

केन्द्रीय विद्यालय संगठन 18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग नई दिल्ली -110016 KENDRIYA VIDYALAYA SANGATHAN (HQ) 18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG, NEW DELHI-110016 दूरभाष /Tel-26858570, फैक्स/ FAX-26514179

फा.सं.11054/2/2017/KVS(HQ)/RPS

दिनांक: 🔿 🞖 / 12 / 2017

#### **NOTICE**

Subject: Circulation of amended Scheme & Syllabus of Officers cadre, Librarian and Non-Teaching Posts for Direct Recruitment in KVS regarding

On analysis of the existing examination scheme in respect of the following Officers cadre, Librarian and Non-Teaching posts for Direct Recruitment, it has been decided to frame scheme & syllabus explicitly to hold Direct Recruitment Examination for these posts across the country in one go for administrative convenience and to save time and energy.

- 1. Assistant Commissioner
- 2. Administrative Officer
- 3. Finance Officer
- 4. Assistant
- 5. Hindi Translator
- 6. Upper Division Clerk
- 7. Stenographer Grade-II
- 8. Lower Division Clerk
- 9. Librarian

Further, It is desirable that the components of syllabus which are part of the Examination for these posts is more specifically prescribed/elucidated. Accordingly, the Competent Authority has approved amendments in the Examination Scheme & Syllabus of Direct Recruitment for the aforesaid posts is enclosed as Annexure-I.

This issues with the approval of the competent authority.

(\$ Vijayakumar)
Joint Commissioner(Admn.)

#### Distribution:

 Deputy Commissioner(EDP), KVS(Hqrs.), New Delhi – With request to upload the Notice in KVS website in Employment Notice>Syllabus under the heading "Circulation of amended Scheme & Syllabus of Officers cadre, Librarian and Non-Teaching Posts for Direct Recruitment in KVS".

# ASSISTANT COMMISSIONER (Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours		
Total Questions	180 Objective type multiple choice question	one	
		ліS 	
Total Marks	180 Marks		
Section name (Nat	ture of Questions)	Marks per item	No. of items
Part-I : Reasoning	Ability	01 mark per	40 questions
Figural Analogy, S relationship concept Series, Number S	ntic Analogy, Symbolic/Number Analogy, imilarities and differences, word building, ots, Arithmetic number series, - Semantic eries, Coding and decoding - Small & pers coding, decoding and classification	question.	
Part-II : General E	nglish	01 mark per	30 questions
Antonyms, Spelling Grammar- Noun,	One word substitution, Synonyms and gerror, Spotting error in sentences, Pronoun, Adjective, Verb, Preposition, 'A', 'AN' and 'THE', Idioms and Phrases	question.	
Part-III : General K	nowledge	01 mark per	40 questions
Indian History, Indi Polity & Constitution Current affairs-India	an Geography, Indian Economy, Indian on, Scientific Research, awards, Sports, & World	question.	
Part-IV: Contempor	ary Issues in Education	01 mark per	30 questions
<ul> <li>(a) The Constitution</li> <li>Constitutional     Fundamental right</li> <li>Right to Free and</li> <li>Inclusive Education</li> </ul>	values and education (Preamble, nts and duties). d Compulsory Education2010 (RTE)	question.	
<ul><li>Challenges pose economic contex</li><li>Child labour</li><li>Child marriage</li></ul>	ext of Educational Policy d for education by the socio-cultural and t Indian society and its implications for		
<ul> <li>Classroom ethos</li> </ul>	from the perspective of children from tural and economic backgrounds		

