



# केन्द्रीय विद्यालय संगठन (मुख्यालय) KENDRIYA VIDYALAYA SANGATHAN (HQ)

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
An Autonomous Body Under Ministry of Education, Govt. of India

18 संस्थागत क्षेत्र / 18 Institutional Area,

शहीदजीत सिंह मार्ग /Shaheedjeet Singh Marg

नई दिल्ली /New Delhi – 110016

दूरभाष /Telephone: 011-26858570

वेबसाइट/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F. No. 11-E-3029 (42)/58/2021-Estt-III/ 950-983.

Dated:17.02.2026

उपायुक्त/निदेशक  
केन्द्रीय विद्यालय संगठन  
क्षेत्रीय कार्यालय/आंचलिक संस्थान

विषय: वर्ष 2026-27, 2027-28 एवं 2028-29 हेतु के. वि. काठमांडू और के. वि. मॉस्को में कर्मचारियों की तैनाती के संदर्भ में।  
Sub: Posting of staff in KV, Kathmandu and KV, Moscow for the year 2026-27, 2027-28 & 2028-29- reg.

महोदया/महोदय,

उपर्युक्त विषय के संदर्भ में वर्ष 2026-27, 2027-28 एवं 2028-29 के लिए के. वि. काठमांडू और के. वि. मॉस्को में तैनाती के लिए विभिन्न रिक्त होने वाले पदों के लिए पैनल बनाने का प्रस्ताव है।

1. The number of vacancies to be filled in KVs abroad for the period 2026-27, 2027-28 & 2028-29 is outlined below:

S. No.	Name of Post	No. of vacancies	
		KV, Kathmandu	KV, Moscow
1	Principal	01	01
2	PGT (Hindi)	01	01
3	PGT (English)	01	01
4	PGT (Physics)	00	01
5	PGT (Maths)	01	00
6	PGT (Biology)	01	00
7	PGT (Computer Sci.)	00	01
8	TGT (SoSt)	01	01
9	PRTs	01	06
	<b>Total</b>	<b>07</b>	<b>12</b>

2. In this regard, you are requested to identify competent and dynamic teachers and principals in your region and recommend their names as fresh candidates in accordance with the eligibility and selection criteria:-

- I. **Eligibility Criteria:** - The following criteria shall be applied:
  - i. Those having minimum **06 years' experience** in the post applied for, as on **30<sup>th</sup> June, 2026**.
  - ii. Those having **more than 05 years to retire as on 30<sup>th</sup> June, 2026**.
  - iii. Those who **have not served previously** in any capacity in the KVs those are in abroad.

**II. Selection Criteria:** -The recommended parameters and marks allotted to each parameter for selection of the employees are as follows: -

<b>(A). 'APAR' GRADING FOR LAST FIVE YEARS:</b>		
<b>FOR PRINCIPAL/ PGT / TGT/PRT/SSA</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
APAR for five years(OS = 05, VG=04, Good=03, Avg.=01 & Below Average= -05). In case APAR of one year is not available, then the average marks of four available APAR may be awarded for the non-available APAR of one particular year. In case the APAR are not available for more than one year, then No average marks will be awarded for those years.	25	25
<b>(B). RESULTS FOR LAST FIVE YEARS - QUANTITATIVE</b>		
<b>For Principal (Overall result of the classes 9,10,11 and 12 only; subject-wise results are not to be considered)</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
Overall results of Classes 9, 10, 11, and 12 are between 95% and 100% in all five years.	20	20
Overall results of Classes 9, 10, 11, and 12 are between 95% and 100% in four years and above 90% in one year.	16	
Overall results of Classes 9, 10, 11, and 12 are between 95% and 100% in three years and above 90% in two years.	12	
Overall results of Classes 9, 10, 11, and 12 are between 95% and 100% in two years and above 90% in three years.	08	
Overall results of Classes 9, 10, 11, and 12 are between 95% and 100% in one year and above 90% in four years.	04	
Overall results of Classes 9, 10,11, and 12 are below 90% in all five years.	00	
<b>(C). RESULTS FOR LAST FIVE YEARS - QUALITATIVE</b>		
<b>FOR PRINCIPAL/PGTS (in above mentioned classes)</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
<b>• For PGT: Result of classes 9, 10,11 and 12 (Subject concerned)</b> <b>• For TGT: Result of classes 9 &amp; 10 (Subject concerned)</b> <b>(Whichever is applicable)</b>		
The teacher concerned has achieved 95%-100% results in all five years in the applicable classes.	20	20
The teacher concerned has achieved 95%-100% results in four years and above 90% in one year in the applicable classes.	16	
The teacher concerned has achieved 95%-100% results in three years and above 90% in two years in the applicable classes.	12	
The teacher concerned has achieved 95%-100% results in two years and above 90% in three years in the applicable classes.	08	
The teacher concerned has achieved 95%-100% results in one year and above 90% in four years in the applicable classes.	04	
The teacher concerned has achieved results below 90% in all five years in the applicable classes.	00	
<b>i. PI 60 and above last five years</b>	15	15
<b>ii. PI 60 and above in 04 out of last five years</b>	12	
<b>iii. PI 60 and above in 03 out of last five years</b>	09	
<b>iv. PI 60 and above in 02 out of last five years</b>	06	
<b>v. PI 60 and above in 01 out of last five years</b>	03	
<b>vi. If PI less than 60 in all five years.</b>	00	

