

KENDRIYA VIDYALAYA SANGATHAN

18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016
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WALK IN INTERVIEW FOR THE POST OF ADMINISTRATIVE OFFICER IN KVS ON DEPUTATION BASIS ON 13-09-2019 AT 10:00 HOURS AT KVS (HQ), NEW DELHI

The Kendriya Vidyalaya Sangathan, an autonomous organization under the Ministry of Human Resource Development, Govt. of India invites applications in the prescribed format from Indian nationals for the **post of ADMINISTRATIVE OFFICER in KVS by transfer on deputation basis in the PAY LEVEL-10 of 7th CPC (pre-revised Pay Band-3 of Rs. 15600-39100/- plus Grade pay of Rs.5400/-)** from amongst officers holding analogous posts in Central Govt./ State Govt./ Autonomous Bodies of Central Govt. or State Govt. possessing the following qualifications and experience :-

- i) Graduation.
 - ii) 03 years' experience in supervisory post in the administration in the pre-revised Pay scale of Rs. 9300-34800/- plus Grade pay of Rs.4600/- or 06 years' experience in supervisory post in administration in the pre-revised Pay scale of Rs. 9300-34800/- plus Grade pay of Rs.4200/- in the Central Govt./ State Govt./ Autonomous Bodies
- Desirable: Knowledge of Computer Application.

The terms and conditions of transfer on deputation will be regulated according to the instructions contained in the Department of Personnel & Training O.M. No.2/29/91-Estt.(Pay-II) dated 5th January, 1994 as amended from time to time, and any other orders of the GoI issued on the subject.

The candidates must ascertain their eligibility to the post before coming to attend the interview. The eligible candidates should bring all original certificates/ documents of educational/ professional qualification & experience at the time of interview. 'NO OBJECTION CERTIFICATE' duly signed by the competent authority from their parent department, along with their complete Bio-data, and two sets of self attested certificates are to be produced at the time of verification of documents at the time of interview.

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER IN KVS ON DEPUTATION BASIS

Affix self
attested
Passport
size
Photograph

1. Name (in Block Letters):
2. Father's/Mother's Name:
3. Gender:
4. Postal Address (in Capital Letters):
5. Date of Birth (Christian era): ____ - ____ - ____ (in words _____)
6. Date of Retirement (As per Central/State Govt. Rules):
7. (A) Academic Qualifications (High School & above):

Exam passed	Year	Board/ University	Subjects	% of marks

(B) Professional Qualification:

Exam passed	Year	Board/ University	Subjects	% of marks

8. Name of the Parent Organisation:
9. Experience in supervisory post in administration held on regular basis:

Name of the post	Department/ Office	Period		Scale of pay	Monthly emoluments
		From	To		

10. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent:
11. Whether the present post is a cadre or an ex-cadre post:
12. Whether the present employment is under Central Govt./State Govt./Semi Govt./Autonomous Organization:
13. In case the present employment is held on deputation/contract basis please specify:
14. Date of initial appointment:
15. Period of appointment on deputation/contract:
16. Name of the Parent office/Organization to which you actually belong:
17. Date of Return from the last ex-cadre post, if any:
18. Details of experience/employment in chronological order (Separate sheet duly signed by candidate be enclosed If the space provided below is insufficient):

Sl. No.	Office/ Institute/ Organization	Post(s) held	Dates.		Pay in PB+ Gd. Pay & Total Monthly emoluments	Nature of duties performed
			From	To		

19. Details of training courses attended, if any:
20. If the candidate is drawing revised scale of pay, date from which the revision took place and pre-revised scale:
21. Additional information, if any, in support of the candidate's suitability for the post (duly signed separate sheet may be enclosed, if the space is insufficient):
22. Whether belongs to SC/ST/OBC / VH Category/ Sub-category:
23. Remarks, If any:
24. APAR GRADING and ATTESTED COPIES OF APARs FOR PRECEEDING 06 YEARS along with Telephone No(s) of respective Office:

Certified that the above particulars are true and correct to the best of my knowledge and belief.

PLACE: _____

Signature of the applicant:

DATE: __.09.2019

Address, email ID & Contact No.:

List of Enclosures:

NO OBJECTION CERTIFICATE FROM PARENT DEPARTMENT/ ORGANISATION

Certified that the above particulars (Pages 1 to ____) as furnished by Sh./ Smt./ Ms. _____ designation _____ have been verified from the service records held in this office and found to be correct. The integrity of the officer is beyond doubt and no Vigilance/ Disciplinary/ Criminal case is pending or contemplated against the officer. This office/ department/ organization will have no objection in the event of his/her selection and joining the post of Administrative Officer in KVS on deputation basis.

Signature
Name and Designation of the Competent Authority
Department & Address
Email and Phone No.
Office Stamp
Date: __-09-2019