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<ul> <li>(c) A Thematic Focus on Educational Policy</li> <li>Kothari Commission and the vision of Common Schooling; National Policy on Education 1986</li> <li>Ramamurthy Committee 1992</li> <li>Yashpal Report 1993</li> <li>National Curriculum Framework 2005</li> <li>Three-language formula</li> <li>Zakir Hussain Committee</li> <li>Basic Education</li> <li>Mudaliar Commission</li> <li>skills and vocational education</li> <li>(d) Social and Educational Reform</li> <li>Innovations and experiments</li> <li>(e) The System and its Structures</li> </ul>				
<ul> <li>Schools in India: Types and Affiliation</li> <li>KVS, NVS, Sainik Schools</li> <li>Concerns for 'quality' and equity</li> <li>management and public participation</li> <li>NCTE, NCERT, NIOS, Boards of Education etc.</li> </ul> Part-V: Management Aptitude	01 mark	per	40 questions	
Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal – Potential appraisal and development – Feedback and Performance Counselling –	guestion.	рег	40 questions	
Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.				
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Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

#### **ADMINISTRATIVE OFFICER**

(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours		
Total Questions	200 Objective type multiple choice qu	estions	
Total Marks	200 Marks		<u> </u>
0 - 4:		Marks per item	No. of items
	ame (Nature of Questions)		25 questions
	lian Geography, Indian Economy, titution, Scientific Research, awards,	01 mark per question.	20 questions
Part-II : Reasoning		01 mark per	25 questions
Analogies - Sem Analogy, Figural Ar word building, relati series, - Semantic	nantic Analogy, Symbolic/Number nalogy, Similarities and differences, onship concepts, Arithmetic number Series, Number Series, Coding and & Capital letters/numbers coding,	question.	
1.General English Comprehension, Or Antonyms, Spelling Grammar- Noun, Pr Conjunction, Use of Phrases 2.General Hindi तत्सम, तद्भव,पर्यायवा	nd Hindi Knowledge ne word substitution, Synonyms and error, Spotting error in sentences, ronoun, Adjective, Verb, Preposition, of 'A', 'AN' and 'THE', Idioms and ची, विलोम मुहावरे और लोकोक्तियाँ, शुद्ध, छेद, अलंकार और समास, वचन, लिंग, लिए एक शब्द	01 mark per question.	50 questions
		01 mark par	50 questions
Percentages, Profit	<b>re Aptitude</b> Time and Work, Averages, tand loss, Ratio and Proportions, und Interest, Time and Distance	01 mark per question.	on driestions
- Office Procedure - General Financi - FR & SR - Medical Attenda - Travelling Allow - LTC Rules - CCS Leave Rule - CCS(CCA) Rule - CCS(Conduct) I - CCS(Pension) F - Joining Time Ru	ance Rules ance Rules es es, 1965 Rules, 1964 Rules-1972 ules Rules & New Pension Scheme	01 mark per question.	50 questions

Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

# FINANCE OFFICER (Scheme & Syllabus for Direct Recruitment)

Test Duration 03 hours			
Total Questions	160 Objective type multiple choice questions		
Total Marks	160 Marks		
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· · · · · · · · · · · · · · · · · · ·	me (Nature of Questions)	Marks per item	No. of items
Part-I : Language	(20 questions)		
and Antonyms, Sp sentences , Grami	One word substitution, Synonyms pelling error, Spotting error in mar- Noun, Pronoun, Adjective, Conjunction, Use of 'A', 'AN' and	01 mark per question	10 questions
2.General Hindi		01 mark per question	10 questions
तत्सम ,तद्भव,पर्यायव	गची ,विलोम मुहावरे और		
लोकोक्तियाँ,शुद्ध, अशुर	द्रवाक्य,संधि-विच्छेद, अलंकार और		
समास, वचन , लिंग,	अनेकार्थी और वाक्य के लिए एक		
शब्द			
Part-II: General A Literacy (30 ques	wareness & Computer tions)		
1.General Knowle	edge	01 mark per question	10 questions
Indian Polity & C	ian Geography, Indian Economy, constitution, Scientific Research, urrent affairs-India & World		
2.Logical Reason	ing	04	40
Analogy, Figura differences, word Arithmetic numbe Number Series, 0	antic Analogy, Symbolic/Number I Analogy, Similarities and building, relationship concepts, er series, - Semantic Series, Coding and decoding - Small & Embers coding, decoding and	01-mark per-question	10 questions
Organisation included Input Devices, Corlected Between Hardward System, MS-Office Excel/spread sheed Technology and Statement Technology and Statement Pechnology and State	acy Computers, Computer ding RAM, ROM, File System, mputer Software-Relationship e and Software, Operating e (exposure of Word, et, Power point), Information ociety-Indian IT Act, Digital ation of information technology	01 mark per question	10 questions
in Government for	Ψ,		

