PM SHRI KENDRIYA VIDYALAYA SARAIKELA KHARSAWAN

Information-Booklet
Interview for Part- Time Contractual Panel
(Session: 2026-27)

IMPORTANT NOTE:

1. Minimum and Maximum age limit shall be 18 and 65 years respectively.
2. No TA/DA will be paid for attending interview.
3. Remuneration and working hours would be as per KVS norms.
4. Separate applications will be accepted for different post.
5. Proficiency in teaching in Hindi and English medium is required.
6. Computer Knowledge is desirable.
7. This interview is only for preparing a panel of different posts to be engaged on purely part time contractual basis as and when required in PM SHRI KV SARAIKELA KHARSAWAN, during the academic year 2026-27 and does not confer any right to get regular appointment in KVS.
8. Interview will start from 09:00 AM onward on stipulated date. Candidates will have to report latest by 11.00 A.M. Candidate will not be allowed to enter the campus after 11.00 A.M.
9. Candidate would appear in the interview with duly filled registration cum bio-data form, self- attested photocopies of the documents with its original for verification.

TERMS AND CONDITIONS
GENERAL TERMS AND CONDITIONS-

1. Educational qualifications will be as per KVS norms.
2. Minimum and maximum age limit shall be 18 years to 65 years respectively.
3. Self-attested photocopies of the educational qualifications and experience certificates should be submitted with the application.
4. Original documents should be brought for verification at the time of interview.
5. The contractual teachers would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier. However, their services can be terminated earlier if their performance is not satisfactory.
6. The candidates must have working knowledge of computer and must be capable of teaching in hybrid mode using the platforms provided by KVS, like Google Classroom, Google Meet, Classroom live, etc.
7. DRESS CODE- Every teacher shall be clean and trim She/he shall not be casual and informal, while on duty. Her/ his dress shall be neat and dignified. She/he shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and colleagues.
8. Code of Conduct as per Article 59 is applicable to each part time contractual teacher.

PAYMENT OF REMUNERATION:
Consolidated payment on monthly basis shall be made to the contractual teachers as per the following rate:

PGT (All subjects) - ₹27,500 per month TGT (All subjects)- ₹26,250 per month Primary Teacher - ₹21,250 per month
Computer Instructor/Coach - ₹21,250 per month
Counselor – As per KVS Norms

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

a. Teachers appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on the basis of KVS norms.
b. Teachers will not be entitled for pay, if remain absent on working day. In case of absence from duty, payment will be calculated on the basis of KVS norms.

JOB DESCRIPTION OF TEACHERS (PGT, TGT, PRT)
Contractual teachers will perform all the duties similar to a regular teacher. Their job description includes-

1. Teaching of their subject as per KVS and CBSE standards.
2. Timely correction of class and home assignments, test-papers, projects and preparation of results.
3. Setting of question papers for various tests and exams, when asked by the examination department.
4. Preparation of lesson plans and maintain academic record of the students
5. **Preparing the students for co-curricular activities, house activities, various cultural competitions, etc.**
6. If required, escorting the students for activities outside Vidyalaya
7. Completion of any other work assigned by Vidyalaya.

JOB DESCRIPTION OF COUNSELLORS*:*

1. Counsellors will address the mental health of the students and provide them guidance as and when required.
2. They will carry out awareness programmes to enhance life skills and values.
3. They will address the behavior pattern of the students and contribute to school discipline.
4. Their nature of work involves low achieving, under achieving, and high achieving students, besides dealing with topics like examination fear, stress management, study skills and techniques, etc.
5. They will provide career guidance and help the students in assessing their interests and aptitudes.

