



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/KVS(HQ/Acad

Date:-21/03/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regions.

Subject - Appointment of Teachers on Contractual Basis - reg.

Sir/Madam,

The Board of Governors of KVS in its 94th meeting held on 28/12/12 has approved the recommendation of the Finance committee about the changes in the terms & conditions of appointment of teachers on contract basis in Kendriya Vidyalayas. The same is stated below for your information and needful compliance.

1. A contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by the Selection Committee for a fresh appointment as Contractual teachers by following due procedure. Consolidated remuneration to be paid to different categories of teachers appointed on contract basis is appended as Annexure - I.
2. Consolidated payment on monthly basis may be made to the contractual teachers for the duties performed including invigilation/ exam related work instead of per period basis hitherto in force in the Kendriya Vidyalayas. However, the contractual teachers appointed for a period of less than a month will be paid on pro rata basis only. (Refer Annexure -II)
3. Teachers appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter break payment should be calculated on the pro rata basis.

You are requested to disseminate the information to all Kendriya Vidyalayas under your jurisdiction for compliance immediately.

This issues with the approval of the competent authority.

Yours faithfully,


(Dr.Shachi Kant)

Joint Commissioner(Acad/Trg)

Enclosure – Annexure I & II

KENDRIYA VIDYALAYA SANGATHAN
(RPS SECTION)

Subject: **Recruitment Rules for the post of Primary Teacher in KVS.**


The Recruitment Rules of Primary Teacher amended from 14.08.2018 are available in KVS website in Archive under "Employment Notice"... Result/Misc./Answer Keys" which is not easily accessible.

Deputy Commissioner (EDP) is requested to shift Recruitment Rules of Primary Teacher effected from 14.08.2018 from Archive to page Recruitment Rules under Administration on KVS website. The copy of notice dated 14.08.2018 is enclosed.

This issues with the approval of competent authority.


(ADITYA SHARMA)
Section Officer

Deputy Commissioner (EDP)


9/12
ASO (EDP)
Mr. Sharma



Kendriya Vidyalaya Sangathan(Hqrs.)

18, Institutional Area, Shaheed Jeet Singh Marg,
New Delhi – 110016

NOTICE

Dated: 14/08/2018

Subject: Amendment in essential qualification for Recruitment of Primary Teachers in KVS

In reference to NCTE notification dated 28.06.2018 regarding minimum qualification of Primary teacher, the following amendment has been made in the essential qualification for the post of Primary Teacher:

Essential:

1. 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)

OR

Graduation with atleast 50% marks and Bachelor of Education (B.Ed.)*

* who has acquired the qualification of Bachelor of Education from any NCTE recognized institution shall be considered for appointment as a teacher in class I-V provided the person so appointed as a teacher shall mandatorily undergo a six month Bridge Course in Elementary Education recognized by the NCTE within two years of such appointment as Primary Teacher.

2. Qualified in the Central Teacher Eligibility Test conducted by the Govt. of India.
3. Proficiency to teach through Hindi & English media.

Desirable:

Knowledge of working on Computer.

Sd/-
Joint Commissioner (Admn)



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/KVS(HQ/Acad

Date:-21/03/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regions.

Subject - Appointment of Teachers on Contractual Basis - reg.

Sir/Madam,

The Board of Governors of KVS in its 94th meeting held on 28/12/12 has approved the recommendation of the Finance committee about the changes in the terms & conditions of appointment of teachers on contract basis in Kendriya Vidyalayas. The same is stated below for your information and needful compliance.

1. A contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by the Selection Committee for a fresh appointment as Contractual teachers by following due procedure. Consolidated remuneration to be paid to different categories of teachers appointed on contract basis is appended as Annexure - I.
2. Consolidated payment on monthly basis may be made to the contractual teachers for the duties performed including invigilation/ exam related work instead of per period basis hitherto in force in the Kendriya Vidyalayas. However, the contractual teachers appointed for a period of less than a month will be paid on pro rata basis only. (Refer Annexure -II)
3. Teachers appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter break payment should be calculated on the pro rata basis.

You are requested to disseminate the information to all Kendriya Vidyalayas under your jurisdiction for compliance immediately.

This issues with the approval of the competent authority.

Yours faithfully,


(Dr.Shachi Kant)

Joint Commissioner(Acad/Trg)

Enclosure – Annexure I & II

Annexure- I

Sl. No	Designation	Station	Consolidated Pay
1	PGT All Subject	Normal	Rs. 27500/-
2		Hard	Rs. 32500/-
3		Very Hard	Rs. 35000/-
4	TGT All Subject	Normal	Rs. 26250/-
5		Hard	Rs. 31250/-
6		Very Hard	Rs. 33750/-
7	PRT	Normal	Rs. 21250/-
8		Hard	Rs. 26250/-
9		Very Hard	Rs. 28750/-
10	Computer Instructor (Teaching in classes III to V)	Normal	Rs. 21250/-
11		Hard	Rs. 26250/-
12		Very Hard	Rs. 28750/-
13	Computer Instructor (teaching classes VI onwards)	Normal	Rs. 26250/-
14		Hard	Rs. 31250/-
15		Very Hard	Rs. 33750/-
16	Vocational Instructor for craft/dance music/art/sports etc.	Normal	Rs. 21250/-
17		Hard	Rs. 26250/-
18		Very Hard	Rs. 28750/-
19	Spoken English Teacher	Normal	Rs. 18750/-
20		Hard	Rs. 23750/-
21		Very Hard	Rs. 26250/-

Annexure - II

The monthly payment towards the contractual teachers and the pro rata payment to the teachers may be regulated as follows.

In the overall interest of the organization, the calculation for the pro rata payment should be made as under:-

Example :- In the normal station, a PGT worked for 15 days in April'13 from 01.04.13 to 15.04.13.

Consolidated Pay

----- X No of days worked

30 Days

Rs.27,500

Say as :

30 days

X 15 Days = Rs.13,750



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs – reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions –**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

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

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure –**

- i) The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on Interview and practical classroom observation.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

- ❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

❖ **Duties & Responsibilities of Contractual teachers –**

- i) Teachers appointed on contractual basis will discharge following duties
 - a) Regular classroom activity/Copy checking.
 - b) Invigilation duty/Evaluation work.
 - c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
 - d) All other works assigned by the principal.

- ❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

- ❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

- ❖ **Norms to engage Vocational Instructors** – In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs.:-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

- ❖ **Service Condition** - Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- I) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- II) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- III) Working hours shall be same as regular teacher.

❖ **Special provision -**

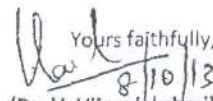
- i) **Relaxation of B.Ed. qualification.-** In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

- ❖ **Relaxation in CTET** - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

 (Dr. V. Vijayalakshmi)
 Joint. Commissioner (Acad)



केन्द्रीय विद्यालय संगठन(मु०)
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.110332/02/2013/KVS(HQ)/Acad/Yoga

Dated :-30.12.2013

To,

The Deputy Commissioner,
KendriyaVidyalayaSangathan
All Regional offices

Sub: Yoga teaching in KVs.

Sir/ Madam,

KendriyaVidyalayaSangathan has decided to encourage yoga education in all its schools. The National Curriculum Framework (NCF) 2005 has set broad guidelines for physical education and elucidated the importance of including yoga as a compulsory subject. Yoga education contributes to not merely the physical development of the child but have a positive impact on psychosocial and mental development as well. Yoga is to be taught from class VI onwards in all the KendriyaVidyalayas. The Regional Offices are directed to appoint yoga teachers on contractual basis in all the KendriyaVidyalayas (if any regular yoga teacher is not posted in that school) irrespective of number of sections in the vidyalaya. The remuneration of the yoga teachers appointed on contractual basis shall be similar to the payment made to contractual coaches for the sports.

The Syllabus to be followed in different classes for the yoga education is enclosed at Annexure-I.

Encl.: As above.

(Dr. Shachi Kant)
Joint Commissioner (Trg..)

Copy to:

1. DC(EDP) with the request to upload the circular on KVS website for information.
2. Guard File.

Joint Commissioner (Trg..)

ke + 8
Approved
15/12/2013
30/12/2013

To

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Subject: Clarification regarding appointment of Yoga Teacher in Kendriya Vidyalayas on contractual basis – reg.