Part-III: Financial Administration (110 questions)		
-Maintenance of Cash Book -Preparation of bank reconciliation statement -Posting of ledger accounts -Preparation of Trial balance and final accounts -Principles of auditing -General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST	01 mark per question 01 mark per question	5 questions 5 questions 5 questions 5 questions 10 questions 25 questions
-Fundamental Rules and Supplementary Rules -CCS (Pension) Rules & New Pension Scheme -TA Rules & LTC Rules -Medical attendance Rules -Provident Fund Rules -Delegation of Financial power	01 mark per question 01 mark per question	20 questions 10 questions 5 questions 5 questions 5 questions 10 questions

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point,	100 marks	Qualifying in nature.
Internet and Tally		
Accounting		

Interview - 60 Marks Weightage of Written/Online Computer Based Test and Interview - 85:15

### **ASSISTANT**

(Scheme & Syllabus for Direct Recruitment)
Test Duration 03 hours

Test Duration	03 nours		
Total Questions	160 Objective type multiple choice questions		
Total Marks	160 Marks		
	e (Nature of Questions)	Marks per item	No. of items
Part-I : Language	(20 questions)	01 mark per question	10 questions
Antonyms, Spellin sentences, Gramn Adjective, Verb, Pt	tion, Synonyms and g error, Spotting error in nar- Noun, Pronoun, reposition, Conjunction, Use IE', Idioms and Phrases		
-General Hindi		01 mark per question	10 questions
तत्सम ,तद्भव,पर्यायव	·		
	र्,शुद्ध,-अशुद्धवाक्य,संधि-		
The state of the s	ामास,वचन ,लिंग,अनेकार्थी और		
वाक्य के लिए एक	·		
Part-II: General A Literacy (30 ques	wareness & Computer tions)		
Economy, Indian F	dge Indian Geography, Indian Polity & Constitution, Scientific , Sports, Current affairs-India	01 mark per question	10 questions
-Logical Reasoning Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification		01 mark per question	10 questions
Organisation inclu- Input Devices, Cor- between Hardware System, MS-Office Excel/spread shee Technology and S Signatures, Applic technology in Gove	Cy Computers, Computer ding RAM, ROM, File System, mputer Software-Relationship e and Software, Operating e (exposure of Word, et, Power point), Information ociety-Indian IT Act, Digital ation of information ernment for E-Governance, e's, Information Kiosks	01 mark per question	10 questions

Part-III:  (a) Administration, Establishment & Finance - (90 questions)		
-CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules & New Pension Scheme -Medical Attendance Rules -Provident Fund Rules	01 mark per question	15 questions 15 questions 10 questions 20 questions 10 questions 10 questions 10 questions
(b) Comprehension (20 questions)		
-English -Hindi	01 mark per question 01 mark per question	10 questions

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	Qualifying in nature.
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There will be no interview for the post of Assistant.