JOB DESCRIPTION OF COACH, COMPUTER INSTRUCTOR

The instructors and coaches will perform all the duties similar to regular teachers in these subjects. Their job description includes-

1. Developing the ability of creative expression/ teaching techniques, tactics and relevant skills of sports/dance activities in students/ to provide theoretical and applied instructions in computer functionality
2. Developing lessons plans related to their subjects
3. Assisting the regular teachers in developing the proficiencies related to their subject
4. Preparing the students for various school level, regional level and national level competitions

EXPERIENCE

1. Experience of schools affiliated to CBSE/ICSE/State Boards will be considered for weightage.
2. One (01) point will be given for each completed year/Session (Subject to maximum 5 points).
3. A period of six months or more will be considered as one complete session.

EDUCATIONAL & OTHER QUALIFICATIONS REQUIRED FOR VARIOUS POSTS

1.	**Post Graduate Teacher (PGT)**
	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 (History) – History h) PGT Geography-Geography i) PGT (Commerce) – Master's Degree in Commerce. However, holder of Degrees of M.Com in Applied/Business Economics shall not be eligible. j)PGT (Economics) – Economics/ Applied Economics/ Business Economics. 2. B.Ed. or equivalent degree from recognized university 3. Proficiency in teaching in Hindi and English media. **Desirable :** Knowledge of computer applications.
2.	**Post Graduate Teacher Computer Science (PGT)**
	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. 3. B.Ed or equivalent degree form recognized university.

3.	**Trained Graduate Teacher (TGT)**
	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 (Hindi): Hindi as a subject in all the three years. c) For TGT (English) : English as a subject in all the three years. d) For TGT (S.St) Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography (In at least 3yrs/6sem as an elec./main sub & 2nd sub for at least 1yr/2 sem) e) For TGT (Maths) - Bachelor Degree in Maths with any two of the following subjects: Physics, Chemistry, Electronics, Computer Science, Statistics. f) For TGT (Science)- Botany, Zoology and Chemistry. 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(for **Desirable :** Knowledge of Computer Applications.
4.	**Trained Graduate Teacher (TGT) Art Education**
	TGT (AE) — Essential: 1. Five years' recognized Diploma in Drawing and Painting/ Sculpture/ Graphic Art or Equivalent recognized Degree 2. Working knowledge of Hindi & English Desirable: Working knowledge of Computer Applications.
5.	Primary Teacher
	Essential : a) Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known) OR Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B.El.Ed.) OR Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Education (Special Education) b) Qualified in the Central Teacher Eligibility Test (CTET) Paper I conducted by the Govt. of India. c) Proficiency to teach through Hindi & English media. Desirable : Knowledge of Computer Applications.
6.	Counsellor
	Graduation in Psychology with certificate of diploma in counseling.

	Desirable qualification required Minimum of one year experience in providing career/educational counseling to students at schools. Or Working knowledge and experience in placement bureaus. Or Registration with rehabilitation council of India as vocational counselor.
7.	Computer Instructor
	Essential : 1. At-least 50 % marks in aggregate in any of the following; B.E or B. Tech. (Computer Science/IT)/BCA/MCA/M.Sc. (Computer Science)/ M.Sc. (Electronics with Computer Science component)/ M.Sc. (IT)/B.Sc. (Computer Science) from a recognized University. OR Bachelor's/ Master degree in any Science subject/ Mathematics from recognized University with Post Graduate Diploma in Computer Application from government recognized University/ institute. OR Post Graduate degree in any subject with Post Graduate Diploma in Computer Application from government recognized University/ institute / 'A' Level from 'DOEACC' a. Proficiency in teaching in Hindi and English media. Desirable : Knowledge of Tux Paint, Libre Office, Scratch, Python Turtle, Python
8.	**Sports Coach**
	Diploma from NSNIS/B.P.Ed./Graduation in Physical Education/ represented at National level /Inter university level. Any equivalent coaching experience of recognized institution.
9.	**DANCE / MUSIC COACH**
	Essential: 1) Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent and Bachelor Degree in Music / Dance or equivalent from a recognized University 2) Competence to teach through English & Hindi media.

(Final Eligibility Criteria is subject to KVS norms)