Madam/Sir,

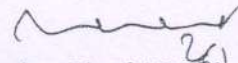
With reference to the letter No. 110332/02/2013/KVS(HQ)/Acad/Yoga dated 30.12.2013 repeated queries are received from different regions, clarification to the queries are stated as under:

Sl.No.	Queries	Clarification
1.	Whether appointment will be done at the Regional Level or at the school level.	Appointment of Yoga teachers on contractual basis are done at the Vidyalaya level by following the due procedure.
2.	Requisite qualification for yoga teacher	i) Graduation in any subject or equivalent from a recognized university. ii) One year training in yoga from a recognized institution. (Refer recruitment rules effective from 01.08.2008)
3.	Syllabus to be followed.	Already in vogue.

You are requested to disseminate the information to all the Kendriya Vidyalayas under your jurisdiction.

This is for your information and necessary action.

Yours faithfully,


(Dr. Shachi Kant)

Joint Commissioner (Trg.)

Copy to : SO, Acad. Section, KVS (HQ) New Delhi for Guard File

852/01/15
04/04/15
AC
307
Dr. BM



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.110332/02/2013/KVS(HQ)/Acad/Yoga

Dated :-30.12.2013

To,

The Deputy Commissioner,
KendriyaVidyalayaSangathan
All Regional offices

Sub: Yoga teaching in KVs.

Sir/ Madam,

KendriyaVidyalayaSangathan has decided to encourage yoga education in all its schools. The National Curriculum Framework (NCF) 2005 has set broad guidelines for physical education and elucidated the importance of including yoga as a compulsory subject. Yoga education contributes to not merely the physical development of the child but have a positive impact on psychosocial and mental development as well. Yoga is to be taught from class VI onwards in all the KendriyaVidyalayas. The Regional Offices are directed to appoint yoga teachers on contractual basis in all the KendriyaVidyalayas (if any regular yoga teacher is not posted in that school) irrespective of number of sections in the vidyalaya. The remuneration of the yoga teachers appointed on contractual basis shall be similar to the payment made to contractual coaches for the sports.

The Syllabus to be followed in different classes for the yoga education is enclosed at Annexure-I.

Encl.: As above.

(Dr. Shachi Kant)
Joint Commissioner (Trg..)

Copy to:

1. DC(EDP) with the request to upload the circular on KVS website for information.
2. Guard File.

Joint Commissioner (Trg.)

Recd
Sd/-
AFD
30/12/13



केन्द्रीय विद्यालय संगठन /Kendriya Vidyalaya Sangathan

१८, संस्थानिक क्षेत्र/18, Institutional Area

शहीद जीत सिंह मार्ग/Shaheed Jeet Singh Marg

नई दिल्ली-११००१६/New Delhi -110016

दूरसंचार व फैक्स/Tel & Fax- २६८५८५६६/26858566 व २६५१४१७९/26514179

F.110332/02/2013/के.वि.सं./मु./शै./योग

दिनांक: .12.2013

E-mail/Speed Post

उपायुक्त

केंद्रीय विद्यालय संगठन

समस्त क्षेत्रीय कार्यालय

विषय: केंद्रीय विद्यालयों में योग शिक्षण

महोदय/महोदया,

केंद्रीय विद्यालय संगठन ने निर्णय लिया है कि अपने सभी केंद्रीय विद्यालयों में योग शिक्षा को बढ़ावा दिया जाए। राष्ट्रीय पाठ्यचर्या की रूपरेखा (एन.सी.एफ.) -2005 में योग शिक्षा सहित शारीरिक शिक्षा के संबंध में दिशा निर्देश विस्तार से दिए गए हैं और इसकी महत्ता को ध्यान में रखते हुए इसे एक अनिवार्य विषय के रूप में सम्मिलित करने हेतु दिशा निर्देश दिया है। योग शिक्षा न केवल बच्चे के शारीरिक विकास में सहायक होती है अपितु उसके मनोवैज्ञानिक, सामाजिक और शारीरिक विकास में भी सकारात्मक योगदान देती है। सभी केंद्रीय विद्यालयों में योग शिक्षा कक्षा VI और ऊपर की सभी कक्षाओं में दी जानी है अतः सभी क्षेत्रीय कार्यालयों को निर्देशित किया जाता है कि अपने अधीस्थ सभी केंद्रीय विद्यालयों में (यदि नियमित योग शिक्षक नहीं हों तो) संविदा के आधार पर योग शिक्षक नियुक्त किए जाएं चाहे विद्यालयों में सैक्शनों की संख्या कम ही क्यों न हो। संविदा के आधार पर नियुक्त योग शिक्षकों का पारिश्रमिक संविदा आधार पर नियुक्त स्पोर्ट्स के कोच के समान ही होगा।

विभिन्न कक्षाओं के लिए योग शिक्षा का पाठ्यक्रम संलग्नक -I में दिया गया है।

संलग्नक: यथोपरि

(डॉ.शची कांत)

संयुक्त आयुक्त (प्रशि.)

प्रतिलिपि:

1. उपायुक्त ई.डी .पी.को इस अनुरोध के साथ कि इस परिपत्र को केंद्रीय विद्यालय संगठन की वैबसाइट पर अपलोड करने का कष्ट करें।
2. गार्ड फ़ाइल।

संयुक्त आयुक्त (प्रशि.)

CLASSWISE YOGA SYLLABUS

Annexure - I

MONTH	CHAPTER	PRACTICAL/ACTIVITIES EXPLAINED
(B) Programme for Secondary and Senior Secondary Classes:-		
Class	Practical	Theory
VI	<p>Shatha karma- kapalbhati(11-30 strokes)</p> <p>Shukshma vyayama- No 1-11</p> <p>Asanas- Trikonasana, Ardha-Kati, Chakrasana, Tadasana, Vrikshasana, Padmasana, Simhasana, Paschimottanasana, Uttanpadasana, Salabhasana, Shavasana</p> <p>Pranayama- Bhastrika</p> <p>Concentration- On own breath (2 minutes) Ohm Chanting and shanti path.</p>	<ol style="list-style-type: none"> 1. Yoga Definition 2. Knowledge of five yama with more emphasis on 'Asteya' 3. Knowledge of five Niyama with emphasis on 'Santosh' 4. Knowledge of Aahar-Vihar 5. Methods and benefits of Sukshma Vyayama, Asanas and prayers.
VII	<p>Shatha karma- Introduction of Trataka and Practice of concentration on nose-tip.</p> <p>Shukshma vyayama- No 12-23</p> <p>Asanas- Garudasana, Ek-Pad Pranamasana, Kati Chakrasana, Urdhava Hastottanasana, Natrajasana, Parvatasana, Kukkutasana, Pawanmuktasana, Bhujangasana, Shavasana</p> <p>Pranayama- Bhramari</p> <p>Concentration- On own breath (3 minutes) Ohm Chanting and shanti path.</p>	<ol style="list-style-type: none"> 1. Knowledge of Yama with more emphasis on 'Ahimsa' 2. Knowledge of Niyama with emphasis on 'Shauch' 3. A brief Knowledge of different type of yoga (Bhakti, Jnana, Karma and Hatha Yoga) 4. Methods and benefits of Sukshma Vyayama, Asanas and prayer.
VIII	<p>Shatha karma- Introduction of Nauli</p> <p>Shukshma vyayama- No 24-32</p> <p>Asanas- Pada Hastasana, Urdhv Pranamasana, Konasana, Vajrasana, Supta Vajrasana, Shashankasana, Gomukhasana, Janusirasana, Naukasana, Halasana, Chakrasana, Shavasana, Surya Namaskar(if possible)</p> <p>Pranayama- Anuloma-Viloma (Nadishodhan)</p> <p>Concentration- On own breath (So-ham) Ohm Chanting and shanti path.</p>	<ol style="list-style-type: none"> 1. Knowledge of Yama with more emphasis on 'Satya' & 'Aparigrah' 2. Knowledge of Niyama with emphasis on 'Swadhyaya' & 'Iswarpranidhan' 3. Simple anatomical and physiological aspects of Human body 4. Methods and Benefits of Sukshma Vyayama, Asanas and Pranayama 5. Personal importance of hygiene and health.
IX	<p>Shatha karma- Jala Neti (if facility Available);</p> <p>Shukshma vyayama- No 33-48</p> <p>Asanas- Trikonasana, Tadasana, Natrajasana, Kato Chakrasana,</p>	<ol style="list-style-type: none"> 1. Knowledge of Yama with more emphasis on 'Brahmacharya' 2. Knowledge of Niyama with emphasis on 'Tapa' 3. Relationship of yoga and education