<b>TGTS</b> (in above mentioned classes)		
i. 25% students getting 90% and above/A1 in three of five years	15	15
ii. 20% students getting 90% and above/A1 in three of five years	12	
iii. 15% students getting 90% and above/A1 in three of five years	09	
iv. 10% students getting 90% and above/A1 in three of five years	06	
v. 5% students getting 90% and above/A1 in three of five years	03	
<b>PRTS</b>		
i. If 70% and above students get A grade in all five years	35	35
ii. If 70% and above students get A grade in four years	28	
iii. If 70% and above students get A grade in three years	21	
iv. If 70% and above students get A grade in two years	14	
v. If 70% and above students get A grade in one year	07	
vi. If students getting A grade is less than 70% in all five years.	00	
<b>(D). Contribution to various training/in-service courses / CPD as a Director or Associate Director or Resource Person during last 05 years.</b>	05	05
<b>(E). Certificate of any level of Scout &amp; Guide or working as ANO in NCC earned by teacher (Not for SSA)</b>	05	05
<b>(F). RECOGNITION</b>	15	15
(i) National level (National Govt. of India)		
<b>(G). Committee: The committee constituted for recommending names will allot marks on the basis of overall performance and reputation of Principal/Teacher.</b>	15	15
<b>TOTAL (A to G)</b>		<b>100</b> <b>(60 for SSA)</b>

**Note:** 1) The working knowledge of computer is desirable in cases of PGTs / TGTs/ PRTs/SSAs.

3. The composition of selection committee at RO level recommended as under: -
  - i. Dy. Commissioner, RO concerned. - Chairman
  - ii. Senior most Principal of the region (Preferably National Awardee.) - Member
  - iii. Senior most Asstt. Commissioner, RO concerned. - Member – Secretary
4. Maximum number of candidates may be recommended by the Regional Office/ZIET/KVS(HQ): **01 (ONE) candidate for each vacancy.**
5. Applications received from all the regional offices as per above recommended eligibility criteria and parameters, may be further short listed at KVS(HQ) level, as per the decision of competent authority, KVS, if required.
6. The candidates recommended by Regional Office and short listed by KVS(HQ) will be interviewed online/offline at KVS(HQ), New Delhi in different stages as per decision of the competent authority subject to availability of suitable candidates for final selection.
7. All eligible candidates can apply for posting to KVs abroad. The Regional Office should instruct the employee to download prescribed forms from the website of regional office concern. The contents of this circular is also available on Regional Office website.
8. All the applications duly filled in **Annexure-I** received by the Principal of the Vidyalaya concerned should reach to the Dy. Commissioner, of the Regional Office concerned by dated **27-02-2026 along with checklist in Annexure-II duly filled** for screening and selection by the Regional Selection Committee.

9. The Regional Selection Committee shall select the names from each category of post as per the eligibility condition and selection criteria given above in **Point 2** above but not more than the allotted quota mentioned in **Point-4** of this letter for submission to the KVS(HQ), New Delhi by dated **10-03-2026**. The recommendation of the Regional Selection Committee shall be accompanied with the following documents: -

- a) Minutes of the meeting of the Regional Selection Committee
- b) A copy of the application form duly filled in **Annexure-I** of the candidate along with duly filled checklist & duly verified/filled in **Annexure-II** by the Principal /Dy. Commissioner concerned.
- c) A detailed analysis of APAR/results quantitative and qualitative /and other parameters as prescribed above **must be** enclosed in **Annexure-III** (for Principal/PGT/TGT), **Annexure-IV** (for PRT) and **Annexure-V** (for SSA)
- d) The service record and antecedents of the candidates should be carefully verified before sending the recommendation. A Certificate to this effect (**Annexure-II**), duly completed, must be signed by the authority concerned.
- e) Vigilance clearance certificate in respect of all the recommended employees.
- f) All the above information a) to e) be provided **in hard copy as well as in Scanned version and in excel sheet (in the given format) through e-mail in the mail i.e. est3-section@kvs.gov.in.**

10. The recommended application(s) completed in all respects along with the above-mentioned documents from the Dy. Commissioner of the Region concerned must reach KVS (HQ), New Delhi latest by dated **10-03-2026**. Applications sent directly by Teachers and those not recommended by the concerned competent authority shall not be entertained by the Regional Office/KVS (HQ), New Delhi.

