



KENDRIYA VIDYALAYA SANGATHAN

18, Institutional Area, Shaheed Jeet Singh Marg,

New Delhi – 110016

Tele: 26858570, FAX No.26514179

Website: www.kvsangathan.nic.in

ADVT NO. : 04

RECRUITMENT FOR THE OFFICERS' CADRE AND NON-TEACHING POSTS FOR THE YEAR 2011-12

The Kendriya Vidyalaya Sangathan (KVS), henceforth mentioned as KVS, an autonomous organization under the Ministry of Human Resource Development, Government of India invites applications from Indian Citizens for recruitment to the Officers' Cadre and Non-Teaching posts for the year 2011-2012.

Candidates are required to download Challan Form from this website where complete advertisement & fee payment challan are available). No other applications format will be accepted. The last date for submission of application is 14th **March 2012 (Wednesday)**.

1. DETAILS OF VACANCIES:

Post Code	Post	GEN	SC	ST	OBC	Total	OH	VH	HH	Pay Band	***Upper Age Limit (As on 14th March 2012)
63	Principal	25	07	04	14	50	01	-	01	₹ 15,600- ₹ 39,100 plus Grade Pay ₹ 7,600/-	35-50 years
64	Administrative Officer	03	01	-	-	04	01	-	-	₹ 15,600- ₹ 39,100 plus Grade Pay ₹ 5400	45 years
65	Finance Officer	01	-	-	-	01	-	-	-	₹ 9300- ₹ 34,800 plus Grade Pay ₹ 4600/-	35 years
66	Assistant	40	12	06	21	79	02	-	01	₹ 9,300- ₹ 34,800 with Grade Pay of ₹ 4,200/-	35 years
67	** Upper Division Clerk	38	11	06	20	75	02	-	02	₹ 5,200- ₹ 20,200 plus Grade Pay of ₹ 2,400/-	30 years
68	** Lower Division Clerk	85	25	13	45	168	02	02	02	₹ 5,200- ₹ 20,200 plus Grade Pay of ₹ 1,900/-	27 years

* The number of vacancies advertised may vary. They may decrease or increase.

** 10% of the vacancies in LDC and UDC are reserved for Ex-servicemen.

*** The minimum age limit for eligibility is 18 years as on 14.03.2012, if other wise not mentioned.

2. EDUCATIONAL QUALIFICATION & EXPERIENCE FOR POST CODE 63 TO 68

Sl. No.	Short Name of Post	Post Code	Qualification (s) & Experience	Qualification Code
1	PR	63	<p>ESSENTIAL QUALIFICATIONS:</p> <p>i) Master's Degree from recognized university with at least 45% marks in aggregate. ii) B.Ed. or equivalent teaching degree</p> <p>Experience:</p> <p>(i) Persons holding analogous posts or posts of Principals in the grade of Rs.10000-15200 (Pre-revised); OR (ii) Vice Principals/Assistant Education Officers in the pay scale of Rs.7500-12000 (Pre-revised) with one years' service in the aforesaid grade; OR (iii) Persons holding Group 'B' posts or the posts of PGTs or Lecturer in the pay scale of Rs.6500-10500 (Pre-revised) or equivalent with at least 08 years' regular service in the aforesaid grade.</p> <p>Desirable: Knowledge of computer applications.</p>	01
2.	AO	64	<p>Essential Qualification :</p> <p>i. Graduate</p> <p>Experience:</p> <p>03 years experience in the supervisory post in administration in the pay scale of Rs.6500-10500 (Pre-revised) or 6 years' experience in supervisory posts in administration in the pay scale of Rs.5500-9000 (Pre-revised) in the Central/State Govt./Autonomous Bodies.</p> <p>Desirable: Knowledge of Computer Applications</p>	01