SYLLABUS

MONTH class	CHAPTER	PRACTICAL/ACTIVITIES EXPLAINED
X	<p>Baddhapadmasana, Ushtrasana, Pashchimottasana, Bakasana, Kurmasana, Ardha Matsyendrasana, Makarasana, Dhanurasana, Shavasana, Surya Namaskar (if possible)</p> <p>Pranayama- Ujjayi and Suryabhedan</p> <p>Concentration- In between eyebrows, Ohm Chanting and Shanti path.</p>	<p>4. Methods and benefits of Sukshma Vyayama, Asanas and Prayer.</p> <p>5. Brief knowledge of 'Astanga' Yoga.</p> <p>6. Importance of 'Satvik Aahar'.</p>
X	<p>Shattha karma- Trataka</p> <p>Shukshma vyayama- One or Two Vyayama for each part of body</p> <p>Asanas- Trikonasana, Vrikshasana, Parivrat Trikonasana, Padmasana, Yogmudra, Matsyasana, Mandukasana, Vristitapada Bhoonamamasana, Pawanmuktasana, Vipritkarni, Shavasana, Yoganidra</p> <p>Pranayama- Bhramari, Sheetkari</p> <p>Concentration-on 'Dot' or 'Ohm', Ohm Chanting and shanti path.</p>	<p>1. Objectives of yoga Education.</p> <p>2. Difference between Yoga Asana and physical exercises.</p> <p>3. Importance of Yoga in daily life.</p> <p>4. Methods and benefits of Asanas, Pranayama and Concentration</p>
XI	<p>Shattha karma- Kunjal, Jalaneti & Nauli (if facilities available)</p> <p>Shukshma vyayama- One or Two Vyayama for each part of body</p> <p>Asanas- Surya Namaskar, Gomukhasana, Pawanmuktasana Supta Vajrasana, Hanumanasana, Sarvangasana, Uttapadasana, Dhanurasana, Shavasana</p> <p>Bandhya- Moola, Uddiyana and Jalandhar</p> <p>Pranayama- Bhastrika, Nadisodhan</p> <p>Concentration-on 'Dot' or 'Ohm', Ohm Chanting and shanti path.</p>	<p>1. Role of yoga in character building</p> <p>2. Therapeutic values of yoga</p> <p>3. Introduction of yoga literature</p> <p>4. Life history of Arvind Vivekanand and other yogis</p> <p>5. Knowledge of Bandha, Mudra and Chakras</p> <p>6. Methods and benefits of Asanas, Pranayama and Concentration</p>
XII	<p>Shattha karma- Shattha kriyas by rotation (if facilities available)</p> <p>Shukshma vyayama- One or Two Vyayama for each part of body</p> <p>Asanas- All kinds of Asanas by rotation depending upon facilities</p> <p>Bandhya- Moola, Uddiyana and Jalandhar</p> <p>Pranayama- kapalbhati, Bhramari, Ujjayi</p> <p>Concentration-on 'Dot' or 'Ohm' & Trataka Ohm Chanting and shanti path.</p>	<p>1. Effects of Asanas and Pranayama on physiology of human body</p> <p>2. Concept of Nishkama Karma Yoga</p> <p>3. Role of Yoga practices in developing concentration will power and discipline</p> <p>4. Techniques of stress management</p> <p>5. Methods and benefits of Asanas, Pranayama and Concentration</p>



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs - reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions --**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

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

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure --**

- i) The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on interview and practical classroom observation.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

- ❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

❖ **Duties & Responsibilities of Contractual teachers –**

i) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) Invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) All other works assigned by the principal.

- ❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

- ❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

- ❖ **Norms to engage Vocational Instructors** - In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs:-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

96

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

- ❖ **Service Condition -** Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- i) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- ii) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- iii) Working hours shall be same as regular teacher.

❖ **Special provision -**

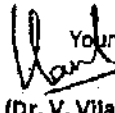
- i) **Relaxation of B.Ed. qualification.-** In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55%-marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

- ❖ **Relaxation in CTET -** In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

8/10/13
(Dr. V. Vijayalakshmi)
Joint. Commissioner (Acad)



केन्द्रीय विद्यालय संगठन(HQ)
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in
E-mail/ Speed Post

110338-01/2014-15/ KVS (HQ) Acad / 5043-5153

Dated: 03-12-2014

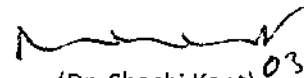
OFFICE MEMORANDUM

Subject: - Recruitment of Counsellors on Contractual basis - Relaxation in qualifications in the 99th Meeting of the Board of Governors of KVS held on 27-10-2014 – matter regarding.

The Board of Governors of KVS in its 94th Meeting of BOG held on 28-12-2012, decided to appoint Counsellors in Kendriya Vidyalayas on contract basis. Board also decided the required qualifications for the same. Later on, considering the fact that all schools do not get counsellors as per the prescribed qualifications, the Board of Governors of KVS in its 99th meeting held on 27-10-2014 decided to relax the qualifications required for appointment of counsellors. The amended qualification is as under:

Qualifications prescribed earlier (before 99 th BOG meeting)	Amended Qualifications(in 99 th BOG meeting)
M.A. / M.Sc. (Psychology) from a recognized College or University + Regular one year Post Graduate Diploma in Guidance and Counselling. Or M.A. / M.Sc. / M.Com with B.Ed. / M.Ed. qualification + Regular one year Post Graduate Diploma in Guidance and 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.	B.A. / B.Sc. (Psychology) with Certificate of Diploma in Counselling. It was further decided that in future Counsellors would be appointed on contractual basis and their remuneration would be as per other contractual TGTs. All the existing Counsellors, being post-graduate, would be governed as per their existing provisions for remuneration. 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.

Yours faithfully,


(Dr. Shachi Kant) 03/12/14
Joint Commissioner (Trg.)

Distribution:

1. The Deputy Commissioner, KVS, all Regional Offices with the direction to circulate this OM to all Kendriya Vidyalayas under his/her administrative jurisdiction.
2. The Director, all ZIETs for information.
3. All officers/Sections, KVS (HQ), New Delhi.
4. DC(EDP) for uploading on KVS website.
5. PS to Commissioner, KVS
6. PS to Additional Commissioner (Admn.)
7. PS to Additional Commissioner (Acad.)
8. The Asstt. Editor, KVS (HQ) for inclusion / amendment in Education/Accounts Code of KVS.
9. Guard file.



225

केन्द्रीय विद्यालय संगठन/Kendriya Vidyalaya Sangathan

१८, संस्थानिक क्षेत्र /18, Institutional Area,

शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg

नई दिल्ली/New Delhi-110016

Tel: 26858566, Fax No. 26514179

Website: www.kvsangathan.org

F.110350/13/2010-KVSHQ (Acad.)

Dated: 03-11-2011

SPEED POST

OFFICE MEMORANDUM

SUB:- DEPLOYMENT OF DOCTOR AND NURSE IN KENDIRYA VIDYALAYAS.

The Board of Governors of KVS on its 90th meeting held on 30th August, 2011 has ratified the recommendation of the Finance Advisory Committee Meeting held on 16-03-2011 regarding Deployment of Doctor and Nurse in Kendriya Vidyalayas.

In this regards Kendriya Vidyalaya Sangathan has provision for medical check-up of all the students twice a year, but due to increasing enrolment in schools, check-up has become a ritual exercise in the Vidyalayas. There is a need to make concerted efforts to ensure good health for all the children. Identification of disease/disability at an early stage can provide scope for timely treatment.

