



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/Shahheed Jeet Singh Marg  
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फा. सं.11-E-3029 (42)/58/2021-स्था-III/859-8625

दिनांक: 25/11/2024

उपायुक्त/निदेशक

केन्द्रीय विद्यालय संगठन

क्षत्रीय कार्यालय/आंचलिक संस्थान

विषय: वर्ष 2024-2027 हेतु के. वि. काठमांडू, के. वि. मास्को और के. वि. तेहरान में कर्मचारियों की तैनाती के संदर्भ में।  
Sub: Posting of staff in KV. Kathmandu, KV. Moscow and KV. Tehran for the year 2024-2027.

महोदया/महोदय,

उपर्युक्त विषय के संदर्भ में 2024-2027 के लिए के.वि. मास्को, काठमांडू और तेहरान में तैनाती के लिए निम्नलिखित कर्मचारियों के लिए पैनल बनाने का प्रस्ताव है।

- The revised number of vacancies to be filled in KVs abroad for the period 2024-2027 is outlined below:

S.No.	Name of Post	No. of vacancies		
		KV. KATHMANDU	KV. MOSCOW	KV. TEHRAN
1	Principal	0	0	01
2	PGT (English)	0	0	0
3	PGT (Physics)	01	0	01
4	PGT (Chemistry)	01	01	0
5	PGT (Maths)	0	0	0
6	PGT (Biology)	0	01	0
7	PGT (Economics)	01	01	0
8	PGT (Commerce)	01	01	01
9	PGT (Computer sci.)	01	0	0
10	TGT(English)	01	01	0
11	TGT (Sanskrit)	01	0	0
12	TGT (Science)	01	0	0
13	TGT (Maths)	01	01	0
14	PRTs	05	0	0
15	SSA	01	0	0
	<b>Total</b>	<b>15</b>	<b>06</b>	<b>03</b>

- In supersession of this office's letter no. फा. सं. 11-E-3029 (42)/58/2021-स्था. III/2779-2809 dated 09-05-2024, you are requested to identify capable 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 **08 years experience** in the post applied for, as on **30<sup>th</sup> June, 2024**.
- ii. Those having **more than 05 years to retire as on 30<sup>th</sup> June, 2024**.
- 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/PGT/TGT</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
i. If 95%-100% result of Vidyalaya /Subject concerned in all five years	20	20
ii. If 95%-100% result of Vidyalaya /Subject for 04 years and above 90% in one year	16	
iii. If 95%-100% result of Vidyalaya /Subject for 03 years and above 90% in two years	12	
iv. If 95%-100% result of Vidyalaya /Subject for 02 years and above 90% in three years	08	
v. If 95%-100% result of Vidyalaya /Subject for 01 years and above 90% in four years	04	
If result of Vidyalaya /Subject below 90% in all years.	00	
<b>(C). RESULTS FOR LAST FIVE YEARS - QUALITATIVE</b>		
<b>FOR PRINCIPAL/PGTS</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
i. PI 60 and above last five years	15	15
ii. PI 60 and above in 04 out of last five years	12	
iii. PI 60 and above in 03 out of last five years	09	
iv. PI 60 and above in 02 out of last five years	06	
v. PI 60 and above in 01 out of last five years	03	
vi. If PI less than 60 in all five years.	00	
<b>TGTS</b>		
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	

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 **05-12-2024 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 3** 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 **15-12-2024**. The recommendation of the Regional Selection Committee shall be accompanied with the following documents: -
- Minutes of the meeting of the Regional Selection Committee
  - 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.
  - A detailed analysis of ACR/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)
  - 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.
  - All the information in **Annexure-III, IV & V** be provided in **hard copy as well as in excel sheet (in the given format) through e-mail in the mail i.d. sectionofficere3@gmail.com**
  - Vigilance clearance certificate in respect of all the recommended employees.
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 **15-12-2024**. 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।

भवदीय

  
(दीपक कुमार डबराल)

सहायक आयुक्त (स्थापना 2/3)

संलग्न: यथोपरि।

प्रतिलिपि:

- प्राचार्य के.वि.मॉस्को, तेहरान और काठमांडू उपरोक्त क्रम 1 के अनुसार रिक्ति की पुष्टि करने के लिए।
- सहायक आयुक्त(शैक्षिक), (ईडीपी), के.वि.सं.(मु), नई दिल्ली को इस अनुरोध के साथ कि वे इस पत्र को के.वि.सं. (मु.) की वेबसाईट में अपलोड करें।

<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). Participation in training programmes/ contribution to various training/in-service courses as a Director/ Associate Director/ Resource Person</b>	05	05
<b>(E). Certificate of any level of Scout &amp; Guide earned by teacher (Not for SSA)</b>	05	05
<b>(F). RECOGNITION</b>		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	20	20 (15 in case of SSA)
(ii) National KVS Incentive Award	15	
(iii) Regional Incentive Award	10	
<b>(G). Committee: The committee constituted for recommending names will allot marks on the basis of overall performance and reputation of Principal/Teacher.</b>	10	10
<b>TOTAL (A to G)</b>		<b>100</b> <b>(55 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 at KVS(HQ), New Delhi for final selection.
- 7.** All eligible candidates can apply for posting to KVs abroad. The Regional Office should send the prescribed forms to all the Vidyalayas under the jurisdiction of RO for applying by interested and eligible candidates. The contents of this circular should also be uploaded on Regional Office website.

**PROFORMA FOR APPLYING TO THE POST OF  
PRINCIPAL/PGT/TGT/ PRT/SSA FOR POSTING IN KVs ABROAD**

**NAME OF KV FOR WHICH APPLIED \_\_\_\_\_  
FOR THE YEAR \_\_\_\_\_**

**PARTS A and B TO BE FILLED IN BY THE INDIVIDUAL**

**PART - A**

**PARTICULARS OF PRINCIPAL/PGT/TGT/ PRT/SSA**

1. Name [in block letters](Sh. /Smt./Km.) -----  
-
2. Present Post -----
3. Name of Present KV -----
4. Region -----
5. Date of Joining in the present Post -----  
on regular basis in KVS
6. Date of Birth -----  
Age (as on 30-06-2024) -----
7. Sex -----
8. **ACADEMIC QUALIFICATIONS : -**

Examination	University/Board/Deptt.	Year	Subject(s)	% of pass

9. **SERVICE RECORD (in KVS & in the post applied for) : -**

DESIGNATION	REGULAR SERVICE IN KVS IN THE POST APPLIED FOR			SUBJECT(S) TAUGHT	ANY OTHER RESPONSIBILITY DISCHARGED (IN BRIEF)
	FROM DD-MM-YY	TO DD-MM-YY	TOTAL		

**PART - B**

10. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher at the Vidyalaya level and Board level examination as the case may be (Not applicable for SSA) : -

**For PRTs/TGTs/PGTs**

Year	Class	Number of Students appeared	No. of Students passed	% of pass students	<b>For PRT -</b> (%age of students got <b>A</b> grade).	<b>For TGTs/PGTs teaching class-X -</b> (%age students got CGPA 8.0 & above/%age of students got 76% or more in the subject taught.	<b>For PGTs -</b> P.I. in the subject, taught by the teacher in class-XII or the highest class.	Remarks
1	2	3	4	5	6	7	8	9

11. Record of In-Service training Programmes, workshops etc. attended (other than mandatory requirement) as Resource Person /Associate Director/ Director. Give details of the last 10 years only (not applicable for SSA):

SI.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/ Prize received at the National/State/ Regional level by the employee:

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

13. Whether working knowledge of Computer in cases of Teachers/proficiency in Computer (MS Word & Excel) applicable for SSA : **YES / NO**

14. 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 : \_\_\_\_\_)

Cont.... P/3

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	DOB	Medical History

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

17. Certificate of any level of Scout & Guide earned 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 & Scout & Guide etc. (Not applicable for SSA).

19. Whether having knowledge of rule position and the same is being applied in day to day disposal of work. (Not applicable for teachers) : **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 (applicable for SSA) : **Yes / No**

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

**Signature of the Applicant with date**

**CERTIFICATE**

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.

