



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

सूचना-पुस्तिका

Information-Booklet

अंशकालिक संविदा पैनल के लिए साक्षात्कार

Interview for Part- Time Contractual Panel

नियम एवं शर्तें

TERMS AND CONDITIONS

सामान्य नियम एवं शर्तें / GENERAL TERMS AND CONDITIONS:

1. किसी भी पद पर आवेदन करने वाले आवेदकों द्वारा कोविड-19 टीकाकरण अनिवार्य है।
All the candidates applying for any post must have taken covid-19 vaccination.
3. आवेदन करने वाले अभ्यर्थियों की शैक्षणिक अर्हता केंद्रीय विद्यालय संगठन के मानदंडों के अनुसार होनी चाहिए।
Educational qualifications will be as per KVS norms.
4. न्यूनतम और अधिकतम आयु सीमा क्रमश 18 वर्ष से 65 वर्ष होगी।
Minimum and maximum age limit shall be 18 years to 65 years respectively.
5. शैक्षिक योग्यता एवं अनुभव प्रमाण पत्र की स्व-सत्यापित फोटोकॉपी आवेदन पत्र के साथ जमा करनी होगी।
Self-attested photocopies of the educational qualifications and experience certificates should be submitted with the application.
6. मूल दस्तावेज साक्षात्कार के समय सत्यापन के लिए लाए जाने चाहिए।
Original documents should be brought for verification at the time of interview.
7. संविदा शिक्षकों की सेवाएं नियमित शिक्षक की नियुक्ति होने तक या शैक्षणिक सत्र की समाप्ति, जो भी पहले हो, तक ली जायेंगी। हालांकि, यदि उनका प्रदर्शन संतोषजनक नहीं रहा, तो उनकी सेवाएं पहले भी समाप्त की जा सकती हैं।
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.
8. स्कूल का समय हर स्कूल में अलग-अलग हो सकता है।
School timings may vary from school to school.
9. उम्मीदवारों को कंप्यूटर पर काम करने का ज्ञान होना चाहिए और केवीएस द्वारा प्रदान किए गए प्लेटफार्मों जैसे कि Google क्लासरूम, गूगल मीट, क्लासरूम लाइव, आदि का उपयोग करके हाइब्रिड मोड में पढ़ाने में सक्षम होना चाहिए।
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.
10. ड्रेस कोड- प्रत्येक शिक्षक सुनिश्चित करे उसका पहनावा साफ सुथरा और सम्मानजनक होना चाहिए। उसे किसी भी सूरत में इस तरह के कपड़े नहीं पहनने चाहिए कि वह छात्रों और सहकर्मियों के बीच उत्तेजना, उपहास या दया का पात्र बन जाए।

पारिश्रमिक का भुगतान PAYMENT OF REMUNERATION:

1. संविदा शिक्षकों को मासिक आधार पर समेकित भुगतान निम्न दर के अनुसार किया जायेगा।

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

- a. PGT- ₹ 27,500 per month
 - b. TGT- ₹ 26,250 per month
 - C. Special Educator- ₹ 21,250 per month
2. संविदा के आधार पर नियुक्त शिक्षकों का नियमित आधार पर नियुक्ति का कोई दावा या अधिकार नहीं होगा और न ही वे केन्द्रीय विद्यालयों के शिक्षकों के संवर्ग में शामिल होंगे। विद्यालय में रिक्ति होने पर भी उम्मीदवार नियुक्ति के लिए किसी प्रकार का दावा नहीं कर सकते हैं। नियुक्ति पूर्णतः आवश्यकता आधारित होगी।

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. संविदा के आधार पर नियुक्त शिक्षक, अवकाश वेतन के हकदार नहीं होंगे और शरद/शीतकालीन अवकाश के दौरान भुगतान की गणना केविएस नियमों के आधार पर की जाएगी।

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. कार्य दिवस पर अनुपस्थित रहने पर शिक्षक वेतन के हकदार नहीं होंगे। इयूटी से अनुपस्थित रहने की स्थिति में भुगतान की गणना केविएस नियमों के आधार पर की जाएगी।

Teachers will not be entitled for pay, if remain absent on working day. In case of absence from duty, payment will be calculated on basis of KVS norms.