# HINDI TRANSLATOR (Scheme & Syllabus for Direct Recruitment)

OBJECTIVE TYPE	PE PAPER		
Test Duration	02 hours		
Total	100 Objective type multiple choice of	questions	
Questions			
Total Marks	100 Marks		
(DESCRIPTIVE			
Test Duration	02 hours		
Total	4		
Questions			
Total Marks	100	Marko por	No. Of items
	Nature of Questions)	Marks per item	
-General Englis		01 mark per question	30 questions
Comprehension,	One word substitution, Synonyms		
and Antonyms, S	Spelling error, Spotting error in		
sentences, Grar	nmar- Noun, Pronoun, Adjective,		
	n, Conjunction, Use of 'A', 'AN' and		
'THE', Idioms an	a Phrases	01 mark per	30 questions
-General Hindi		question	- OO QUOSTIONO
   गद्यांश आधारित प्र	श्व तत्सम ,तद्भव,पर्यायवाची ,विलोम	question	
	ोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-		
विच्छेद,अलंका औ	र समास, वचन ,लिंग,अनेकार्थी और		
वाक्य के लिए एक	· · · · · · · · · · · · · · · · · · ·		
	Awareness & Computer Literacy		
(40 questions)		04 mark nor	10 questions
-General Knowl		01 mark per	10 questions
	ry, Indian Geography, Indian	question	
Bosoarch Burer	n Polity & Constitution, Scientific ds, Sports, Current affairs-India &		
World	us, oports, ourient anans-mula &		
VVOIIG			
-Logical Reaso		01 mark per	10 questions
	Semantic Analogy, Symbolic/Number	question	
	ral Analogy, Similarities and		
	rd building, relationship concepts, nber series, - Semantic Series,		
	nber series, - Semantic Series, , Coding and decoding - Small &		
	numbers coding, decoding and		
classification	g county about g		
-Computer Lite	•	01 mark per	10 questions
	of Computers, Computer	question	1.5 4.5 5.4.5
Urganisation Inc	cluding RAM, ROM, File System, Computer Software-Relationship	4	
	are and Software, Operating		
	ice (exposure of Word, Excel/spread		
	oint), Information Technology and		

Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	10 questions
DESCRIPTIVE PAPER		
-Translation from Hindi to English; and -English to Hindi	25 marks per question	04 questions

Interview - 90 Marks Weightage of Written/Online Computer Based Test(Objective), Descriptive Paper and Interview - 85:15

### **UPPER DIVISION CLERK**

(Scheme & Syllabus for Direct Recruitment)

Test Duration 03 hours

Test Duration	03 hours			
Total Questions	160 Objective type multiple choice questions			
Total Marks	160 Marks			
	e (Nature of Questions)	Marks per item	No. Of items	
Part-I : Language -General English One word sul	(20 questions)  ostitution, Synonyms and	01 mark per question	10 questions	
Antonyms, Spellingsentences, Godjective, Verb, F	ng error, Spotting error in trammar- Noun, Pronoun, Preposition, Conjunction, Use E', Idioms and Phrases			
-General Hindi तत्सम ,तद्भव,पर्यायव	गची, विलोम मुहावरे और	01 mark per question	10 questions	
1	द्ध वाक्य,संधि-विच्छेद, अलंकार			
और समास, वचन ,ि	त्रेंग, अनेकार्थी और वाक्य के			
लिए एक शब्द				
Part-II: General A Literacy (30 ques	wareness & Computer tions)			
-General Knowle	dge	01 mark per question	10 questions	
Economy, Indian I	Indian Geography, Indian Polity & Constitution, Scientifics, Sports, Current affairs-India			
-Logical Reasoni	ng	01 mark per question	10 questions	
Number Analogy, and differences, concepts, Arithme Series, Number S	mantic Analogy, Symbolic/ Figural Analogy, Similarities word building, relationship tic number series, - Semantic series, Coding and decoding - al letters/numbers coding, sification			
Organisation inclu Input Devices, Co between Hardward System, MS-Office	Computers, Computer ding RAM, ROM, File System, mputer Software-Relationship and Software, Operating (exposure of Word,	01 mark per question	10 questions	
Technology and S Signatures, Applic technology in Gov	et, Power point), Information cociety-Indian IT Act, Digital cation of information ernment for E-Governance, ne's, Information Kiosks			

Part-III:		
(a) Administration, Establishment & Finance (90 questions)		
-CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules and New Pension Scheme -Medical Attendance Rules -Provident Fund Rules	01 mark per question 01 mark per question	15 questions 15 questions 10 questions 20 questions 10 questions 10 questions
(b) Comprehension (20 questions)		
-English -Hindi	01 mark per question 01 mark per question	10 questions 10 questions

Computer Proficiency Test MS Word, MS Excel,	100 marks	Qualifying in nature.
MS Access, MS Power Point,		
and Internet.		