The approval of the Board of Governors for deployment of Doctor and Nurse in all KVs is as follows:-

1. The services of a qualified Doctor be made available **for two hours per day in all Kendriya Vidyalayas with two or more sections from classes I to XII.** For other Kendriya Vidyalayas the Doctors may be called on demand and as per need.
2. Services of qualified Nurse be made available in all the Vidyalayas for 02 hours (one hour before and one hour after school).
3. Proposed remuneration:-
(a) Doctor (Minimum MBBS and registered with MCI)- Rs.1,000 per day for two hours.
(b) Nurse(Diploma holder) Rs.750 per day.
4. The services of Doctors and Nurses will be made available on all working days for the students except during vacations/ breaks or when the school is closed on other account like extreme weather conditions, kanwar yatra, session ending exams etc.
5. Appointment of doctors & nurses will be made after following due procedure as for contractual teachers.
6. Treatment to be provided by Doctors & Nurses will be of first aid nature and in case of emergency, parents will be informed the child will be referred to Govt. Hospital preferably. The main role of these medical staff will be of diagnostic/referral in nature.
7. Existing provision of expenditure per student for medical **checkup twice a year shall be subsumed in the referred scheme for KV's with 2 or more sections from I to XII.** For other KVs the existing provisions of expenditure for students for Medical check up twice a year shall continue.
8. The timings of doctor should be so adjusted that he/she is available during recess time as most of the emergencies arise during this period.

Budget

Budget : 2100 1000 = 2200
2200 x 750 = 1650000
3850000

(07 hours)

केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
अ.का. हैदराबाद/ R.O. Hyderabad
आवक सं. 528
Inward No.
दिनांक/Date 08/11/2011

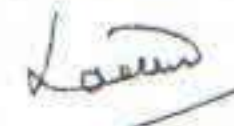
9. Provision of one medical room/chamber must be made with the following equipment of good quality and brand.
10. The scheme will be operative with immediate effect.
11. Payment will be made out of VVN fund. If sufficient funds are not available in the VVN of the Vidyalaya, the same will be reimbursed from RO VVN fund account.

Table, chair, examination table, examination stool, Almirah, Display Board, eye drum, height - chart, weighing machine, torch, BP instrument (non glass/non mercury), Thermometer(non glass/non mercury), ENT set, wheel chair, first aid box with abu bag colour vision chart, bed, stationery, Oxygen cylinder, Nebulizer, water jug and glass washbasin with mirror. Medical Room should be provided with AC/Cooler where ever required.

Duties of Doctor and Nurses.

1. They should have Basic Life Support (BLS) course at least once in two years.
2. To deal with emergencies and provide first aid.
3. To keep proper record of Medical aid and emergencies.
4. To keep Medical record of students having disease like diabetes, Asthma, & Epilepsy & cardiac Disease & any other existing disease
5. To carry out awareness programme in assembly and class room on issues related to health like obesity, malnutrition, diet, dengue, Malaria, Swine flu, Polio, Adolescent related problems, health & hygiene, water born disease etc.
6. To conduct medical check up at least twice a year with necessary follow up.
7. To tie up with nearest hospital preferably Govt. Hospital that can provide swift and quality treatment, whenever needed.
8. To be available on telephone during entire school timings
9. To keep instruments/equipment in a working condition.
10. To ensure that every child is vaccinated for preventable diseases.
11. Doctor should be properly qualified and have registration with Medical Council of India/State Medical Council.

The terms and conditions be followed in letter and spirit with immediate effect.



(U N KHAWARE)
JOINT COMMISSIONER (ACAD.)

Distribution:-

1. The Deputy Commissioner, KVS, All Regional Offices, with the direction to circulate it all Kendriya Vidyalayas under his/her administrative jurisdiction.
2. The Joint Commissioner (Pers.), KVS (Hqrs.) New Delhi w.r.t his ID Note 11019/9-3/2011 dated 10-10-2011 for information.
3. The Assistant Commissioner, All ZIETs for information.
4. All other Officers/Sections, KVS(HQ), New Delhi.
5. The Asstt. Editor, KVS(HQ) for making necessary amendment in Education/Accounts Code of KVS immediately.
6. Guard file.



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs - reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions --**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

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

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure --**

- i) The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on interview and practical classroom observation.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

- ❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

❖ **Duties & Responsibilities of Contractual teachers –**

i) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) Invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) All other works assigned by the principal.

- ❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

- ❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

- ❖ **Norms to engage Vocational Instructors** - In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs:-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

- ❖ **Service Condition -** Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- i) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- ii) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- iii) Working hours shall be same as regular teacher.

❖ **Special provision -**

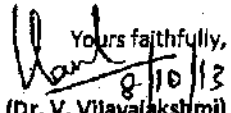
- i) **Relaxation of B.Ed. qualification.-** In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55%-marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

- ❖ **Relaxation in CTET -** In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

 (Dr. V. Vijayalakshmi)
 Joint. Commissioner (Acad)

Kendriya Vidyalaya Janakpuri

Eligibility Criteria for various posts

1. Post Graduate Teacher (English / Hindi / Physics / Chemistry / Economics / Commerce / Maths / Biology / History / Geography / Political Science)

Essential Qualification –

- (a) Two Year Integrated Post Graduate M.Sc. Course of Regional College of Education of NCERT in the subject concerned.

OR

Master's 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 (Political Science)	Political Science

- (b) B. Ed or equivalent degree from a recognised University.

- (c) Proficiency in teaching in English and Hindi medium.

Desirable Qualification –

- (a) Knowledge of Computer Applications.

2. Post Graduate Teacher (Computer Science)

i) ESSENTIAL QUALIFICATIONS

	PGT (Computer Science)	Essential: 1. At least 50% marks in aggregate in any of the following: B.E or B.Tech (Computer Science/ IT) from a recognized University or equivalent Degree or Diploma from an institution/ university recognised by the Govt. of India. or B.E or B.Tech (any stream) and Post Graduate Diploma in Computers from a 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 a 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.
--	-----------------------------------	---

ii) Proficiency in teaching Hindi and English medium.

3. Trained Graduate Teacher (All Subjects)

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.

E For the posts of TGT (English/Hindi/Sanskrit):

The candidate should have studied English/Hindi/Sanskrit in all the years of graduation with atleast 50% marks in English/Hindi/Sanskrit for the posts of TGT (English/Hindi/Sanskrit) respectively and also atleast 50% marks in graduation.

4. Primary Teacher

Post	Qualification (s)
PRIMARY TEACHER	Essential: 1. 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) OR Graduation with at least 50% marks and Bachelor of Education (B.Ed.)* 2. Qualified in the Central Teacher Eligibility Test conducted by the Govt. of India. 3. Proficiency to teach through Hindi & English media. Desirable: Knowledge of working on Computer.

5. Computer Instructor –

B.E., B Tech. (Computer Science) / B.C.A. / M.C.A. / M.Sc (Computer Science), M.Sc. (Electronics with Computer Science component) / M.Sc. (IT) / B.Sc. (Computer Science)

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

Graduate degree in any subject with Postgraduate diploma in Computer application from government recognized University / 'O' Level from DOEACC

Or

Post-Graduate degree in any subject with minimum 'A' level from DOEACC.

6. Sport Coach / Yoga Teacher –

Trained and experienced specialists, preference will be given to NIS/SAI coaches.

7. Art & Craft Instructor –

Five years recognized Diploma in Drawing and painting, sculpture/ Graphic Art.

Or

Four-year Diploma in Fine arts and crafts from Viswa Bharti Shanti Niketan.

Or

Diploma in Fine arts from govt. school of arts and crafts, Patna

Or

MA in drawing and painting from Agra University, Agra

Or

Equivalent recognized degree or B.Ed. degree / Diploma in Fine arts from regional college of education.

8. Music Teacher –

Sangeet Bhaskar with Graduation in any discipline.

Or

Sangeet / Nritya Bhushan with graduation in any discipline.

Or

Sangeet Bhushan with Sr. Sec. / Intermediate / Part 1 of 3 years degree course.

Or

Sangeet / Nritya / Vishard with Sr. Sec. / Intermediate / Part 1 of 3 years degree course.

9. German Teacher –

B2 level of the common European Framework for languages. B1 level teachers may also be appointed with the condition that they would upgrade within a year. In long run all teachers would be expected to be of C1 level. Bachelor degree / diploma in German for Teachers who have learnt German from Indian Universities.