संविदा शिक्षक, नियमित शिक्षक के समान सभी कर्तव्यों का निर्वहन करेंगे। उनके नौकरी विवरण में शामिल हैं।

Contractual teachers will perform all the duties similar to a regular teacher. Their job description includes-

1. केवीएस और सीबीएसई मानकों के अनुसार उनके विषय का शिक्षण। Teaching of their subject as per KVS and CBSE standards.
2. कक्षा और गृहकार्य, परीक्षा पत्र , परियोजना कार्य आदि का समय पर जांच कार्य।
Timely correction of class and home assignments, test-papers, projects, etc.
3. परीक्षा विभाग द्वारा दिए जाने वाले विभिन्न परीक्षाओं और परीक्षाओं के लिए प्रश्न पत्रों का निर्माण।
Setting of question papers for various tests and exams, when asked by the examination department.
4. पाठ योजना तैयार करना और छात्रों का अकादमिक रिकॉर्ड बनाए रखना
Preparation of lesson plans and maintain academic record of the students
5. छात्रों को पाठ्य सहगामी गतिविधियों, गृह गतिविधियों, विभिन्न सांस्कृतिक प्रतियोगिताओं आदि के लिए तैयार करना।
Preparing the students for co-curricular activities, house activities, various cultural competitions, etc.
6. यदि आवश्यक हो, छात्रों को विद्यालय के बाहर गतिविधियों के लिए एस्कॉर्ट करना
If required, escorting the students for activities outside Vidyalaya.
7. विद्यालय द्वारा सौंपे गए किसी अन्य कार्य को पूरा करना
Completion of any other work assigned by Vidyalaya.

विशेष शिक्षक का नौकरी विवरण JOB DESCRIPTION OF SPECIAL EDUCATOR:

1. विशेष शिक्षक उन छात्रों के साथ काम करेगा जो सीखने, मानसिक, भावनात्मक या शारीरिक रूप से दिव्यांग हैं।

Special educator will work with students who have learning, mental, emotional or physical disabilities.

2. वे सामान्य शिक्षा के पाठों को अनुकूलित करेंगे और दिव्यांग छात्रों को विभिन्न विषय पढ़ाएंगे।

They will adapt general education lessons and teach various subjects to students with disabilities.

3. वे ऐसे छात्रों को बुनियादी कौशल सिखाएंगे जो उनकी दिन-प्रतिदिन की गतिविधियों को सुचारू रूप से करने में उनकी मदद करते हैं।

They will teach basic skills to such students that help them in performing their day-to-day activities smoothly.

4. वे छात्रों की प्रगति पर नज़र रखने के लिए माता-पिता और स्कूल के कर्मचारियों के साथ सहयोग करेंगे।

They will collaborate with parents and school staff to track students' progress.

आवश्यक योग्यताएं / REQUIRED QUALIFICATIONS:-

(i) **For PGTs :-**

Essential Qualification:

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 at least 50% marks in aggregate in the following subjects:

Sl. No.	Post (Subject)	Subject (s) at Post Graduate level
1	PGT (English)	English
2	PGT (Hindi)	Hindi or Sanskrit with Hindi as one of the subjects at Graduate level
3	PGT (Physics)	Physics/Electronics/Applied Physics/Nuclear Physics
4	PGT (Chemistry)	Chemistry/Bio Chemistry
5	PGT (Economics)	Economics/Applied Economics/ Business Economics
6	PGT (Commerce)	Master's degree in Commerce. However, holder of Degree of M.Com in Applied/ Business Economics shall not be eligible.
7	PGT (Maths)	Mathematics/Applied Mathematics
8	PGT (Biology)	Botany/Zoology/Life Sciences/Bio Sciences/Genetics/ Micro-Biology/Bio-Technology/Molecular Biology/Plant Physiology provided they have studied Botany and Zoology at Graduation level
9	PGT (History)	History
10	PGT (Geography)	Geography
11	PGT (Sociology)	Sociology
12	PGT (Political Science)	Political Science
13	PGT(Food Production & Tourism)	Food Production & Tourism

2. B.Ed. or equivalent degree from recognized university

3. Proficiency in teaching in Hindi and English media.

Desirable Qualification :

Knowledge of computer applications

Note :Candidates having only Special B.Ed are not eligible for the post of PGT.

Desirable Qualifications: Knowledge of Computer Applications.

For TGTs:- Essential Qualification:

- (a) 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 atleast 50% marks in the concerned subject/combination of subject and in aggregate. The elective subjects and languages in the combination of subjects are as under:

Sl. No.	Post (Subject)	Subject(s)
1	TGT (English)	English as a subject in all the three years.
2	TGT (Hindi)	Hindi as a subject in all the three years.
3	TGT(S.St)	Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography.
4	TGT (Science)	Botany, Zoology and Chemistry.
5	TGT (Sanskrit)	Sanskrit as a subject in all the three years.
6	TGT (Maths)	Bachelor Degree in Maths with any two of the following subjects: - Physics, Chemistry, Electronics, Computer Science, Statistics

- i) B.Ed or equivalent degree from a recognized University.
- ii) Pass in the Central Teacher Eligibility Test (CTET) Paper-II, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
- iii) Proficiency in teaching in Hindi and English medium.