3.	FINANCE OFFICER	65	<p>Essential Qualification:</p> <p>i B.Com with 50% marks in the aggregate and atleast 4 years experience as Accounts Officer/Audit Officer. OR M.Com with 50% marks and atleast 3 years experience as Audit Officer/Accounts Officer OR CA(Inter) or ICWA(Inter) or MBA with 2 years experience</p> <p>ii Knowledge of Computer applications.</p>	01
4.	ASSTT.	66	<p>Essential Qualification:</p> <p>i. Graduate with 03 years experience as UDC in Central / State Govt./ Autonomous Bodies/ Public Sector Undertakings.</p> <p>Desirable: Knowledge of Computer Applications.</p>	01
5.	UDC	67	<p>Educational Qualifications:</p> <p>i). Graduate</p> <p>EXPERIENCE:</p> <p>3 years experience as LDC in Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertaking</p> <p>DESIRABLE:</p> <p>Knowledge of Computer Applications.</p>	01
6.	LDC	68	<p>Essential Qualification</p> <p>i. Class XII pass or equivalent from recognized board or University.</p> <p>ii. Typing speed at least 35 w.p.m. in English and 30 w.p.m. in Hindi on computer.</p> <p>iii. Working knowledge of Hindi.</p> <p>iv. Knowledge of Computer Applications.</p>	01

Note: The qualification of typing mentioned in the Recruitment Rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board.)

3. AGE RELAXATION

Relaxation in upper age limit will be as under:

- (a). **No age bar in the case of employees of Kendriya Vidyalaya Sangathan.**
- (b). Up-to a maximum of 5 years in the case of SC/ ST candidates.
- (c). Up-to a maximum of 3 years in the case of OBC candidates.
- (d). Up-to 5 years for persons who had ordinarily been domiciled in the State of Jammu and Kashmir during 01.01.80 to 31.12.89.

- (e). Up-to a maximum of 5 years for Government Servants.
- (f). An ex-Servicemen who has put in not less than 06 months continuous service in the Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than 3 years he shall be deemed to satisfy the condition regarding age limit.
- (g). Up-to a maximum of 10 years in the case of SC/ST and 08 years in the case of OBC candidates serving as Govt. employees in accordance with the Govt. of India instructions. An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/ she is a Govt. servant as on the date of advertisement.
- (h). Up-to a maximum of 10 years in the case of Physically Challenged candidates.

Note1: Except for Physically Challenged candidates, all the concessions mentioned above will be concurrent, that is, if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted. For Physically Challenged, if a person belongs to SC/ST, he/she will be allowed 15 years, i.e., 10 years for Physically Challenged and 5 years for SC/ST.

Note 2: For eligibility of Scribe/writer, the candidates are required to visit this website.

4. EXAMINATION FEE AND MODE OF PAYMENT

- a). For applying to the aforesaid posts, candidates are advised to remit a fee of ₹ 1,200/- (**non-refundable**) for the posts of Principal, Finance Officer & Administrative Officer and ₹ 750/- (**non-refundable**) for other non-teaching posts through electronic transfer into Account with the Indian Bank, Mehrauli Institutional Area, New Delhi-110016 (Branch Code : 943).
For remittance of fee through electronic mode, candidates have to visit the nearest branch of the Indian Bank, along with prescribed Challan. The copy of the Challan can be downloaded from KVS's Website. The candidates have to fill in the Challan and deposit the same in the Bank along with requisite fee in any branch of Indian Bank. **The account no. is available on the challan.**
- b). One copy of Challan duly signed and stamped along with Deposit Journal Number should be collected from the bank for filling up necessary details in the application form. The Challan received from the Bank will have to be submitted along with the call letter in the examination hall at the time of examination.

In addition to fee, the Indian Bank will charge ₹ 30/- as "Service charge" for transferring the fee through electronic mode i.e. the candidates should remit **FEE+ ₹ 30/- (₹ 1,230/- for the posts of Principal, Administrative Officer and Finance Officer and ₹ 780/- for other posts)**..

- c). The fee can also be transferred from any Bank other than the Indian Bank. For such transactions the following particulars are to be provided to the remitting Banker:
- Bank : Indian Bank
 - Branch : Mehrauli Institutional Area, New Delhi.
 - IFSC Code : IDIB000M089
 - Beneficiary Name : Kendriya Vidyalaya Sangathan
 - Account No. : **405046333**.
- d). The candidate **must ensure** that the Challan/Counter Foil/Cash Receipt Voucher/Pay-in slip of the Bank consists of the following details:
- Remitting Bank Name
 - Remitting Branch Name
 - Amount
 - Candidate Name
 - UTR No. and Date
- e). However, such candidates will have to collect proforma of Challan/Counter Foil/Cash Receipt Voucher/Pay-in Slip from the respective Bank, since every bank has a different proforma. The proforma provided by the Bank should be filled in properly and deposited along with fees. The copy of Challan/Counter foil/Cash Receipt Voucher/Pay-in Slip duly signed and stamped along with Deposit Journal No./ UTR No. should be collected from the Bank for filling up necessary details in the application form. The Challan/Counter foil/Cash Receipt Voucher/Pay-in Slip received from the Bank will have to be submitted along with the call letter in the examination hall at the time of examination
- f) While remitting in a Bank other than Indian Bank the candidates have to remit Rs 1230/780 as the case may be. Commission charged by the remitting Bank will be in addition to Rs.1230/780.
- g). Candidates are advised to keep photocopy of the above details viz. Challan/Counter foil/Cash Receipt Voucher/ Pay-in Slip with them for reference.
- h). **No fee is required to be paid by SC/ST/Ex-Servicemen and PH Candidates.**
- i) **Fee once paid will not be refunded under any circumstances.**