10. Doctor –

Minimum MBBS and registered with MCI/SMC. Remuneration = RS.1000/- per day for 2 hrs.

11. Nurse –

Govt. approved diploma holder. Remuneration = R.750/- per day.

12. Counsellor –

Essential Qualification -

B.A / M.Sc. (Psychology) with certificate of Diploma in Counselling.

Desirable Qualification -

Minimum of one-year experience in Provisional Career/ Educational Counselling to students at school.

Or

Working Knowledge and experience in Placement Bureaus.

Or

Registration with rehabilitation Council of India as Vocational Counsellor.

Remuneration equivalent to contractual TGT's.

13. Special Educator –

Graduate with B.Ed (Special Education) or B.Ed with 2 years diploma with Special Education.

Or
Post Graduate professional diploma in Special Education.
Or
Any other equivalent Qualification approved by rehabilitation council of India
&
CTET (Paper - II) conducted by CBSE.

14. Band Master -

Two years' experience as band master.

Note –

1. The candidate must have competency to teach both through English and Hindi.
2. Bring all the original documents for verification along with duly filled in application form filled by the candidate.
3. Candidates with higher qualification and experience will be preferred.
4. Download the application from the Kendriya Vidyalaya Janakpuri Website.
5. No TA/DA will be paid for appearing in interview.
6. Payment of remuneration, duties and responsibilities of contractual teachers, German teachers, Counsellor as per the instructions available at KVS website.



केन्द्रीय विद्यालय संगठन(मु0)

18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602

KENDRIYA VIDYALAYA SANGATHAN (HQ)

18, Institutional Area, S.J. Marg, New Delhi-110016.

Tel.: 26858570 Fax 26514179

Website: www.kvsangathan.nic.in

F.11011/1/2016/KVS (HQ)/DC(Acad)/ 973-97

Dated 03-06-2016

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices.

Subject: - "Mandatory appointment of a special educator in all the schools affiliated to CBSE".

Madam/Sir,

Kindly find enclosed a letter No. CBSE/ACAD/JS & IC (A & T)/2015 dated 25.06.2015 received from Joint Secretary & IC (Academic & Training) (copy enclosed). You are requested to comply the instructions of the letter. The CBSE has earlier circulated such letters on the subject. It is mandatory to appoint special educators in all schools to ensure effective and meaningful inclusion of children with disabilities in schools.

The action taken report on the subject may be furnished to JC Acad KVS (HQ) as early as possible.

Yours faithfully,

(P.V. Sai Ranga Rao)

Deputy Commissioner (Acad)

Encl: As above.

Copy to:

1. PS to Additional Commissioner (Acad)
2. Joint Commissioner (Acad)



केन्द्रीयविद्यालय संगठन/KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र/18-Institutional Area

शहीद जीत सिंह मार्ग /ShaheedJeet Singh Marg

नई दिल्ली-110016 /NEW DELHI - 110016

Tel: 26858566-211, Fax No.26514179

WWW.KVSANGATHAN.NIC.IN

F.11029/16/2018/KVS(HQ)/Acad/Misc. / २५/८-५५२

Dated: 04 .07.18

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Subject: Appointment of Special Educator in Kendriya Vidyalayas

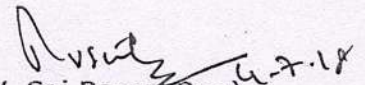
Madam/Sir,

With reference to above mentioned subject, it is mandatory to appoint Special Educators in all Kendriya Vidyalayas to ensure quality education for all children including children with special needs as per section 3, 8(c) and 9 (c) of the Right to Education Act, 2009 and as per the provisions of the Right of Persons with Disabilities Act to facilitate effective and meaningful inclusion of children with disabilities in schools. The same has been intimated vide letter No. F.11011/1/2016/KVS(HQ)/DC(Acad)/973-97 dated 03.06.16

You are requested to furnish details of children with special needs and Special Educators appointed in Kendriya Vidyalayas under your jurisdiction in the given proforma (in excel sheet only).

The above information should reach this office on email tajuddin.shaik30@gov.in by 4 P.M. today itself.

yours faithfully,


(P.V. Sai Ranga Rao) 4-7-18
Deputy Commissioner (Acad.)



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resources Development, Govt. of India)
"Shiksha Sadan", 17 Institutional Area, Rouse Avenue, New Delhi-110002.

CBSE/ACAD/JS & IC (A & T)/2015
2015

Dated: 25th June,

Circular No.Acad-31/2015

All Heads of Schools
Affiliated to the Board

Subject: "Mandatory appointment of a special educator in all the schools affiliated to CBSE"

Dear Principal,

The Central Board of Secondary Education in its continued effort to ensure quality education for all children, including children with special needs covered under section 3, 8 (c) and 9 (c) of the Right to Education (2009) Act, providing guidelines to its affiliated schools periodically about exemptions and support services essential for inclusion of children with special needs.

This is in continuation to our Circular No.45 dated 29.10.2008, Circular no. 65 dated 24.12.2009, Circular no.25 dated 12.04.2012, Circular no.20/2014 and affiliation byelaws rule no.23(18), rule no.13.11 and rule no. 11 regarding inclusive practices in CBSE schools.

A special educator is specifically required in schools to work with children and young adults who require additional support in order to complete their learning successfully. These teachers may work with children with physical disabilities, sensory impairments, developmental disabilities such as **Autism, Mental Retardation, Cerebral Palsy and Specific Learning Disabilities**, as they are emotionally vulnerable and have behavioral difficulties. A special educator can also work with gifted and talented children. The qualifications of a special educator are enclosed at Annexure 'A'.

Therefore, in pursuance of the recommendations and approval of curriculum committee held on 02.08.2014 and subsequently ratified by governing body meeting held on 06.08.14, it is made mandatory to appoint special educators in all schools to ensure effective and meaningful inclusion of children with disabilities in schools.

The Board will appreciate the cooperation of the schools in implementation of the above.

Yours sincerely,

Sd/-

(D.T. Sudharsan Rao)
Joint Secretary & IC (Academic & Training)

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, N D-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
9. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
10. The Additional Director General of Army Education, A –Wing , Sena Bhawan, DHQ, PO, New Delhi-110001.
11. The Secretary AWES, Integrated Headquarters of MoD(Army),FDRC Building No. 202,Shankar Vihar (Near
12. APS),Delhi Cantt-110010
13. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
14. All Associate Professor & Additional Directors/Advisors/Consultants
15. All Additional Director/Joint Director/Deputy Director/Assistant Director, Vocational Cell, CBSE
16. Incharge IT Unit with the request to put this circular on the CBSE Academic website.
17. All Assistant Professor & Joint Directors, CBSE
18. All Assistant Professor & Deputy Directors, CBSE
19. The Deputy Director (Examination & Reforms), CBSE
20. The Assistant Librarian, CBSE
21. The Public Relations Officer, CBSE
22. The Hindi Officer, CBSE
23. PS to Chairman, CBSE
24. PS to Secretary, CBSE
25. SO to Controller of Examinations, CBSE
26. PA to Director (Special Exams and CTET), CBSE
27. PA to JS & IC (A & T)
28. PA to Director (Information Technology)

Sd/-
(Joint Secretary and Incharge (Academics and Training))



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No/CBSE/AFF/ Circular 13/2017

Date: 13 .06.2017

SUB: MANDATORY APPOINTMENT OF SPECIAL EDUCATOR IN ALL SCHOOLS - REG
(Ref- Circular No. CBSE/ACAD/JS&IC(A&T)/2015 dated 25.06.2015)

This is in continuation to CBSE circular No. CBSE/ACAD/JS&IC (A&T)/2015 dated 25.06.2015. As per Rule No.13.11 of Affiliation Bye-Laws of Board in which direction was issued to all the affiliated schools to mandatory appoint **SPECIAL EDUCATORS** to ensure quality education for all children including children with special needs as per Section 3, 8(c) and 9 (c) of the **Right to Education Act, 2009** to facilitate effective and meaningful inclusion of children with disabilities in schools.

