



केन्द्रीय विद्यालय संगठन  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली - 110016  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG,  
NEW DELHI-110016  
दूरभाष /Tel-26532643, फैक्स/FAX-26514179  
Email: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

**BY EMAIL**

F. No.11054/1/2022/KVS/RPS/Deputation/1084-1114

Dated: 07.12.2022

15/12/2022

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

Subject: **Uploading the detailed advertisement No. 18 for the post of Administrative Officer on deputation basis in Kendriya Vidyalaya Sangathan.**

Sir/Madam,

I am to refer to the subject cited above and to enclose herewith detailed advertisement No. 18 for the post of Administrative Officer on deputation basis in Kendriya Vidyalaya Sangathan for your necessary action.

You are requested to upload the same in your office website..

Yours faithfully,

( SHASHI KANT SHARMA )  
Assistant Commissioner (Admn./RPS)

**Encl: As above**

Copy to: Deputy Commissioner (EDP).KVS, New Delhi. She is requested to upload the detailed advertisement No. 18 for the post of Administrative Officer on deputation basis in Kendriya Vidyalaya Sangathan on KVS website at Home page i.e. Announcement and Employment Notice/Vacant Position.



## केन्द्रीय विद्यालय संगठन (मु0)

Kendriya Vidyalaya Sangathan (Hq.)

18, संस्थागत क्षेत्र, शाहीदजीतसिंहमार्ग

18, Institutional Area, Shaheed Jeet Singh Marg

नई दिल्ली-110016 New Delhi - 110016

टेलीफोन 011-26858570 ई-मेल E-mail: rps.kvshq@gmail.com

वेबसाईट Website: http://kvsangathan.nic.in

### ADVERTISEMENT NO. 18/2022

#### FILLING UP THE POST OF ADMINISTRATIVE OFFICER ON DEPUTATION BASIS IN KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICES SPREAD ALL OVER INDIA

Kendriya Vidyalaya Sangathan (KVS) an autonomous body under Ministry of Education intends to fill the post of Administrative Officer in its Regional office spread all over India in Pay Level-10 of Pay Matrix as per 7<sup>th</sup> CPC (pre revised Pay Band-III (Rs.15600-391000 + Grade Pay of Rs.5400/-) on deputation basis .The eligibility criteria and qualification for the post are as follows:

Name of the Post and Pay scale with Grade Pay	Number of likely vacancies	Eligibility Criteria	Qualification
Administrative Officer Pay Level – 10 as per 7 <sup>th</sup> CPC	08 (Eight)	Holding analogous posts in central/state Govt./ Autonomous Bodies of Central /State Govt.	I) Graduate Desirable :Knowledge of Computer Application.

**Note:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation similarly. Deputationists shall not be eligible for consideration for appointment by promotion. Period of Deputation including period of deputation in other ex-cadre posts held immediately preceding this appointment shall not exceed three years.

#### Period and other terms and conditions of deputation:

Terms and conditions of deputation will be regulated as per Department of Personnel & Training OM No 6/8/2009-Estt (Pay-II) dated

The maximum age of applicants for deputation should be below 56 years as on the closing date of receipt of applications.

**Documents to be forwarded along with application with application:** Eligible and willing candidate may apply through proper channel as per the prescribed format (Annexure I) cadre authorities/Head of Departments are requested to forward application of eligible and willing candidates whose services can be spared on deputation immediately in the event of their selection . The application of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Vigilance Clearance /integrity certificate.(item No 4 of **Annexure II**)
- ii. Photocopies of the ACRs/APARs for the last five (5) years. Duly attested on each page by the competent authority (Item No 5 of **Annexure II**)

While forwarding the application it may also be certified by the cadre controlling authority that the particulars furnished by applicant have been verified from his service records and found to be correct (Item No 5 **Annexure II**)

It is therefore, requested that the application in respect of suitable and eligible officer enclosing documents listed as above may be forwarded to the **JOINT COMMISSIONER (ADMN-I) KENDRIYA VIDYALYA SANGATHAN 18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG NEW DELHI-110016** by Registered/Speed Post only. The last date of receipt of applications complete in all respects is **31<sup>ST</sup> January, 2023**

Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Application received after the last date or otherwise found incomplete shall not be entertained. KVS reserves the right to withdraw the vacancy circular at any time without assigning any reasons.

Sd/-

( **AJEETA LONGJAM** )  
**Joint Commissioner (Admn.-I)**

**Application for the post of Administrative officer in Kendriya Vidyalaya Sangathan,  
New Delhi**

1	Name			
2	Date of Birth			
3	Present Post			
4	Date from which the present post is held			
5	Present place of posting			
6	Parent cadre			
7	Date of joining service			
8	Pau Band of the present post			
9	Basic pay Drawn			
10	Grade Pay			
11	Whether the eligibility criteria prescribed for the posts are satisfied:			
12	Education/Professional Qualification (Please mention Graduation and above)			
SI.NO	QUALIFICATION	SUBJECT	YEAR/DIVISION	INSTITUTION/ UNIVERSITY PLACE/COUNTRY
13	Details of Experience/Employment ( Please attach a separate sheet, if required)			
Office	Post held	From	To	Pay Level as per 7 <sup>th</sup> CPC OR Pay Band + Grade Pay as per 6 <sup>th</sup> CPC.
14	Date of retirement under Central Government Rules			
15	Training (s) undergone			

Certified that information furnished above by me is correct

Place and date:

(signature of the candidate)

Annexure-II

**To be filled by the Cadre Controlling Authority**

Office of .....

F. No. ....Date:.....

1. The applicant , if selected, will be relieved immediately
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in circular/advertisement.
4. The candidate is clear form vigilance angle and his integrity is certified as Beyond Doubt.
5. Photocopies of ACRs/APARs for the last five years duly attested on each page by an officer not below the rank of under Secretary or equivalent are enclosed.
6. Certified that service particulars given by the applicant have been verified from his/her service records and found to be correct.

DATE:

**Signature with seal of the  
competent/issuing Authority**

PLACE: