key, the fee shall be refunded to the candidates who have submitted such claim. The candidates will not be informed individually about the status of their challenges. The result will be declared according to the final answer keys prepared by the subject experts.

NO GRIEVANCE WITH REGARD TO ANSWER KEY(S) AFTER DECLARATION OF RESULT WILL BE ENTERTAINED.

18. HOW TO APPLY:

1. **The candidates should apply only through the official websites of CBSE , KVS and NVS i.e.** https://www.cbse.gov.in/ https://kvsangathan.nic.in/ and https://navodaya.gov.in/ **respectively. The application forms submitted on any other**

website/link will not be accepted. The applications submitted by other means/ mode will not be accepted.

2. **Only Indian nationals are eligible to apply.**

3. A candidate should submit only one application for as many posts he/she wish to apply. There will be drop-down for all the posts mentioned in the notification and the candidates will have to select the posts for which they want to apply. In case a candidate selects more than one post, he/she will have to pay the requisite fee separately for all the posts applied by him. However, within PGTs, a candidate shall apply only in one subject/post irrespective of the fact that he/she fulfills qualifications in more than one subject. Similarly, within TGTs, a candidate shall apply only in one subject/post irrespective of the fact that he/she fulfills qualifications in more than one subject.

4. In case a candidate submits separate applications for different posts, he/she may be allotted different examination centre/city for which neither CBSE nor KVS/NVS will be responsible and the request for allotment of same examination centre/city will not be entertained for whatsoever reason.

5. Multiple applications submitted by any candidate (if detected at later stage) for a post may be cancelled and fee paid by such candidates will be forfeited.

6. Candidates are required to have a valid personal email ID and mobile number. Candidates are advised not to share / mention e mail id/ log in credentials to/of any other person under any circumstances. Both email id and mobile number should be kept active during the currency of this recruitment so as to receive important message(s)/email(s), if any, sent by CBSE/KVS/NVS from time to time.

7. In case a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying online.

8. The candidates will have to register themselves on the application portal and create their Login-id & password before proceeding to fill online application form. Candidates are advised to note down their login-id and password for future use and keep it safely.

9. The candidates should fill all the particulars in online application form very carefully. Scan and upload their recent photograph and signature at the appropriate places as per instructions contained in the online application form and submit the same online. No modifications are allowed once the online application form is submitted. If any discrepancies are found in the data/information filled by the candidate in online application and the original testimonials, his / her candidature is liable to be rejected.

10. The name of the candidate, date of birth and his/ her parents' name etc. should be spelt correctly in the application as it appears in the class X certificates/mark sheets. At the time of filling the online application, candidates are advised to fill their particular i.e. name, father's/mother's name, date of birth, caste, gender correctly. After the examination or at the time of interview, the request for change of particulars especially for change of category/sub-category will not be entertained by CBSE or KVS/NVS.

11. The candidates have to pay examination fee and processing fee online through the prescribed link at online application, the post-wise examination fee payable is as under:

S. No.	Post	Examination Fee	Processing Fee
1	Assistant Commissioner	Rs.2300/-	Rs.500/-
2	Principal	Rs.2300/-	Rs.500/-

3	Vice Principal	Rs.2300/-	Rs.500/-
4	PGT	Rs.1500/-	Rs.500/-
5	Assistant Engineer	Rs.1500/-	Rs.500/-
6	Finance Officer	Rs.1500/-	Rs.500/-
7	Administrative Officer	Rs.1500/-	Rs.500/-
8	TGT	Rs.1500/-	Rs.500/-
9	Librarian	Rs.1500/-	Rs.500/-
10	PRT	Rs.1500/-	Rs.500/-
11	Assistant Section Officer	Rs.1500/-	Rs.500/-
12	Junior Translator	Rs.1500/-	Rs.500/-
13	Senior Secretariat Assistant	Rs.1200/-	Rs.500/-
14	Stenographer Grade-II	Rs.1200/-	Rs.500/-
15	Stenographer Grade-I	Rs.1200/-	Rs.500/-
16	Junior Secretariat Assistant	Rs.1200/-	Rs.500/-
17	Lab Attendant	Rs.1200/-	Rs.500/-
18	Multi-Tasking Staff	Rs.1200/-	Rs.500/-

12. In case a candidate is applying for similar post in KVS and NVS both, he/she will have to pay fee for single post.

13. No examination fee is required to be paid by candidates belonging to SC/ST/PwBD and Ex-Servicemen category. However, the processing of Rs.500/- will have to be paid by each and every applicant.