There will be no interview for the post of UDC.

#### STENOGRAPHER GRADE-II (Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours		
Total Questions	100 Objective type multipl	e choice questions	
Total Marks	100 Marks		
Cootion			
	(Nature of Questions)  EXAMINATION	Marks per item	No. of items
	Proficiency Test (40		
questions)	Tronciency rest (40		
-General English Comprehension, C Synonyms and An Spotting error in se Noun, Pronoun, Ad	One word substitution, tonyms, Spelling error, entences , Grammar- djective, Verb, Preposition, of 'A', 'AN' and 'THE',	01 mark per question	20 questions
-General Hindi गद्यांश आधारित प्रश्	भ्र तत्सम ,तद्भव,पर्यायवाची ,	01 mark per question	20 questions
	और लोकोक्तियाँ, शुद्ध		
	छेद, अलंकार और समास,		
	र्गी और वाक्य के लिए एक		
शब्द			
	wareness & Computer tions)		
Economy, Indian	dian Geography, Indian Polity & Constitution, n, awards <del>,</del> Sports, Current	01 mark per question	15 questions
Number Analog Similarities and di relationship conce series, - Semantic Coding and deco	ntic Analogy, Symbolic /	01 mark per question	15 questions
-Computer Literac	y	01 mark per question	15 questions
Organisation inclu	Computers, Computer ding RAM, ROM, File ces, Computer Software-		

Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
-Quantitative Aptitude	01 mark per question	15 questions
Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance		

Shorthand Test Shorthand Speed 80 w.p.m.	50 marks	
Typing Test Typing Test only on computer Net typing speed. English – 40 w.p.m. or Hindi – 35 w.p.m.	50 marks	Qualifying in nature.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

#### Note:

- 1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of Stenographer Grade-II.

# LOWER DIVISION CLERK

(Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours
<b>Total Questions</b>	100 Objective type multiple choice questions
Total Marks	100 Marks

Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Language Proficiency Test (40 questions)		
-General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	20 questions
-General Hindi	01 mark per	20 questions
गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची,	question	
विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध		
वाक्य,संधि-विच्छेद, अलंकार और समास,वचन ,लिंग,		
अनेकार्थी और वाक्य के लिए एक शब्द		
Part-II: General Awareness & Computer Literacy (60 questions) -General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	15 questions
-Logical Reasoning Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	15 questions
-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	15 questions

-Quantitative Aptitude Number System, Time and Work, Average Percentages, Profit and loss, Ratio as Proportions, Simple and Compound Interes Time and Distance	d auestion	15 questions
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Typing Test Typing Test only on computer Net typing speed. English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

#### Note:

- 1) The candidates are required to qualify typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of LDC.

### **LIBRARIAN**

(Scheme & Syllabus for Direct Recruitment)

Objective type multiple choice questions
) Marks

Section name (Nature of Questions)	Marks per item	No. of items		
Part-I: -General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	20 questions		
-General Hindi गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची, विलोम मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग, अनेकार्थी और वाक्य के लिए एकश	01 mark per question	20 questions		
PART-II -Current Affairs   Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	-30 questions		
-Reasoning and Numerical Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	30 questions		
-Concerned subject Questions (The syllabus for the subject concerned is available on KVS website)	01 mark per question	100 questions		

Interview - 60 Marks Weightage of Written/Online Computer Based Test and Interview - 85:15