



**File No.: 11-ACTROLtr/31/2023-AC(TRG) / 189-222 .**

**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	<b>All Orientation Courses will be held in online mode only.</b>	<b>To be completed by 15.09.2024</b>
2	SSA	ZIET Bhubaneswar		
3	JSA	ZIET Mumbai		