**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. Post Held : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Name of Present KV : \_\_\_\_\_  
/Regional Office
5. Total regular service in KVS in the post applied for: \_\_\_\_ Year \_\_\_\_ Months

**6. (a) RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE ) (for teaching post only): -**

Year	Classes taught	Pass %	For TGTs: %age of students got CGPA 8.0 & above/%age of students got 76% or more of marks in the subject taught by the teacher in class-X.	For PGTs: P.I. in the subject, taught by the teacher in class-XII or the highest class.	For Principal: %age students got CGPA 8.0 & above/%age of students got 76% or more of marks in class-X.&P.I. of Vidyalaya in the highest class.	
					Class-X	Class-XII (or highest class)

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

Year	Classes taught	Total Number of students	No. of students with 'A' Grade	% of Students getting 'A' Grade

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

8. Participation in in-service course / training as Director /Associate Director have been verified :**YES / NO**

9. Whether working knowledge of Computer as claimed by the Teachers/ Proficiency in Computer (MS Word & Excel) as claimed by SSA is verified : **YES / NO**

10. Certificate of any level of Scout & Guide earned by the teacher (verified). **YES / NO**

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

Year	2020 (31st March year ending)	2021 (31st March year ending)	2022 (31st March year ending)	2023 (31st March year ending)	2024 (31st March year ending)
Points as per 3(B)(A) of selection criteria mentioned in the letter					



12. 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 teacher/SSA 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.

13. 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.No.	Name	Post With Subject	Name of KV where Working	Name of Region	Date of Birth (DD/MM/YYYY)	Education Qualification in brief	Date of Joining in KVS in present post	Total service in KVS as on 30/06/2024	Total service in present cadre/category as on 30/06/2024	APAR of last five years (2019-20 to 2023-24) attach copies of APAR	Contribution				Recognition	Committee	Total (Col 11-17)	KV for which Applied and Recommended by Regional Office	Remarks, if any
											Quantitative results for last five years	Qualitative results for last five years	Participation in training prog/ contribution to various training/ in-service courses as a resource person/ director/ associate director	Certificate of any level of Scout and Guide earned by the teacher					
										Max Marks 25	Max Marks 20	Max Marks 15	Max Marks 5	Max Marks 20	Max Marks 10	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 .)

**KENDRIYA VIDYALAYA SANGATHAN (HQ)**

**ANNEXURE-IV**

**Format for PRTs**

**Analysis-quality parameters for - PRTs**

S.No.	Name	Post with subject	Name of KV where working	Name of Region	Date of Birth (DD/MM/YYYY)	Educational Qualification in brief	Date of joining in KVS in present post	Total service in KVS as on 30/06/2024	Total service in present cadre/ category as on 30/06/2024	APAR of last five years (2019-20 to 2023-24) attach copies of APAR	Quantitative results for last five years	Participation in training prog/ contribution to various training/ in-service courses as a resource person/ Director/ Associate Director	Certificate of any level of Scout and Guide earned by the teacher	Recognition	Committee	Total (Col 11-16)	KV for which applied and Recommended by Regional Office	Remarks, if any.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
										Max. Marks 25	Max. Marks 35	Max. Marks 5	Max. Marks 5	Max. Marks 20	Max. Marks 10	Max. Marks 100		
<p><b>NOTE: PLEASE FILL ALL THE DETAILS IN CAPITAL LETTERS</b> (Attached copies of APAR with details .)</p>																		

FORMAT FOR SSAs

Analysis-quality parameters for - SSA

S.No.	Name	Post	Name of KV where working	Name of Region	Date of Birth	Date of joining in KVS in Present Post	Total Service in KVS as on 30/06/2024	Date from which working in Present Post	Total service in present post as on 30/06/2024	APAR of last five years (2019-20 TO 2023-24) attach copies of APAR	Participation in training programmes as a Resource Person	Recognition	Committee	Total (col 11-14)	KV for which Applied and Recommended by Regional Office	Remarks, If Any
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
										Max Marks 25	Max Marks 5	Max Marks 15	Max Marks 10	Total Marks 55		

NOTE: PLEASE FILL ALL THE DETAILS IN CAPITAL  
(Attached copies of APAR with details .)