14. GST as applicable will be charged extra by the Bank.

15. Before applying online please ensure to have following documents/files:
    - Scanned image of latest photograph in JPG/JPEG format only, for uploading.
    - Scanned image of signature in JPG/JPEG format only, for uploading.

16. Mode of Payment: By Online-mode (Payment by Debit Card/Credit Card/Net Banking) using online gateway payment facility,
    a) If decided to pay fee through Debit/Credit Card, check the validity of the Card and keep it ready with you while logging on to website for submitting application form.
    b) Once the payment has been confirmed by the Bank/NIC, a confirmation page will be generated.
    c) In case, the fee payment status is not “OK" the candidates are advised as following:-
        - If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled and the amount will be refunded to concerned credit/debit card within a week. Such candidates have to pay the fee once again.
        - If the fee is paid through net banking and status is not successful, it means the transaction is not completed. Such candidates have to pay the fee.
    d) Please note that fee submitted by any other mode like money order, demand draft, IPO etc. will be rejected.

17. The candidates are NOT required to send hard copy of confirmation page to CBSE/ KVS/NVS. However, the candidates are advised to retain the hard copy of the application for future reference.

18. Fee once deposited, shall not be refunded under any circumstances.

19. The candidates are advised to fill online application form well in time without waiting for last date. Neither CBSE nor KVS/NVS will be responsible for any technical glitches that may arise due to internet/connectivity issue at the candidate's end during online application submission process.

20. The candidates should complete all steps of online application form and take a printout of Confirmation Page for future reference. In case, the candidate has not generated confirmation page, the application form shall be treated in complete.

21. Incomplete On-line application, in any manner (for whatsoever reason) shall be summarily rejected and no further correspondence shall be entertained.

22. The printout of application form should be sent neither to CBSE/KVS/NVS nor to any other address. The application printout will have to be submitted during document verification at the time of interview along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non Creamy Layer, Physical disability, EWS etc. as applicable.

23. **IMPORTANT DATES:-**

Registration Open	14th November 2025 (10.00AM)
Registration Closes	04th December 2025 (11.50PM)
Fee deposit opens	14th November 2025 (10.00AM)
Fee Closes	04th December 2025 (11.50PM)

24. **GENERAL INSTRUCTIONS TO THE CANDIDATES**

a. The notified vacancies for the posts included in this recruitment notification are tentative and may increase or decrease. The KVS and NVS reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. CBSE/KVS/NVS also reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof.

b. Any modifications/amendments/instructions in the advertisement will be given on CBSE, KVS and NVS websites only.

c. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the Tier-I/Tier-II/Interview/Skill-Test, it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment. The eligibility shall be finally verified, by the concerned appointing authority.

d. Candidates will be shortlisted for further stages of examination based on information provided by him/her. Therefore, it will be the sole responsibility of candidate to prove his/ her eligibility with respect to qualification criteria advertised by CBSE, KVS and NVS.

e. The KVS and NVS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.

f. As & when required by KVS/NVS, the candidates will have to show their original documents in support of essential & desirable qualifications, experience, OBC-NCL/SC/ST/EWS/PwBD category and other information as filled by them in their online application form.

g. Candidate, if found Not Eligible during the verification prior to the interview shall not be allowed to appear in the Interview.