However, it has been observed that many schools affiliated with CBSE are not adhering to the provision concerning appointment of Special Educators. In this connection, your attention is invited to Rule 13(11) of Affiliation Byelaws which provides to promote inclusion of students with disabilities/special needs in the normal school as per provisions of the "**Persons with disabilities Act 1995**" and in conformity with National Policy of Education.

In view of above, the Management and the Head of the CBSE affiliated schools are hereby directed to strictly follow the above provisions and make arrangement immediately to appoint special educators in their respective school(s). The above provision may be brought to the knowledge of School Managing Committee for strict compliance.

(Jaiprakash Chaturvedi)
Deputy Secretary (Affiliation)

Copy for information and compliance:

- All the Principals of the Schools Affiliated to the CBSE.
- All the Managers of the Private unaided Schools Affiliated to the CBSE.

(1)



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

- iii. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
- iv. The Director, Secondary Education Department of all States.
- v. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
- vi. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
- vii. The Director, Central Tibetan School Administration, Ess Ess Plaza, Community Centre, Sector-3, Rohini-85.
- viii. EO to Chairman, CBSE
- ix. All HODs of CBSE.
- x. The Director (IT), CBSE, Delhi – for uploading the Circular on CBSE Website.
- xi. The Joint Secretary (A&L), CBSE, Preet Vihar, Delhi.
- xii. The Joint Secretary (Co-ordination), CBSE, Delhi.
- xiii. All Regional Officers of CBSE- for dissemination of the circular and guidelines through bulk mail to all affiliated schools in their respective region.
- xiv. The PRO, CBSE, Delhi for appropriate dissemination and publicity.
- xv. The Research Officer (Technology), Affiliation, CBSE – for further circulation to all stakeholders.
- xvi. Guard File.

Jaiprakash Chaturvedi

(Jaiprakash Chaturvedi)
Deputy Secretary (Affiliation)



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय (REGIONAL OFFICE)

92, गान्धीनगर मार्ग, बजाज नगर,
जयपुर / JAIPUR – 302015 (RAJASTHAN)

Website: www.kvsjaipur.nic.in E-Mail : kvsjpr@gmail.com

☎ 0141 – 2704572 (DC), 2706548 (AO/FO), 2707149 (AC)

F.No.230132/2022-23/KVS (JPR-Admn.)

दिनांक- 22.11.2022

तत्काल-डाक/ई-मेल

प्राचार्य

समस्त केन्द्रीय विद्यालय,

जयपुर संभाग।

विषय- विद्यालयों में अनुबंध के आधार पर विशेष शिक्षकों को नियुक्त करने के संबंध में।

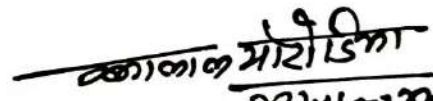
(To engage Special Educators on Contractual Basis in KVs- reg.)

महोदय/ महोदया,

उपरोक्त विषयान्तर्गत लेख है कि केविसं (मु.) नई दिल्ली के पत्रांक F.11029/Misc/3/2022-DC(Acad-1) दिनांक 21.11.2022 के तहत पूर्व पत्र दिनांक 03.06.2016 एवं 04.07.2018 की निरंतरता में केन्द्रीय विद्यालयों में नियमित आधार पद स्वीकृति तक अनुबंध आधार पर विशेष शिक्षक (Special Educators) लगाने के संबंध में पुनः सूचित किया गया है।

अतः उक्त उल्लेखित पत्र की छायाप्रति संलग्न कर इस निर्देश के साथ अग्रेषित है कि पत्र का व्यक्तिगत रूप से अवलोकन कर निहित दिशा-निर्देशों के अनुसार शीघ्र वांछित कार्रवाई करने का श्रम करें।

भवदीय


(बी.एल. मोरोडिया)
उपायुक्त

वितरण:-

1. संयुक्त आयुक्त (शैक्षिक), केविसं (मु.), नई दिल्ली को उनके पत्रांक F.11029/Misc/3/2022-DC(Acad-1) दिनांक 21.11.2022 के संदर्भ में सूचनार्थ।
2. समस्त सहायक आयुक्त/ वित्त अधिकारी, केविसं क्षे.का., जयपुर को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।



केन्द्रीय विद्यालय संगठन



F.No.11029/Misc/3/2022-DC(Acad-1)

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Sub: - To engage Special Educators on Contractual Basis in KVs -reg

Madam/Sir,

In continuation to this office letter dated 03.06.2016 and 04.07.2018 on the subject cited above, I am to reiterate that all KVs need to mandatorily engage special educator on contractual basis till regular post is sanctioned by KVS.

It is observed that some KVs have already engaged special educators on contractual basis but many KVs are yet to engage special educator on contractual basis. As this matter is subjudice before the Hon'ble High Court latest position of availability of special educator is required to be submitted before the Hon'ble High Court as on 30.11.2022 and hence, it is informed that special educator are to be engaged through contractual basis till the sanction of post of special educators by KVS .

Therefore, it is requested to direct all the Principals' under the Region to engage special educator in all KVs immediately if not engaged earlier. Qualification as prescribed by Rehabilitation Council of India (RCI) for special educator is to be followed for engaging special educator on contractual basis.

In case small KVs having shortage of funds for engaging special educators they may approach to Regional Office with justification for funds and also in case of shortage of funds at the Regional Level, the case may be referred to KVS(HQ) for further action at this end. Letter dated 08.10.2013 and 21.03.2013 of this office may be referred to for modalities and remuneration for engaging teachers on contractual basis.

Action taken report on this matter may be forwarded to this office on or before 30.11.2022 at kvssoacad@gmail.com for further action at this end.

Yours sincerely,

(N.R. Murali)

Joint Commissioner (Acad)

Encl: As above

Copy to: The Joint Commissioner, (Finance), KVS HQs for information.



केन्द्रीय विद्यालय संगठन(मु0)

18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110002

KENDRIYA VIDYALAYA SANGATHAN (HQ)

18, Institutional Area, S.J. Marg, New Delhi-110016,

Tel.: 26858570 Fax 26514179

Website: www.kvsangathan.nic.in

F.11011/1/2016/KVS (HQ)/DC(Acad)/ 973-97

Dated 03-06-2016

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices.

Subject: - "Mandatory appointment of a special educator in all the schools affiliated to CBSE".

Madam/Sir,

Kindly find enclosed a letter No. CBSE/ACAD/JS & IC (A & T)/2015 dated 25.06.2015 received from Joint Secretary & IC (Academic & Training) (copy enclosed). You are requested to comply the instructions of the letter. The CBSE has earlier circulated such letters on the subject. It is mandatory to appoint special educators in all schools to ensure effective and meaningful inclusion of children with disabilities in schools.

The action taken report on the subject may be furnished to JC Acad KVS (HQ) as early as possible.

Yours faithfully,

(P.V. Sai Ranga Rao)

Deputy Commissioner (Acad)

Encl: As above.

Copy to:

1. PS to Additional Commissioner (Acad)
2. Joint Commissioner (Acad)



केन्द्रीयविद्यालय संगठन/KENDRIYA VIDYALAYA SANGATHAN
(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र/18-Institutional Area

शहीद जीत सिंह मार्ग /ShaheedJeet Singh Marg

नई दिल्ली-110016 /NEW DELHI - 110016

Tel: 26858566-211, Fax No.26514179

WWW.KVSANGATHAN.NIC.IN

F.11029/16/2018/KVS(HQ)/Acad/Misc. 24/8-442

Dated: 04.07.18

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Subject: Appointment of Special Educator in Kendriya Vidyalayas

Madam/Sir,

With reference to above mentioned subject, it is mandatory to appoint Special Educators in all Kendriya Vidyalayas to ensure quality education for all children including children with special needs as per section 3, 8(c) and 9 (c) of the Right to Education Act, 2009 and as per the provisions of the Right of Persons with Disabilities Act to facilitate effective and meaningful inclusion of children with disabilities in schools. The same has been intimated vide letter No. F.11011/1/2016/KVS(HQ)/DC(Acad)/973-97 dated 03.06.16

You are requested to furnish details of children with special needs and Special Educators appointed in Kendriya Vidyalayas under your jurisdiction in the given proforma (in excel sheet only).