IMPORTANT: The Sangathan will accept fee through Electronic Transfer only. The fee sent through Demand Draft/IPO/Money Order/ Crossed Cheque/ Currency note or the Treasury Challans, etc. will not be accepted and candidates will not be able to submit the application under such circumstances and the fees paid through these modes shall not be refunded, under any circumstances .

5. HOW TO APPLY

- a). Candidates have to register Online through this website only between **14.02.2012 to 14.03.2012**. No other means/mode of applications shall be entertained.
- b). The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission at all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility condition(s).
- c). Before applying Online candidates are required to have **a scanned copy(digital image) of his/her photograph and signature** as per the specifications given in Annexure I available in this website. Candidates are required to **upload** a scanned copy of his / her photograph along with a scanned copy of signature in the online application.
- d). For filling up on-line application, the candidates must have a valid personal e-mail ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- e). Take a print out of the entire Recruitment Notification, including the **FEE PAYMENT CHALLAN'** (the Challan is meant for payment of fee in Indian Bank only) if applicable. The candidate has to fill up the challan in duplicate and pay the fees in the designated Bank's branch. On payment he/she gets a Journal No. which is to be entered in the Application Form. **Account No. is available on the Challan.**
- f). Candidate has to fill in the details in the Fee Payment Challan in a clear and legible own handwriting in **BLOCK LETTERS**.
- g). Go to the nearest Indian Bank Branch with the Fee payment Challan and pay in Cash the appropriate Application Fee/postage in CBS Account which is available on the Challan.
- h). Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with **(a) Bank Name, Branch Code Number, (b) Journal Number, (c) Date of Deposit & amount** filled by the Branch Official.
- i). Carefully fill in the details from the Fee Payment Challan in the Application Form at the appropriate places.

- j). The details of fee and mode of payment have been explained in Para 4 above.
- k) Candidates are now ready to apply Online by re-visiting the Recruitment Page of the website and going to the sublink titled "**Online APPLICATION FOR Kendriya Vidyalaya Sangathan's RECRUITMENT 2011**". Click on this sublink will open up the appropriate Online Application Format.
- l) After submitting the application, the candidate gets the registration no. and password, view and prints the application form and keep it for his/her record. The application printout need not be sent by post/courier etc at any address of KVS. This is required to be submitted at the time of interview if shortlisted.
- m). Candidates serving in Govt/Quasi Govt. offices, Public Sector undertakings will have to submit '**No Objection Certificate**' from their employer at the time of examination at the venue, failing which their candidature may not be considered.
- n) Call letters can be downloaded by candidates directly from the web-site by entering their Registration Number and Password or Date of Birth. Call letters will not be despatched by post or courier.
- o). The decision of the Sangathan about the mode of selection to the post and eligibility conditions of the applicant shall be final and binding. No correspondence will be entertained in this regard.

6. MODE OF SELECTION AND SCHEME OF EXAMINATION

- a). The mode of selection shall include a written test/interview as per the following scheme of the examination:
 - i. For the post of Principal there will be two papers. First paper (Objective Type) General Knowledge (50), English and Hindi Knowledge (50), Reasoning Ability (50), Quantitative Aptitude (50). The second paper will be Descriptive carrying 100 marks. There will be 13 questions focusing on the Contemporary Social, Economic and Cultural issues besides General Problems on Financial Management and will carry 100 marks. There will be 13 questions out of which the candidates will have to attempt any 10. Paper-I will be screening for short listing the candidates. Based on the marks and merit rank secured by a candidate in paper-I, a cut-off marks will be fixed by KVS and paper-II will be evaluated of those candidates who will qualify in the paper-I as per cut-off marks. On the basis of paper-II, the candidates will be called for interview and final merit list will be prepared on the basis of marks obtained by the candidates in paper-II and Interview.
 - ii. For the post of Administrative Officer, the paper will be containing 200 objective questions with five multiple choice answers with duration of three hours in the subject like General Knowledge (25), Reasoning Ability

(25), English and Hindi knowledge (50), Quantitative Aptitude (50) and Office and Financial Procedure (50).