h. All correspondences/announcements with respect to this recruitment process shall be done through applicants' application log-in and/or notices on the CBSE, KVS and NVS website. Important information regarding this recruitment will be available on CBSE, KVS and NVS website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card for examination and Interview/Document Verification from the CBSE, KVS and NVS website by using his/her Login ID & Password. Neither CBSE nor KVS/NVS will be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or due to any other reason. Candidates should keep their e-mail ID and mobile number (filled in online application form) functional and valid till completion of recruitment process.

i. The CBSE, KVS and NVS may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.

j. No TA/DA will be paid to any candidate for appearing in the examination/Interview/Skill-Test.

k. Selected candidates are liable to be posted anywhere in India.

l. Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time without assigning any reason thereof.

m. Qualifications acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only. Wherever grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of interview/Personal Interaction/document verification/Selection.

n. Canvassing in any form will disqualify a candidate.

o. No candidate will be permitted to appear in the examination without the proper Admit Card and valid ID proof.

p. **The candidate's response (OMR) sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record only for six months from the date of publication of result. Thereafter, it will be weeded out and disposed in Raddi.**

q. **Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.**

PROFORMA-I

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____resident of village/town_____ in District/Division _____ in the_____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*. Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date _____ **District Magistrate/Deputy Commissioner etc.**

Seal of Office

***-**	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
****-**	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

NOTE-I :

a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

II. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

III. Revenue Officer not below the rank of Tehsildar

IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

NOTE-III: The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice

. **PROFORMA-I-A**

FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN addition TO THE COMMUNITY CERTIFICATE)

I ……. Son/daughter of Shri…….resident of village/town/city……. district……. state……hereby declare that I belong to the……. .community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:……

Full Name:……

Address.....

PROFORMA-II

FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA)

This is to certify that Shri*/ Srimati/ Kumari* ..... son/daughter* of ……..... Village/Town ……..... District/Division*..... of the..... State/ Union Territory* belongs to the ……..... Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe under: -

*The Constitution Scheduled Castes Order 1950.
*The Constitution Scheduled Tribes Order 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
*The Constitution (Pondicherry) Scheduled Castes Orders,1964
*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990
*The Constitution (ST) Orders (Amendment) Ordinance Act,1991
*The Constitution (ST) Orders (Amendment) Ordinance Act,1996
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act,2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati*..... father/mother*of Shri/Srimati/Kumari…… of Village/ Town* ……..... inDistrict/Division*.....of the State/Union Territory*……..……who belongs to the…….....Caste*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory* issued by the .....dated ……

3. Shri/Srimati/Kumari* ……..…… and /or* his/her* family ordinarily resides in Village/Town* ..... District/ Division* …… of the State/ Union Territory* of.....

Place..... Signature.....
Date..... Designation ((with seal of Office).....
State/ Union Territory.....

* Please delete the words, which are not applicable.
@ Please quote the specific presidential order.
% Delete the Paragraph, which is not applicable

Note: (a) The term “ordinarily reside(s)’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admin div islands).

PROFORMA-III

GOVERNMENT OF …….
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No…….. Date……..……..

VALID FOR THE YEAR ……..

This is to certify that Shri/Smt./Kumari ……. Son/daughter/wife of …….. permanent resident of …… Village/Street …… Post Office ……. District …….. in the State/Union Territory …… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her 'family*** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year …….. His / her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ……. belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size Attested photograph of the applicant

Signature with seal of Office ……
Name ……..
Designation ……

*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

PROFORMA-IV

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank..... Name..... whose date of birth is..... has rendered service from..... to ..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**

SEAL

Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. …….. Rank …….. Name…….. is serving in the Army/Navy/Air Force from ……

2. He is due for release retirement on completion of his specific period of assignment on …….

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name ..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on……. and is on extended assignment till ……..

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch, Army Hqrs., New Delhi
Navy - Directorate of Personnel, Naval Hqrs., New Delhi
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force - Air Force Records, New Delhi

PROFORMA-IV A

DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

I also hereby declare the following facts:

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place: Signature:

Date: Roll Name:

No:

PROFORMA-V-A

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: Date:

This is to certify that I have carefully examined Shri/Smt/Kum…… son/ wife/ daughter of Shri ……Date of Birth (DD/MM/YYYY) …..…… Age…… Years, Male/Female…… Registration No. …… Permanent Resident of House No. ……..……... Ward/Village/Street…….. Post Office…… District…… State……, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:
*locomotor disability
*dwarfism
*blindness
(Please tick as applicable)

(B) The diagnosis in his/her case is……..…….