The above information should reach this office on email tajuddin.shaik30@gov.in by 4 P.M. today itself.

yours faithfully,


(P.V. Sai Ranga Rao)
Deputy Commissioner (Acad.) 4-7-18



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resources Development, Govt. of India)
"Shiksha Sadan", 17 Institutional Area, Rouse Avenue, New Delhi-110002.

CBSE/ACAD/JS & IC (A & T)/2015
2015

Dated: 25th June,

Circular No.Acad-31/2015

All Heads of Schools
Affiliated to the Board

Subject: "Mandatory appointment of a special educator in all the schools affiliated to CBSE"

Dear Principal,

The Central Board of Secondary Education in its continued effort to ensure quality education for all children, including children with special needs covered under section 3, 8 (c) and 9 (c) of the Right to Education (2009) Act, providing guidelines to its affiliated schools periodically about exemptions and support services essential for inclusion of children with special needs.

This is in continuation to our Circular No.45 dated 29.10.2008, Circular no. 65 dated 24.12.2009, Circular no.25 dated 12.04.2012, Circular no.20/2014 and affiliation byelaws rule no.23(18), rule no.13.11 and rule no. 11 regarding inclusive practices in CBSE schools.

A special educator is specifically required in schools to work with children and young adults who require additional support in order to complete their learning successfully. These teachers may work with children with physical disabilities, sensory impairments, developmental disabilities such as **Autism, Mental Retardation, Cerebral Palsy and Specific Learning Disabilities**, as they are emotionally vulnerable and have behavioral difficulties. A special educator can also work with gifted and talented children. The qualifications of a special educator are enclosed at Annexure 'A'.

Therefore, in pursuance of the recommendations and approval of curriculum committee held on 02.08.2014 and subsequently ratified by governing body meeting held on 06.08.14, it is made mandatory to appoint special educators in all schools to ensure effective and meaningful inclusion of children with disabilities in schools.

The Board will appreciate the cooperation of the schools in implementation of the above.

Yours sincerely,

Sd/-

(D.T. Sudharsan Rao)
Joint Secretary & IC (Academic & Training)

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, N D-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar – 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
9. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
10. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001.
11. The Secretary AWES, Integrated Headquarters of MoD(Army), FDRC Building No. 202, Shankar Vihar (Near
12. APS), Delhi Cantt-110010
13. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
14. All Associate Professor & Additional Directors/Advisors/Consultants
15. All Additional Director/Joint Director/Deputy Director/Assistant Director, Vocational Cell, CBSE
16. Incharge IT Unit with the request to put this circular on the CBSE Academic website.
17. All Assistant Professor & Joint Directors, CBSE
18. All Assistant Professor & Deputy Directors, CBSE
19. The Deputy Director (Examination & Reforms), CBSE
20. The Assistant Librarian, CBSE
21. The Public Relations Officer, CBSE
22. The Hindi Officer, CBSE
23. PS to Chairman, CBSE
24. PS to Secretary, CBSE
25. SO to Controller of Examinations, CBSE
26. PA to Director (Special Exams and CTET), CBSE
27. PA to JS & IC (A & T)
28. PA to Director (Information Technology)

Sd/-
(Joint Secretary and Incharge (Academics and Training))



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No/CBSE/AFF/ Circular 13/2017

Date: 13 .06.2017

SUB: MANDATORY APPOINTMENT OF SPECIAL EDUCATOR IN ALL SCHOOLS - REG
(Ref- Circular No. CBSE/ACAD/JS&IC(A&T)/2015 dated 25.06.2015)

This is in continuation to CBSE circular No. CBSE/ACAD/JS&IC (A&T)/2015 dated 25.06.2015. As per Rule No.13.11 of Affiliation Bye-Laws of Board in which direction was issued to all the affiliated schools to mandatory appoint **SPECIAL EDUCATORS** to ensure quality education for all children including children with special needs as per Section 3, 8(c) and 9 (c) of the **Right to Education Act, 2009** to facilitate effective and meaningful inclusion of children with disabilities in schools.

However, it has been observed that many schools affiliated with CBSE are not adhering to the provision concerning appointment of Special Educators. In this connection, your attention is invited to Rule 13(11) of Affiliation Byelaws which provides to promote inclusion of students with disabilities/special needs in the normal school as per provisions of the **"Persons with disabilities Act 1995"** and in conformity with National Policy of Education.

In view of above, the Management and the Head of the CBSE affiliated schools are hereby directed to strictly follow the above provisions and make arrangement immediately to appoint special educators in their respective school(s). The above provision may be brought to the knowledge of School Managing Committee for strict compliance.

Jaiprakash Chaturvedi

(Jaiprakash Chaturvedi)
Deputy Secretary (Affiliation)

Copy for information and compliance:

- All the Principals of the Schools Affiliated to the CBSE.
- All the Managers of the Private unaided Schools Affiliated to the CBSE.

(1)



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

- iii. The Director of Education, Delhi, Chandigarh, Arunachal Pradesh, Sikkim, Port Blair.
- iv. The Director, Secondary Education Department of all States.
- v. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016.
- vi. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
- vii. The Director, Central Tibetan School Administration, Ess Ess Plaza, Community Centre, Sector-3, Rohini-85.
- viii. EO to Chairman, CBSE
- ix. All HODs of CBSE.
- x. The Director (IT), CBSE, Delhi – for uploading the Circular on CBSE Website.
- xi. The Joint Secretary (A&L), CBSE, Preet Vihar, Delhi.
- xii. The Joint Secretary (Co-ordination), CBSE, Delhi.
- xiii. All Regional Officers of CBSE- for dissemination of the circular and guidelines through bulk mail to all affiliated schools in their respective region.
- xiv. The PRO, CBSE, Delhi for appropriate dissemination and publicity.
- xv. The Research Officer (Technology), Affiliation, CBSE – for further circulation to all stakeholders.
- xvi. Guard File.

Jaiprakash Chaturvedi

(Jaiprakash Chaturvedi)
Deputy Secretary (Affiliation)



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs – reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions –**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

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

The following must be ensured, while making contractual appointment

- The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- Minimum and maximum age limit shall be 18 and 65 years respectively.
- She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure –**

- The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on interview and practical classroom observation.
- The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

- 94
- ❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

- ❖ **Duties & Responsibilities of Contractual teachers –**

- i) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
 - b) Invigilation duty/Evaluation work.
 - c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
 - d) All other works assigned by the principal.

- ❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

- ❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with
Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from
government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

- ❖ **Norms to engage Vocational Instructors** - In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs.-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.

- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.

- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part – A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part – B

Fund – The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

- ❖ **Service Condition** – Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

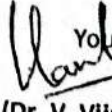
- I) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- II) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- III) Working hours shall be same as regular teacher.

❖ **Special provision –**

- i) **Relaxation of B.Ed. qualification.** - In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North –East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification–
 - a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available. .
 - b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
 - c) Graduates may be considered for the post of Primary Teacher If candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.
- ❖ **Relaxation in CTET** – In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

(Dr. V. Vijayalakshmi)
Joint. Commissioner (Acad)



केन्द्रीय विद्यालय संगठन(गु0)
त क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110802
KENDRIYA VIDYALAYA SANGATHAN (HQ)
onal Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/KVS(HQ)/Acad

Date:-21/03/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regions.

Subject - Appointment of Teachers on Contractual Basis - reg.

Sir/Madam,

The Board of Governors of KVS in its 94th meeting held on 28/12/12 has approved the recommendation of the Finance committee about the changes in the terms & conditions of appointment of teachers on contract basis in Kendriya Vidyalayas. The same is stated below for your information and needful compliance.

1. A contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by the Selection Committee for a fresh appointment as Contractual teachers by following due procedure. Consolidated remuneration to be paid to different categories of teachers appointed on contract basis is appended as Annexure - I.
2. Consolidated payment on monthly basis may be made to the contractual teachers for the duties performed including invigilation/ exam related work instead of per period basis hitherto in force in the Kendriya Vidyalayas. However, the contractual teachers appointed for a period of less than a month will be paid on pro rata basis only. (Refer Annexure -II)
3. Teachers appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter break payment should be calculated on the pro rata basis.