- iii. For the post of Finance Officer, the paper will be containing 120 objective questions with five multiple choice answers with duration of two hours in the subject like General English (20), General Knowledge (20), Numerical Ability (20) and Logical Reasoning (20), Office and Financial Procedure (40). The candidates qualifying in the objective type examination will be required to appear for a practical test i.e. paper-II consisting of computer operation test. The date and time will be intimated separately to the short listed candidates.
- iv). For the post of Assistant, UDC and LDC, the written examination will be objective type. Paper –I (General Paper) will be containing 100 objective questions with five multiple choice answers in the subject like General English (20), General Hindi (20), General Knowledge (20), Quantitative Aptitude (20) and Reasoning Ability (20). The duration of the paper will be two hours.

For the post of Assistant the objective type examination (screening examination) will be followed by a descriptive examination of 90 minutes duration i.e. paper-II containing in English and Hindi languages to test the subject competence of the candidates. There will be 13 questions out of which candidates will have to attempt any 10. Paper-I will be screening for shortlisting the candidates for the post of Assistant. Based on the marks and merit rank secured by a candidate in paper-I, a cut-off marks will be fixed by KVS and paper-II will be evaluated of those candidates who will qualify in paper-I as per cut-off marks. The final merit list will be prepared on the basis of marks obtained by the candidates in paper-II. For the posts of Finance Office and LDC the candidates qualifying in the objective type examination will be required to appear for a practical test i.e. paper II & III consisting of computer operation test, typing test. The date and time will be intimated separately to the short listed candidates.

Note:- For the evaluation purpose there shall be no negative marking.

- b) Interview Test:** There will be no interview for the post of **Assistant, UDC and LDC**. The interview will be conducted for the posts of Principal, Administrative Officer & Finance Officer. The ratio of written test and the interview for the post of Principal will be 80:20. For the post of Administrative Officer & Finance Officer, the candidates short listed in the written test will be called for interview as per the cut off decided by the KVS. For the posts of Finance Officer and LDC, the KVS will conduct the skill test as under:

Sl. No	Name of Post	Date of Examination	Type of Paper	Difficulty Level	Paper	Subject(s)	Total Marks
1.	Finance Officer	Date for practical test will be intimated later	Practical	Computer Proficiency	II	MS-Word MS-Excel MS-Access MS-Power point Internet Tally Accounting	100
2	LDC	Date for practical test will be intimated later	Practical	Typing speed on computer Eng. 35 w.p.m. Hindi 30 w.p.m.	II	Typing Test English/Hindi	50
				Computer Proficiency	III	MS Word, MS Excel, MS Access, MS-Power point, Internet	100

The Skill test will be qualifying in nature (Minimum 40%).

7. SCHEDULE OF EXAMINATION

S. No.	Post	Paper	Date of Exam.	Timings	Total Marks
1.	Principal	Paper-I Paper-II	22 nd April 2012 (SUNDAY) For all posts	1000 hrs. - 1300 hrs. 1400 hrs. - 1700 hrs.	200 100
2.	Admin Officer	Paper-I		1000 hrs. - 1300 hrs	200
3.	Assistant	Paper-I Paper-II		1000 Hrs. - 1200 Hrs. 1400 hrs. - 1530 hrs	100 50
4.	Finance Officer	Paper-I		1000Hrs - 1200Hrs	120
5	UDC	Paper-I		1000 Hrs. - 1200 Hrs.	100
6	LDC	Paper-I		1000 Hrs. - 1200 Hrs.	100

NOTE 1.

THE WRITTEN EXAMINATION FOR THE POST OF PRINCIPAL, ADMINISTRATIVE OFFICER AND FINANCE OFFICER WILL BE HELD IN DELHI ONLY.

