

केन्द्रीय विद्यालय नं. 4 खातीपुरा रोड जयपुर
साक्षात्कार विज्ञप्ति (Walk in Interview)

दिनांक:- 07-03-2020

विद्यालय में आगामी सत्र 2020-21 हेतु पूर्णतः अंशकालीन/दैनिक/अवकाशकालीन रिक्तियों हेतु अनुबंध के आधार पर कार्य करने हेतु सभी विषयों के शिक्षकों तथा डॉक्टर एवं नर्स का पैनल तैयार करने के लिए विद्यालय परिसर में निम्नानुसार प्रातः 09:00 बजे से साक्षात्कार होंगे:-

पद	तिथि
प्राथमिक शिक्षक/ संगीत एवं नृत्य शिक्षक/ कम्प्यूटर अनुदेशक/ डॉक्टर/ नर्स/ एज्यूकेशन काउन्सलर/ खेलकूद कोच/ योगा शिक्षक/ कला शिक्षक	28-03-2020
पीजीटी / टीजीटी	30-03-2020

पारिश्रमिक केन्द्रीय विद्यालय संगठन के नियमानुसार देय होगा। न्यूनतम शैक्षिक योग्यता केन्द्रीय विद्यालय संगठन के नियमानुसार होनी आवश्यक है। साक्षात्कार हेतु कोई यात्रा / दैनिक भत्ता देय नहीं है। इच्छुक अभ्यर्थी सभी योग्यता प्रमाण पत्रों की स्वयं सत्यापित एवं मूल प्रति तथा अपने फोटोग्राफ के साथ bio-data फार्म भरकर साक्षात्कार के दिन नियत समय पर उपस्थित हों।

(विस्तृत/अन्य जानकारी हेतु विद्यालय वेबसाईट <https://no4jaipur.kvs.ac.in> देखें)

प्राचार्या

KENDRIYA VIDYALAYA NO.4 JAIPUR

Shahid Sagat Singh Marg, Khatipura Road, Jaipur-302012

0141-2350653

Email id : kv4jaipur@gmail.com, website : <https://no4jaipur.kvs.ac.in/>

APPLICATION FORM FOR PART TIME CONTRACTUAL TEACHER FOR SESSION 2020-21

1. Post applied for with subject _____
2. Name :- _____
3. Father's / Husband's Name :- _____
4. Date of Birth :- _____
5. Address _____
_____ PIN _____
6. Mobile no. _____ Email: _____
7. Category SC/ST/OBC/GEN/Ex-Service/PH _____
8. Nationality _____
9. Educational Qualification (Attach self attested copies of all documents) -

Paste your
recent high
contrast colour
photograph

EXAMINATION	YEAR	SUBJECTS	BOARD/UNIVERSITY	MARKS OBTAINED				% OF MARKS
				I yr	II Yr	III Yr	Total	
Higher Sec. /Intermediate / +2								
Graduation BA/B.Sc./B.Com/MBB S/Diploma in Nursing								
M.A./M.Sc./M.Com/M. S./M.D.								
B.Ed.								
M.Ed.								
Any other 1								
Any other 2								

10. Whether CTET qualified or Not, if yes mention Year : Roll No.:

11. Teaching experience in recognized school(attach self attested copies of certificates) -

S.No.	Name of School / Institution	Post Held	Period of Service				Class & Subjects taught	Actual Pay
			From	To	Years	Months		

12. Co-Curricular Activities/ Sports & Games / NCC / Scout & Guide (Attach self attested copies of certificates)

Name of Activities	District Level	State Level	National Level

DECLARATION

I hereby solemnly declare that the entries made in this application are correct to the best of my knowledge and belief and I am liable to be disqualified if any information given is found to be incorrect or incomplete.

Date : _____

Place : _____

(Signature)

[This form will be submitted only on the date of Interview alongwith all necessary documents. Also bring all original documents for the verification]

Essential Education Qualifications and other details

Sr. No.	Post	Essential Qualification	Date of Interview
1	PRT	<p>Essential</p> <p>a. Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent</p> <p>b. Pass in the Central Teacher Eligibility Test (CTET) conducted by the CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>c. STC/BSTC/JBT</p> <p>d. Proficiency in teaching Hindi and English medium</p> <p>Desirable: Knowledge of Computer Applications.</p>	28.03.2020
2	Sports Coach	<p>Essential : Diploma from NIS or SAI Coach or Bachelor degree in Physical Education from a recognized University or equivalent.</p> <p>Desirable :</p> <ol style="list-style-type: none"> National or State level participation certificate in games. Bilingual (Hindi/English) competence. Knowledge of computer application. 	28.03.2020
3	Counsellor	<p><u>Educational Qualification:</u></p> <p>B.A./B.Sc(Psychology) with certificate of Diploma in Counselling. Or M.A./M.Sc.(Psychology) from a recognized college or University + Regular one year Post Graduation diploma in Guidance and Counselling.</p> <p><u>Desirable :</u> Minimum of One year Experience in Providing Career /Educational Counseling to students at school. Or Working knowledge and experience in Placement Bureaus. Or Registration with rehabilitation Council of India as Vocational Counselor.</p>	28.03.2020
4	Computer Instructor	<p><u>Essential:</u></p> <p>1. B.E./B.Tech.(Computer Science/BCA/MCA/M.Sc.(Computer Science), M.Sc.(Electronics with Computer Science component)/M.Sc.(IT)/ B.Sc.(Computer Science) Or Bachelor's/Master degree in any Science subject/Mathematics from recognized University with Post Graduate Diploma in Computers application from government recognized University/Institute. Or Post Graduate degree in any subject with Post Graduate Diploma in Computer application from government recognized University/ 'O' Level from DOEACC. Or Post Graduate degree in any subject with minimum 'A' Level from DOEACC</p> <p>2. Proficiency in teaching in Hindi and English.</p>	28.03.2020
5	Art and Craft Instructor	<p>Five Year's recognized Diploma in Drawing and Painting/Sculpture Graphic Art. Or Four year's Diploma in Fine Arts and Crafts from Vishwa Bharti, Shanti Niketan. Or Diploma in Fine Arts from Govt. School of Arts and Crafts, Patna Or M.A. in Drawing and Painting from Agra University, Agra Or Equivalent recognised Degree. or Degree/Diploma in Fine Arts from Regional College of Education.</p> <p>Desirable : Working Knowledge of computer application</p>	28.03.2020
6	Nurse	<p>B.Sc. Nursing/ Intermediate and three years Diploma in GNM Nursing or equivalent</p> <p>Desirable: Knowledge of computer applications.</p>	28.03.2020