You are requested to disseminate the information to all Kendriya Vidyalayas under your jurisdiction for compliance immediately.

This issues with the approval of the competent authority.

Yours faithfully,

(Dr.Shachi Kant)

Joint Commissioner(Acad/Trg)

Enclosure - Annexure I & II

Annexure- I

191

Sl. No	Designation	Station	Consolidated Pay
1	PGT All Subject	Normal	Rs. 27500/-
2		Hard	Rs. 32500/-
3		Very Hard	Rs. 35000/-
4	TGT All Subject	Normal	Rs. 26250/-
5		Hard	Rs. 31250/-
6		Very Hard	Rs. 33750/-
7	PRT	Normal	Rs. 21250/-
8		Hard	Rs. 26250/-
9		Very Hard	Rs. 28750/-
10	Computer Instructor (Teaching in classes III to V)	Normal	Rs. 21250/-
11		Hard	Rs. 26250/-
12		Very Hard	Rs. 28750/-
13	Computer Instructor (teaching classes VI onwards)	Normal	Rs. 26250/-
14		Hard	Rs. 31250/-
15		Very Hard	Rs. 33750/-
16	Vocational Instructor for craft/dance music/art/sports etc.	Normal	Rs. 21250/-
17		Hard	Rs. 26250/-
18		Very Hard	Rs. 28750/-
19	Spoken English Teacher	Normal	Rs. 18750/-
20		Hard	Rs. 23750/-
21		Very Hard	Rs. 26250/-

Annexure - II

The monthly payment towards the contractual teachers and the pro rata payment to the teachers may be regulated as follows.

In the overall interest of the organization, the calculation for the pro rata payment should be made as under:-

Example :- In the normal station, a PGT worked for 15 days in April'13 from 01.04.13 to 15.04.13.

Consolidated Pay
----- X No of days worked
30 Days

Say as : Rs.27,500
----- X 15 Days = Rs.13,750
30 days

Annexure- I

Sl. No	Designation	Station	Consolidated Pay
1	PGT All Subject	Normal	Rs. 27500/-
2		Hard	Rs. 32500/-
3		Very Hard	Rs. 35000/-
4	TGT All Subject	Normal	Rs. 26250/-
5		Hard	Rs. 31250/-
6		Very Hard	Rs. 33750/-
7	PRT	Normal	Rs. 21250/-
8		Hard	Rs. 26250/-
9		Very Hard	Rs. 28750/-
10	Computer Instructor (Teaching in classes III to V)	Normal	Rs. 21250/-
11		Hard	Rs. 26250/-
12		Very Hard	Rs. 28750/-
13	Computer Instructor (teaching classes VI onwards)	Normal	Rs. 26250/-
14		Hard	Rs. 31250/-
15		Very Hard	Rs. 33750/-
16	Vocational Instructor for craft/dance music/art/sports etc.	Normal	Rs. 21250/-
17		Hard	Rs. 26250/-
18		Very Hard	Rs. 28750/-
19	Spoken English Teacher	Normal	Rs. 18750/-
20		Hard	Rs. 23750/-
21		Very Hard	Rs. 26250/-

Annexure - II

The monthly payment towards the contractual teachers and the pro rata payment to the teachers may be regulated as follows.

In the overall interest of the organization, the calculation for the pro rata payment should be made as under:-

Example :- In the normal station, a PGT worked for 15 days in April'13 from 01.04.13 to 15.04.13.

Consolidated Pay

----- X No of days worked

30 Days

Rs.27,500

Say as : -----

30 days

X 15 Days = Rs.13,750



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110002
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11029/39/2011/ KVS (HQ)/Acad

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/Sir,

Subject - Engaging teachers on contractual basis in KVs – reg.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this is being sent for ready reference and proper implementation:

❖ **General Instructions –**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

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

The following must be ensured, while making contractual appointment

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained (as per formats in Annexure I & II)

❖ **Selection Procedure –**

- i) The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

- ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on Interview and practical classroom observation.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

- ❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

❖ **Duties & Responsibilities of Contractual teachers –**

- i) Teachers appointed on contractual basis will discharge following duties
 - a) Regular classroom activity/Copy checking.
 - b) Invigilation duty/Evaluation work.
 - c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
 - d) All other works assigned by the principal.

- ❖ **Engagement of Spoken English Teacher** – Developing proficiency of spoken English, Spoken English teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods allotted for the respective language.

Requisite Qualification –

1. Graduate with English as one of the subject.
2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

- ❖ **Engagement of Computer Instructor** – The norms for engaging contractual Computer Instructor in Kendriya Vidyalayas are as follows:

Designation : Contractual Computer Instructor
Duties : To teach computer from Classes III to X

Essential Qualification –

B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)

OR

Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government recognized University/'O' level from DOEACC

OR

Post-graduate degree in any subject with minimum 'A' level from DOEACC

- ❖ **Norms to engage Vocational Instructors** – In order to improve the standard of sports, Games, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs.:-

- ii) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

(However, Principal is empowered to take a decision for four (04) such activities as per needs of the Vidyalaya and students. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of concerned Deputy Commissioner of the region. (Approved by 91st Meeting of BOG held on 19.01.2012.)

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than these teachers should only be engaged

❖ **Payment of remuneration to contractual teacher-**

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

- ❖ **Service Condition** - Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- I) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- II) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- III) Working hours shall be same as regular teacher.

❖ **Special provision -**

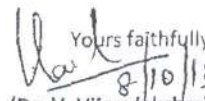
- i) **Relaxation of B.Ed. qualification.-** In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

- ❖ **Relaxation in CTET** - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,

 (Dr. V. Vijayalakshmi)
 Joint. Commissioner (Acad)



केन्द्रीय विद्यालय संगठन(मु०)
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.110332/02/2013/KVS(HQ)/Acad/Yoga

Dated :-30.12.2013

To,

The Deputy Commissioner,
KendriyaVidyalayaSangathan
All Regional offices

Sub: Yoga teaching in KVs.

Sir/ Madam,

KendriyaVidyalayaSangathan has decided to encourage yoga education in all its schools. The National Curriculum Framework (NCF) 2005 has set broad guidelines for physical education and elucidated the importance of including yoga as a compulsory subject. Yoga education contributes to not merely the physical development of the child but have a positive impact on psychosocial and mental development as well. Yoga is to be taught from class VI onwards in all the KendriyaVidyalayas. The Regional Offices are directed to appoint yoga teachers on contractual basis in all the KendriyaVidyalayas (if any regular yoga teacher is not posted in that school) irrespective of number of sections in the vidyalaya. The remuneration of the yoga teachers appointed on contractual basis shall be similar to the payment made to contractual coaches for the sports.

The Syllabus to be followed in different classes for the yoga education is enclosed at Annexure-I.

Encl.: As above.

(Dr. Shachi Kant)
Joint Commissioner (Trg..)

Copy to:

1. DC(EDP) with the request to upload the circular on KVS website for information.
2. Guard File.

Joint Commissioner (Trg..)

ke + 8
Approved
15/12/13
30/12/13

To

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Subject: Clarification regarding appointment of Yoga Teacher in Kendriya Vidyalayas on contractual basis – reg.

Madam/Sir,

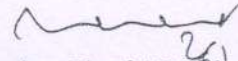
With reference to the letter No. 110332/02/2013/KVS(HQ)/Acad/Yoga dated 30.12.2013 repeated queries are received from different regions, clarification to the queries are stated as under:

Sl.No.	Queries	Clarification
1.	Whether appointment will be done at the Regional Level or at the school level.	Appointment of Yoga teachers on contractual basis are done at the Vidyalaya level by following the due procedure.
2.	Requisite qualification for yoga teacher	i) Graduation in any subject or equivalent from a recognized university. ii) One year training in yoga from a recognized institution. (Refer recruitment rules effective from 01.08.2008)
3.	Syllabus to be followed.	Already in vogue.

You are requested to disseminate the information to all the Kendriya Vidyalayas under your jurisdiction.

This is for your information and necessary action.

Yours faithfully,


(Dr. Shachi Kant)

Joint Commissioner (Trg.)

Copy to : SO, Acad. Section, KVS (HQ) New Delhi for Guard File

852/01/15
04/04/15
AC
307
Dr. BM