उक्त निर्धारित तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

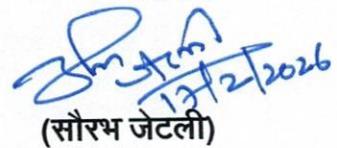
यह पत्र केंद्रीय विद्यालय संगठन के सक्षम अधिकारी के अनुमोदन उपरांत जारी किया जाता है।

संलग्नक: यथोपरि

प्रतिलिपि:

1. प्राचार्य के.वि. काठमांडू और मॉस्को उपरोक्त क्रम 1 के अनुसार रिक्ति की पुष्टि करने के लिए।
2. सहायक आयुक्त (सूचना प्रौद्योगिकी), केविसं(मु), नई दिल्ली को इस अनुरोध के साथ कि वे इस पत्र को के.वि.सं. (मु.) की वेबसाईट में अपलोड करवाने का श्रम करें।

भवदीय

  
(सौरभ जेटली)

सहायक आयुक्त (स्थापना 2/3)



**PART - B**

10. What has been the teacher's result for the past 5 Years in the class taught by the teacher at the Vidyalaya level and Board level examination as the case may be (Not applicable for SSA) : - (as mentioned in Sl. No.2 (I) - Selection Criteria)

**For TGTs/PGTs/Principals**

Year	Classes taught	No. of students appeared	No. of students passed	Pass %	Students Secured Marks						P.I (If applicable)
					90% and above	75% - 90%	60% - 75%	45% - 60%	33% - 45%	Below 33%	
1	2	3	4	5	6	7	8	9	10	11	12

**FOR PRTs: -**

(i) For Class I & II

Year	Classes taught	No. of students appeared	Pass %	Students Secured Grade								
				Grade Scale					Performance Level			
				A+	A	B	C	D	B	Pg	Pf	
1	2	3	4	5	6	7	8	9	1	2	3	

(ii) For Class III & above

Year	Classes taught	No. of students appeared	Pass %	Students Secured Marks					
				90% and above	75% - 90%	60% - 75%	45% - 60%	33% - 45%	Below 33%
1	2	3	4	5	6	7	8	9	10

11. Record of In-Service training Programmes, CPD, workshops etc. attended as Resource Person or Associate Director or Director. Give details of the last 05 years only:

Sl. No.	Year	Name of the Course	Duration from _____ to _____	Venue	In the Capacity of Resource Person / Associate Director / Director	Remarks
1	2	3	4	5	6	7

12. Recognition/ Award received at the National level (Govt. of India) by the employee:

Name of the Award	The Institution by which Awarded	Year of Award	Field of Recognition

13. Whether applicant possesses knowledge of Computer (MS Office): **YES / NO**

15. Whether served in any KV Abroad in any post? **if Yes**, Name of KV, period and post should be mentioned : **YES / NO**

(If yes, Name of KV \_\_\_\_\_ Post \_\_\_\_\_ Period : \_\_\_\_\_)

15. Details of wholly dependent family members (spouse and two dependent children only) who may accompany. If any, age and relation with their medical history be indicated.

S. No.	Name	Relation with applicant	DOB	Medical History

16. Whether willing to join on short notice : **Yes / No**

17. Certificate of any level of Scout & Guide earned or Certificate related to ANO in NCC by the teacher : **YES / NO**

(If yes, please mention details in brief) (not applicable for SSA) : \_\_\_\_\_

18. Any other significant achievement/ contribution not mentioned above such as in co-scholastic areas like Music, Culture, Art & Craft, Sports, Scouts & Guides, NCC etc.

19. Whether having knowledge of rule position / code of conduct and the same is being applied in day to day disposal of work. : **Yes / No**  
(if yes, please comment in brief about the quality) : \_\_\_\_\_

20. Whether having knowledge of any foreign language viz. Persian language or Arabic Script/Russian Language/ Nepali language : **Yes / No**

**If yes, enclose the copies of supporting documents**

**Signature of the Applicant with date**

## DECLARATION

I, \_\_\_\_\_ (Name & Designation) do hereby given an undertaking that I will positively report for the duty by the stipulated date if selected for posting at KV \_\_\_\_\_. I will not withdraw my privilege at a later date for any reason, whatsoever and will certainly report for duty on getting posting order. I am ready to attend interview, if called. I will take only 02 children and no other dependents with me if posted at KVs Abroad.

I hereby solemnly declare that I shall at all times uphold and maintain the dignity, integrity, discipline, and code of conduct and shall discharge my duties with utmost sincerity, devotion, honesty and professional manner strictly in accordance with the instructions / rules and regulations in force.