(C) he/she has ……% (in figure)……..…….…. percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her…… (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	**Date of issue**	**Details of authority issuing signature**

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

PROFORMA-V-B

FORM-VI

CERTIFICATE OF DISABILITY

(IN CASES OF MULTIPLE DISABILITIES)

[See rule 18(1) Rights of Persons with Disabilities Rules, 2017]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: Date:

1. This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____Date of Birth (DD/MM/YYYY)_____ Age ____ years, Male/Female _____ Registration No. ……..... Permanent Resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of **Multiple Disability.** His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____number and date of issue of the guidelines to be specified) for the disabilities ticked below and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological Conditions			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			
22.	Spine Deformity			
23.	Spine Injury			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____number and date of issue of the guidelines to be specified), is as follows:

In figures: _____percent
In words:_____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:
i) Not necessary, or
ii) is recommended/after ……..Year ……months, and therefore this certificate shall be valid till…… (DD/MM/YYYY)
@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

5. Signature and seal of the Medical Authority

Name and seal of Member Name and seal of Member Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

PROFORMA-V-C

FORM-VII

CERTIFICATE OF DISABILITY

(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1) Rights of Persons with Disabilities Rules, 2017]

Recent passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.:**……** Date…….

1. This is to certify that we have carefully examined Shri/Smt./Kum ……..……..

son/wife/daughter of Shri…… Date of Birth (DD/MM/YYYY)……...

Age ……years, male/female……Registration No. ……..... Permanent Resident of House No. ……..…… Ward/Village/Street ……..……..Post Office …… District …… State……, whose photograph is affixed above and am satisfied that he/she is a case of _____**Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (…… number and date of issue of Guidelines to be specified), and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			
20	Spine Deformity			
21	Spine Injury			

(Please strikeout the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:

i) Not necessary, or

ii) is recommended/after ……Year ……months, and therefore this certificate shall be valid till…… (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs;
# e.g. Single eye/both eyes;
£e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing Certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)
Countersigned

[Countersignature and seal of the CMO/Medical Supdt/Head of Govt. Hospital. in case the certificate is issued by a medical authority who is not a government servant (with seal)]

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

PROFORMA-V-D

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs ……. (name of the candidate with disability), a person with ……. (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o …….. a resident of …… (Village /District/State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation
Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

Appendix-V-E

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing

1. This is to certify that, we have examined Mr./Ms./Mrs. ……. (name of the candidate), S/o / D/o ……. , a resident of …… ……(Vill/PO/PS/District/State), aged ……. yrs., a person with ……..… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

Signature & Name	Signature & Name	Signature & Name	Signature & Name	Signature & Name
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available) *	Occupational therapist (if available) *	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……..Chairperson				

Place:

Date:

Name of Government Hospital/Health Care Centre with Seal

*The Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District.

PROFORMA-V-F

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm X 4.5cm (The colour photograph should not be more than 3 months old).

1. Name of the Candidate.....
2. Roll No…….
3. Name of Center…….
4. Qualification of Candidate …….
5. Disability Type ……
6. Name of the Scribe.....
7. Date of Birth of the Scribe ….....
8. Father's Name of the Scribe.....
9. Address of the Scribe:
   (a) Permanent Address .....
   .....
   (b) Present Address.....
   .....
10. Educational Qualification of the Scribe .....
    .....
    .....
11. Relationship, if any, of the Scribe to the Candidate…….....

12. **DECLARATION:**

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the Notification regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.

iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe has not acted/will not act as scribe to any other candidate of this examination.

(Signature of the Candidate) (Signature of the Scribe)

Left thumb impression of the Candidate **Left thumb impression of the Scribe**

Signature of the Invigilator