8. EXAMINATION CENTRES (CITIES) FOR ASSISTANT, UDC AND LDC:

Examination Centre	Centre code
Ahmadabad	11
Allahabad	12
Bangalore	13
Bhopal	14
Bhubaneswar	15
Chandigarh	16
Chennai	17
Dehradun	18
Delhi	19
Guwahati	20
Hyderabad	21
Jabalpur	22

Examination Centre	Centre code
Jaipur	23
Jammu	24
Jodhpur	25
Kochi	26
Kolkata	27
Lucknow	28
Mumbai	29
Patna	30
Port Blair	31
Raipur	32
Ranchi	33

Note: The centres for the examinations as mentioned above are subject to change at the discretion of the Sangathan. While every effort will be made to allot the candidates the centre of his/ her choice for the examination, the Sangathan may at its discretion allot a different centre to the candidate in case sufficient candidates do not opt for a particular centre for any post or for any other administrative reason (s). No request for change of examination centre once allotted will be entertained and the candidate will have to appear at the allotted centre at his/ her expenses.

9. CORRESPONDENCE WITH THE K.V.S.

- a. The KVS will not enter into any correspondence with the candidates about their candidature except in the following cases:
 - i. Every candidate for this examination will be informed by email & sms about two weeks before examination date of the availability of call letter link on website. Admit Cards, indicating the Roll Nos. will be generated for the candidates who are admitted to the examination. The Admit Card will bear the photograph of the candidate. Candidates will be required to download the call letter from this website by entering his/her registration number and password.
 - ii. No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card and original payment receipt for the examination.
- b). The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the application form. Candidates should ensure that they are eligible as per the criteria stipulated in the advertisement as on **14th March, 2012**. If at any stage it is noticed that the candidate does not fulfill the eligibility conditions & is, therefore, not eligible, his/her candidature will be cancelled even after getting the appointment.

- c). The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the KVS. Candidates may note that the KVS take up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for interview. Unless the candidature is formally confirmed by the KVS, it continues to be provisional.
- d). The decision of the KVS as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- e). Candidates should note that the name in the Admit Card in some cases may be abbreviated due to technical reasons.
- f). In the event of a candidate receiving more than one Admit Card from the KVS, he/she should use only one of these Admit Cards for appearing at the examination but has to submit all the admit cards to the invigilator in the examination hall.
- g). Any change in address should be communicated to the KVS at the earliest. Although the KVS make every effort to take account of such changes, they cannot accept any responsibility in the matter.
- i). ALL COMMUNICATIONS TO THE K.V.S. SHOULD INVARIABLY CONTAIN THE FOLLOWING PARTICULARS.
 - i. NAME OF THE POST APPLIED FOR AND YEAR OF THE EXAMINATION.
 - ii. Registration Number
 - iii) ROLL NUMBER (IF RECEIVED)
 - iv) NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS)
 - v) COMPLETE POSTAL ADDRESS AS GIVEN IN THE APPLICATION WITH CONTACT TELEPHONE/MOBILE NUMBER.
 - vi) DATE OF BIRTH

NOTE 1: COMMUNICATION NOT CONTAINING THE ABOVE PARTICULARS MAY NOT BE ATTENDED TO.

NOTE 2: For the Bank Challan Forms the applicant is advised to visit this KVS.

NOTE 3: IMPORTANT DATES

Website Link Open	14 February,2012
Date of Written Test (Tentative)	22 April, 2012
Payment of fees at Indian Bank Branches	14 February- 14 March, 2012

Definitions of Disability

Reservation is available to Physically Challenged Persons. Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of interview.

Orthopaedically Handicapped (OH):

An Orthopaedically Handicapped(OH) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center/State Govt) would be eligible for reservation in service/posts.

- a) **Locomotor** disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- b) **Cerebral Palsy** means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre – natal, peri-natal or infant period of development.

Hearing Handicapped (HH)

Hearing Handicapped means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Visually Handicapped (VH):

Visually Impaired persons are those suffering from blindness or low vision.

- a) **Blindness** refers to a condition where a person suffers from any of the following conditions:-
 - (i) Total absence of sight;
 - (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,
 - (iii) Limitation of the field of vision subtending an angle of 20 degree or worse
- b) **Person with low vision** – means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Guidelines for Scribe

At the time of written examination, only visually impaired candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/ writer at his/her own cost. In all such cases where a scribe/writer is used, the following rules will apply:

- (i) The candidate will have to arrange his/her own scribe/writer at his/her cost.
- (ii) Scribe/writer must be one grade lower educational qualification than the stipulated eligibility criteria for the post.
- (iii) The scribe must be from an academic discipline which is different from that of the candidate.
- (iv) Both the candidate as well as the scribe/writer will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Written Exam.
- (v) Only those candidates who use a scribe/writer shall be eligible for extra time of 30 minutes for the examination.