Further, I hereby declare that I shall abide by the terms and conditions of posting and that I may be repatriated at any point of time, without assigning any reason, as and when directed by the competent/higher authorities of the Kendriya Vidyalaya Sangathan and I shall comply with such directions unconditionally.

**Signature of the Applicant with date**

**KENDRIYA VIDYALAYA SANGATHAN**  
(TO BE FILLED IN BY VIDYALAYA/ REGIONAL OFFICE)  
(Separate form for each candidate and to be enclosed with the application form)

**CHECK LIST.....**

1. Name of the Applicant (Sh. /Smt. /Km.) : \_\_\_\_\_
2. Employee code : \_\_\_\_\_
3. Post Held : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Name of Present KV /Regional Office : \_\_\_\_\_
6. Total regular service in KVS in the post applied for: \_\_\_\_ Year \_\_\_\_ Months

**7. (a) RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASSES TAUGHT (QUANTITATIVE / QUALITATIVE ) (for Principal/PGTs/TGTs as per Para II (B) & (C) of selection criteria): -**

Year	Classes taught	No. of students appeared	No. of students passed	Pass %	Students Secured Marks						P.I
					90% and above	75% - 90%	60% - 75%	45% - 60%	33% - 45%	Below 33%	
1	2	3	4	5	6	7	8	9	10	11	12

**(b) RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES FOR PRT: -**

**(i) For Class I & II**

Year	Classes taught	No. of students appeared	Pass %	Students Secured Grade								
				Grade Scale					Performance Level			
				A+	A	B	C	D	B	Pg	Pf	
1	2	3	4	5	6	7	8	9	1	2	3	

**(ii) For Class III & above**

Year	Classes taught	No. of students appeared	Pass %	Students Secured Marks					
				90% and above	75% - 90%	60% - 75%	45% - 60%	33% - 45%	Below 33%
1	2	3	4	5	6	7	8	9	10

8. RECOGNITION (Please mention details): \_\_\_\_\_  
Award/Certificate (verified) : **YES / NO**

9. Contribution in in-service course/CPD / training as Director or Associate Director or Resource person have been verified : **YES / NO**

10. Whether working knowledge of Computer as claimed by the employee in Computer is verified : **YES / NO**

11. Certificate of any level of Scout & Guide or ANO related documents for NCC earned by the teacher (verified). **YES / NO**

12. APAR Points of last five years to be filled by RO concerned.  
(Forward the copies of APAR with applications)

Year	2021 (31st March year ending)	2022 (31st March year ending)	2023 (31st March year ending)	2024 (31st March year ending)	2025 (31st March year ending)
Points awarded in APAR					

13. CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF TEACHERS/SSA& COUNTER SIGNED BY DEPUTY COMMISSIONER.

It is certified that Ms./ Mr./Mrs. ....  
(Name of the employee with Designation) of Kendriya Vidyalaya..... has an absolutely clean record of service and faultless antecedents and that no vigilance/ disciplinary enquiries are pending/ contemplated against her/ him.

**Pen Picture report of the applicant/candidate in Minimum 200 to 300 words:**

<b>BY PRINCIPAL</b>
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<b>BY DEPUTY COMMISSIONER</b>
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14. It is certified that all the information provided from Sl. No-1 to 20 of Part A & B of application form (Annexure-I) have been checked and found correct.

**Signature Of Principal, KV Concerned**  
**with Date & Seal**

**Signature of DC, RO Concerned With Date And Seal**

## KENDRIYA VIDYALAYA SANGATHAN (HQ)

## FORMAT FOR PRINCIPAL/PGTs/TGTs

Analysis-quality parameters for - Principal/PGTs/TGTs (Please use separate for each category of post)

S.N o.	Name	Post With Subject	Name of KV where Working	Name of Region	Date of Birth (DD/MM/Y YYY)	Education Qualification in brief	Date of Joining in KVS in present post	Total service in KVS as on 30/06/2026	Total service in present cadre/category as on 30/06/2026	APAR of last five years (2020- 21 to 2024- 25) attach copies of APAR	Contribution				Reco gnati on	Com mittee	Total (Col 11-17)	KV for which Applied and Recommended by Regional Office	Remarks, if any
											Quantit ative results for last five years	Qualitat ive results for last five years	Contribution to various training/in- service courses / CPD as a Director or Associate Director or Resource Person during last 05 years.	Certificat e of any level of Scout and Guide or working ANO in NCC earned by the teacher					
										Max. Marks 25	Max Marks 20	Max Marks 15	Max Marks 5	Max Marks 5	Max Marks 15	Max Marks 15	Total Marks 100		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
NOTE: PLEASE FILL ALL THE DETAILS IN CAPITAL LETTERS ONLY																			
(Attached copies of APAR with details .)																			



