



केन्द्रीय विद्यालय संगठन (मुख्यालय)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQs)
An Autonomous Body under Ministry of Education, Govt. of India
18, Institutional Area, S.J.S Marg, New Delhi-110016
Tel.: 011-26521841
Website: www.kvsangathan.nic.in

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Date: 12.08.2024

The Deputy Commissioner/ Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ ZIETs

Subject: Induction Course of Newly Recruited ASO/SSA/JSA through Direct Recruitment -2022 -reg.

Madam/ Sir,

KVS has conducted mass recruitment in all the cadres in the recent recruitment drive. In the session 2023-24, 698 ASO, SSA & JSA have joined KVS through direct recruitment as per the data received from 25 Regional Offices. Non-teaching staff is the base of KV/RO/HQ administration & financial matters and to familiarise the direct recruits with the KVS culture and to build their capacity in administration and financial matters of KVS, a 7-day (face-to-face mode) Induction Courses have been planned. The primary objective of the Induction Course is to equip them with the necessary skills and knowledge to excel in their roles in Kendriya Vidyalaya Sangathan.

Cadre wise details of induction courses for newly recruited Non-teaching staff (ASO/SSA/JSA).

Sr. No.	Cadre	No. of Batches per Cadre	Venue Region	Remark
1	ASO	2	Delhi, Ernakulam	Venue-wise split-up of the regions are attached
2	SSA	4	Jaipur, Bhopal, Dehradun, Guwahati	
3	JSA	10	Hyderabad, Chandigarh, Bhubaneswar, Gurugram, Jabalpur, Mumbai, Ahmedabad, Lucknow, Bengaluru, Kolkata	

All the Induction Courses of the ASO, SSA & JSA will be conducted by the Regional Offices as indicated in the above table.

Course Design:

A common course design for each cadre will be prepared by the ZIETs concerned as mentioned below and one day Orientation courses for Director, Associate Director & Resource persons will also be organised by them.

S.No	Cadre	ZIET	Mode	Date
1	ASO	ZIET Gwalior	All Orientation Courses will be held in online mode only.	To be completed by 15.09.2024
2	SSA	ZIET Bhubaneswar		
3	JSA	ZIET Mumbai		

The Course Design should be prepared by 31st August, 2024 and to be shared with all the Regional offices for uniformity and standardization.

Expenditure: The Expenditure to be incurred for the induction training will be borne as per KVS norms. (Attached)

These courses should be completed by December 2024.

The Regional offices concerned should decide the venue and forward a formal letter to the participants comprising all the essential information.

Yours sincerely,

Law
12/08/2024

(Chandana Mandal)

Joint Commissioner (Training)

Encl:-

1. Venue wise split-up of data
2. Expenditure norms.

Copy to:

1. PS to Commissioner, KVS HQ, New Delhi for information.
2. PA to Joint Commissioner (Pers./Acad./Fin./Admin-1), KVS HQ, New Delhi for information.
3. Assistant Commissioner (EDP), KVS (H.Q), with the request upload this letter on KVS Web-site under the head 'Announcement/Training Circular'.
4. Guard File.