PAY IN SLIP

BANK'S COPY

**PAYABLE AT ALL BRANCHES OF INDIAN BANK
RECRUITMENT OF NON TEACHING POST**

Paid in to the credit of Kendriya Vidyalaya Sanghathan act no
935021122/935021199

MEURALI INSTITUTIONAL AREA BRANCH NEW DELHI (943)

For Rs.780 (Rupees Seven Hundred Eighty only)

Name of candidate _____
& present address _____
In CAPITAL LETTERS _____
With pin code _____

Mobile/PH NO _____

E Mail ID_ _____

Post Applied for _____

Category _____

Date of Birth _____

Name of branch _____
Where candidate _____
Is depositing fee & Code: _____

Signature of candidate

FOR BANK'S USE

Journal NO		Branch Code	
Bank Stamp		Signature of cashier	
		Date	

PAY IN SLIP

CANDIDATE'S COPY

**PAYABLE AT ALL BRANCHES OF INDIAN BANK
RECRUITMENT OF NON TEACHING POST**

Paid in to the credit of Kendriya Vidyalaya Sanghathan act no
935021122/935021199

MEURALI INSTITUTIONAL AREA BRANCH NEW DELHI (943)

For Rs.780 (Rupees Seven Hundred Eighty only)

Name of candidate _____
& present address _____
In CAPITAL LETTERS _____
With pin code _____

Mobile/PH NO _____

E Mail ID_ _____

Post Applied for _____

Category _____

Date of Birth _____

Name of branch _____
Where candidate _____
Is depositing fee & Code: _____

Signature of candidate

FOR BANK'S USE

Journal NO		Branch Code	
Bank Stamp		Signature of cashier	
		Date	

PAY IN SLIP

BANK'S COPY

**PAYABLE AT ALL BRANCHES OF INDIAN BANK
RECRUITMENT OF PRINCIPAL, FO & AO**

Paid in to the credit of Kendriya Vidyalaya Sanghathan act no
935020934

MEURALI INSTITUTIONAL AREA BRANCH NEW DELHI (943)

For Rs.1230 (Rupees one Thousand Two Thirty only)

Name of candidate _____

& present address _____

In CAPITAL LETTERS _____

With pin code _____

Mobile/PH NO _____

E Mail ID _____

Post Applied for _____

Category _____

Date of Birth _____

Name of branch _____

Where candidate _____

Is depositing fee & Code: _____

Signature of candidate

FOR BANK'S USE

Journal NO		Branch Code	
Bank Stamp		Signature of cashier	
		Date	

PAY IN SLIP

CANDIDATE'S COPY

**PAYABLE AT ALL BRANCHES OF INDIAN BANK
RECRUITMENT OF PRINCIPAL, FO & AO**

Paid in to the credit of Kendriya Vidyalaya Sanghathan act no **935020934**

MEURALI INSTITUTIONAL AREA BRANCH NEW DELHI (943)

For Rs.1230 (Rupees One Thousand Two Thirty only)

Name of candidate _____

& present address _____

In CAPITAL LETTERS _____

With pin code _____

Mobile/PH NO _____

E Mail ID _____

Post Applied for _____

Category _____

Date of Birth _____

Name of branch _____

Where candidate _____

Is depositing fee & Code: _____

Signature of candidate

FOR BANK'S USE

Journal NO		Branch Code	
Bank Stamp		Signature of cashier	
		Date	

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- _ Photograph must be a recent passport style colour picture.
- _ The picture should be in colour, against a light-coloured, preferably white, background.
- _ Look straight at the camera with a relaxed face
- _ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- _ If you have to use flash, ensure there's no "red-eye"
- _ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- _ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- _ Dimensions 200 x 230 pixels (preferred)
- _ Size of file should be between 20kb-50 kb
- _ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- _ The applicant has to sign on white paper with Black Ink pen.
- _ The signature must be signed only by the applicant and not by any other person.
- _ The signature will be used to put on the Hall Ticket and wherever necessary.
- _ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- _ Dimensions 140 x 60 pixels (preferred)
- _ Size of file should be between 10kb - 20kb
- _ Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE:

- _ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- _ Set Color to True Color
- _ File Size as specified above
- _ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- _ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

Your Online Application will not be registered unless you upload your photo and signature as specified.

Note :

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.