Desirable: Knowledge of Computer Applications.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF TRAINED GRADUATE TEACHERS (TGTs)

- A. The candidate should possess the professional qualification of B.Ed as on the last date of submission of application.
- B. **For the post of TGT (S.St.):**
1. The candidate should have studied any two subjects out of the following:
 - (i) History with atleast 50% marks in aggregate and one subject out of Geography/Economics/Political Science with atleast 50% marks in aggregate and also atleast 50% marks in graduation, **OR**
 - (ii) Geography with 50% marks with History/Economics/Political Science with atleast 50% marks in aggregate and also atleast 50% marks in graduation.
 2. Geography/History should have been studied in all the years of graduation with atleast 50% marks.
 3. In case of Honours Degree in History, the candidate should have studied Geography/Economics/Political Science in first and/or second year of graduation with atleast 50% marks in History in aggregate and atleast 50% marks in other subject indicated above at graduation level and also atleast 50% marks in aggregate at graduation level.
 4. Similarly in case of Honours degree in Geography, the candidate should have studied History/Economics/Political Science in first and/or second year of graduation with atleast 50% marks in Geography in aggregate and atleast 50% marks in other subject indicated above at graduation level and also atleast 50% marks in aggregate at graduation level.
- C. **For the post of TGT (Maths):**
1. The candidate should have studied Maths in all the years of graduation with any two subjects out of Physics, Chemistry, Electronics, Computer Science, Statistics.
 2. In case of Honours Degree in Maths, the candidate should have studied Maths in all the years of graduation with atleast 50% marks in aggregate and any of the two subjects indicated in point No.1 above with atleast 50% marks in each subject at graduation, level and also atleast 50% marks in graduation,.
 3. BA (Hons.) in Maths and B.Sc (Hons) in any subject other than Maths are not eligible for the post of TGT (Maths).
- D. **For the post of TGT (Science):**
1. The candidate should have studied Botany, Zoology and Chemistry in all the years of graduation with atleast 50% marks in each subject.
 2. The candidates with Honours Degree in Botany/Zoology/Chemistry with atleast 50% marks in B.Sc should have studied other two subjects with atleast 50% marks in each of them at graduation level.

(viii) **For Special Educators :-**

(a) Elementary (primary and upper primary):

1. XII passed and two year D.Ed. Special education in any of the category of disability.
OR
2. XII passed and one year diploma in special education (DSE) in any of the category disability.
OR
3. Diploma in community based rehabilitation (DCRB) with six months certificate course in education of children with special needs.
OR
4. Post graduate diploma in community based rehabilitation with six months certificate course in education of children with special needs.
OR
5. Diploma in Multi rehabilitation worker with six months certificate course in education of children with special needs
OR
6. Junior diploma in teaching the deaf
OR
7. Primary level teacher teaching course in visual impairment.
OR
8. Diploma in vocational rehabilitation mental retardation (DVR-MR)/ diploma in vocational training and employment mental retardation (DVTE-MR) with six months certificate course in education of children with special needs.
OR
9. Diploma in hearing language and speech with six months certificate course in education of children with special needs.
OR
10. XII passed with RCI recognized qualification for minimum one year duration and six months with special needs.

OR

Any other equivalent qualification approved by RCI

(b) Secondary and senior Secondary:

1. Graduate with B.Ed. (special education).
OR
2. B.Ed. (General) with one year diploma in special education.
OR
3. B.Ed. (General) with two-year diploma in special education.
OR
- a. B.Ed. (General) with Post Graduate Professional Diploma in Special Education (PGPD).
OR
- b. B.Ed. Special Education and Post Graduate Professional Certificate in Special Education (PGPC).
OR
- c. PG Diploma in Special Education (Mental Retardation)
OR
- d. PG Diploma in Special Education (Multiple Disabilities: Physical And Neurological).
OR
- e. PG Diploma in Special Education (Locomotor Impairment And Cerebral Palsy).
OR
- f. Secondary Level Teacher Training Course In Visual Impairment.
OR
- g. Senior Diploma in Teaching the Deaf.
OR
- h. BA/ B.Ed. in Visual Impairment.

OR

Any other equivalent qualification approved by RCI