7	Music Instructor	<p>Essential: Sr.Secondary School Certificate/Intermediate with 50% Marks from recognized Board and Bechelor Degree in Music from recognized University or equivalent qualification.</p> <p>Desirable: 1. Working Knowledge of computer application.</p>	28.03.2020
8	PGT (Hindi, English, Maths, Chemistry Physics, Biology, Economics & Commerce)	<p>Essential 1. Two years' Integrated Post Graduate M.Sc Course of Regional College of Education of NCERT in the concerned subject; Or Master Degree from a recognized University with atleast 50% marks in aggregate in the following subjects: a. PGT (English)- English b. PGT (Hindi) – Hindi or Sanskrit with Hindi as one of the subjects at Graduate level. c. PGT (Maths) Mathematics/Applied Mathematics d. PGT (Physics)–Physics/Electronics/Applied Physics/Nuclear Physics. e. PGT (Chemistry) – Chemistry/Bio. Chem. f. PGT (Biology) – Botany/Zoology/Life Sciences/Bio Sciences/Genetics /Micro Biology/Bio Technology/Molecular Bio/Plant Physiology provided they have studied Botany and Zoology at Graduation level. g. PGT (Commerce) – Master's Degree in Commerce. However, holder of Degrees of M.Com in Applied/Business Economics shall not be eligible. h. PGT (Economics) – Economics/Applied Economics/Business Economics. 2. B.Ed. or equivalent degree from recognized university 3. Proficiency in teaching in Hindi and English.</p> <p>Desirable : Knowledge of computer applications.</p>	30.03.2020
9	PGT (Computer Science)	<p>Essential : At-least 50 % marks in aggregate in any of the following; 1. B.E or B. Tech. (Computer Science/IT) from a recognized University or equivalent Degree or Diploma from an institution/ university recognized by the Govt. of India. OR B.E or B. Tech. (any stream) and Post Graduate Diploma in Computers from recognized University. OR M.Sc (Computer Science)/ MCA or Equivalent from a recognized University. OR B.Sc (Computer Science) / BCA or Equivalent and Post Graduate degree in subject from a recognized University. OR Post Graduate Diploma in Computer and Post Graduate degree in any subject from recognized University. OR 'B' Level from DOEACC and Post Graduate degree in any subject. OR 'C' Level from 'DOEACC' Ministry of Information and Communication Technology and Graduation. 2. Proficiency in teaching in Hindi and English.</p>	30.03.2020
10	TGT (English, Maths, S.St., Sanskrit)	<p>Essential 1) Four years' Integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate ; OR Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. The electives subjects and Languages in the combination of subjects as under : a. For TGT ('Sanskrit): Sanskrit as a subject in all the three years. b. For TGT (English): English as a subject in all the three years. c. For TGT (S.St) Any two of the following: d. History, Geography, Economics and Pol. Science of which one must be either History or Geography. e. For TGT (Maths) - Bachelor Degree in Maths with any two of the following subjects: Physics, Chemistry, Electronics, Computer Science, and Statistics. 2) Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose. 3) Proficiency in teaching Hindi and English medium.</p> <p>Desirable : Knowledge of Computer Applications.</p>	30.03.2020

(If any change made by KVS, will be applicable accordingly)

Note:-

- Teachers engaged on contractual basis would have no claim or right for appointment on regular basis nor will they be a part of the cadre of teacher of Kendriya Vidyalaya.
- Payment of remuneration for above mentioned posts will be as per KVS norms.
- Teacher appointed on contractual basis will not be entitled for Vacation ,Autumn and Winter Break.
- Teacher will not be entitled for Pay, if remain absent on working day, in case of absence from duty payment will be calculated on pro rata basis.



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs – reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions –**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure –**

- i) The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on Interview and practical classroom observation.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

❖ **Execution of agreement** –An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

❖ **Duties & Responsibilities of Contractual teachers –**

i) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) Invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) All other works assigned by the principal.

❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

❖ **Norms to engage Vocational Instructors** - In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs.-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

❖ **Service Condition** - Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- I) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- II) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- III) Working hours shall be same as regular teacher.

❖ **Special provision -**

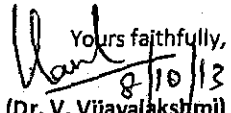
i) **Relaxation of B.Ed. qualification.**- In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

❖ **Relaxation in CTET** - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

 8/10/13
 (Dr. V. Vijayalakshmi)
 Joint. Commissioner (Acad)