

PROFORMA

**APPLICATION FOR THE POST OF DEPUTY COMMISSIONER
THROUGH DIRECT RECRUITMENT IN KENDRIYA VIDYALAYA SANGATHAN**

1. Name (in Block Letters):
2. Date of Birth (Christian era) (DD/MM/YYYY):
3. Category (GEN/OBC/SC/ST/PH/EX-SM):
4. Address for correspondence (in Block Letters):
5. E-mail Address :
6. Mobile No. of the candidate :
7. Office Telephone No. :
8. Educational Qualifications (Starting from +2 stage):

Affix
Passport
size latest
colour
photograph

S.No	Name of the Examination passed	Year of Passing	% of the aggregate	Board/ University

9. Details of experience/employment in chronological order (descending from present onwards):

Sl. No.	Name of Office/ Instt./ Org.	Post held	From	To	Pay Level as per 7 th CPC & Basic Pay	Experience in directing in-service training programmes for teachers and administrators and/or research in education	Nature of duties

10. Nature of present employment, i.e., ad-hoc or temporary or permanent :
11. Whether the present post is a Cadre or an Ex-Cadre post :
12. Whether the present employment is under Central Govt. /State Govt./ Semi Govt./ Autonomous Organization of Central / State Govt. :
13. In case the present employment is held on deputation /contract basis, state
(a) The date of initial appointment :
(b) Period of appointment on deputation/ contract :
(c) Name of the parent Organization/Office. :

14. Details of training courses attended :
15. If the candidate is drawing Revised scale of pay, date from which the revision took place and pre-revised scale :
16. Additional information, if any, in support of the candidate's suitability for the post (in not more than 150 words) :
17. Details of Demand Draft : DD. No.....Date

 Name of Bank & Branch

I hereby, confirm and declare that all the statements made and provided by me in this application are true, correct and complete to the best of my knowledge and belief. In the event of any material / information or part of it being found false, tampered or fabricated or suppressed at any stage, my candidature / appointment will automatically be cancelled / terminated.

Dated:.....
 Place:

Signature of the candidate

Encl:

1. Demand Draft
2. Copies of certificates in support of Educational Qualifications
3. Copies of certificates in support of Experience & Training

CERTIFICATE

Certified that the above particulars have been verified and found correct in respect of Mr./Ms..... The integrity of the officer is beyond doubt and no Disciplinary/vigilance case is pending/ contemplated against the officer.

Dated:.....
 Place:

**Name & signature of the Head of Office
 With office seal**

GENERAL INSTRUCTIONS TO THE CANDIDATES :-

1. The officers having regular service in substantive post in pay levels required as per eligibility conditions of the recruitment rules for Deputy Commissioner in KVS are eligible to apply. Officers getting desired level of pay under ACP/MACP/Ad-hoc are not eligible.
2. Applications which do not meet all criteria given in this advertisement and the incomplete applications will be rejected.
3. Candidate should have fulfilled all the requirements pertaining to educational qualifications and experience as on the closing date of application.
4. Candidates should not furnish any particulars that are false, tampered or fabricated or suppress any material information while submitting the certified copies / testimonials.
5. Decision of KVS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents required to be produced for the purpose of the interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
6. The shortlisted candidates are required to bring all the original documents pertaining to Age, Qualification, Experience, Caste, etc. at the time of interview. These documents will be verified at the time of interview. If any candidate is found ineligible during the verification of the documents, he/she shall not be allowed to appear for interview.
7. Canvassing in any form will be treated as disqualification.
8. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
9. KVS reserves the right to cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
10. Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.