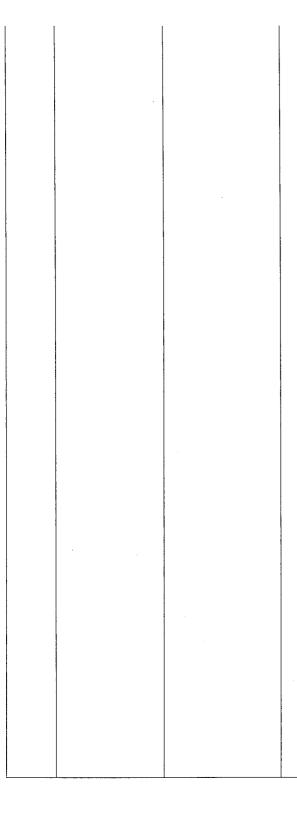


SCHEME AND SYLLABUS FOR THE POST OF PRINCIPAL THROUGH DIRECT RECRUITMENT.

No. Principal (Objective) 3 Hrs. 160 A. WRITTEN EXAMINATION: PART I (LANGUAGE) - 20 MARKS 1. General English (10) 2. General Hindi (10) PART - II (GENERAL AWARENESS & COMPUTER LITERACY) - 40 MARKS 1. General Knowledge & Contemporary issues (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude Test (10) PART III 1. ACADEMIC- 30 MARKS a. Child Development and Pedagogy (10)
(i) Development of Child Development, Growth & Maturation — Concept & Nature, Principles of development, Factors influencing Development — Methods and Approaches of Child Development — observation, Interview, Case study, Experimental, Cross sectional and longitudinal, Development tasks and Hazards. (ii) Understanding Learning Concept, Nature of Learning — input- processoutcome, Factors of Learning — Personal and Environmental, Approaches to Learning and their applicability — Behaviourism (skinner, Pavlov, Thorndike) Constructivism (piaget, Vygotsky), Gestalt



(iii) Pedagogical Concerns

Teaching and its relationship with learning and learner, Learners in Contexts: Situation learner in the socio-political and cultural context.

Managing behavior problems, Guidance & Counseling, Punishment and its legal implications, Rights of a child, Time Management, Distinction between Assessment for Learning & Assessment of Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.

b. PERSPECTIVES IN EDUCATION AND SCHOOL ORGANIZATION (10)

- (i) Acts/ Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.
- (ii) National Curriculum Framework, 2005: Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and classroom Environment and Systemic Reforms.
- (iii) School Organization: Institutional Planning, principal as a leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Cocurricular Activities, Office Management, Resources required for a good school, Organizational Climate, Evaluation, Job satisfaction of the staff.

c. TEACHING METHODOLOGY (10)

- (i) Curriculum: Meaning, Principles, types of curriculum organization, approaches.
- (ii) Planning: Instructional Plan- Year Plan, Unit Plan, Lesson Plan
- (iii) Instructional material and resources: Text Books, Work books, Supplementary material AV aids, Laboratories, Library, Clubs- Museums-Community, Information and Communication Technology.
- (iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic



:		(B) INTERVIEW - 60 MARKS
		(vii) Pension Rules & New Pension Scheme.(viii) General Financial Rules- Purchase procedure.(ix) Income Tax & Service Tax
		(vi) Medical Attendance Rules.
		(v) Leave Travel Concession Rules.
:		(iv) Travelling Allowance Rules.
		(iii) Fundamental & Supplementary Rules.
		(ii) CCS (Conduct) Rules
		(i) CCS (CCA) Rules
		2. ADMINISTRATION AND FINANCE - 70 MARKS
		Achievement Test.

NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

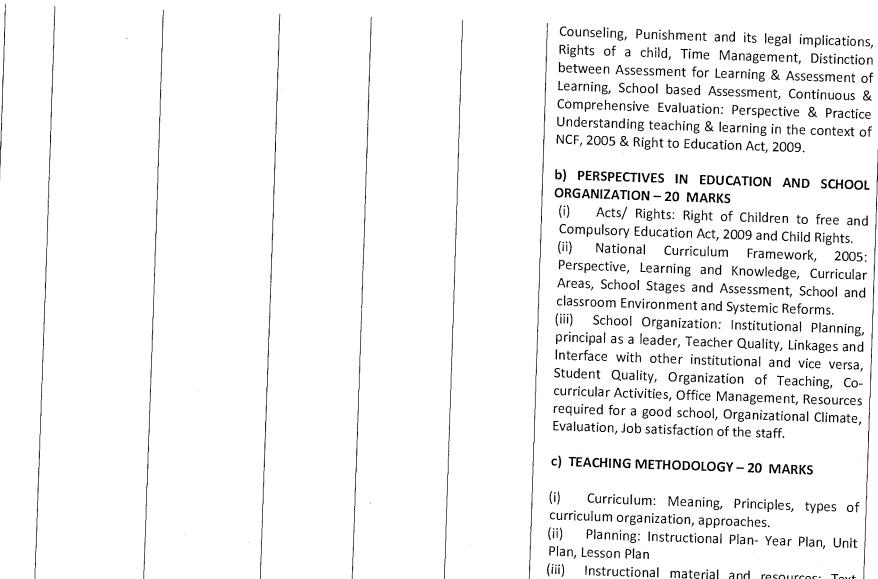
The final merit list will be prepared on the basis of marks obtained in Part I, II, III and Interview (20+40+100+60=220). The ratio of weightage of written examination (Part I,II & III) and Interview will be 85:15.

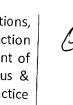
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SI. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Vice Principal	(Objective)	3 Hrs.	160	160	A . WRITTEN EXAMINATION:
					100	PART I (LANGUAGE) - 20 MARKS
						 General English (10) General Hindi (10)
						PART – II (GENERAL AWARENESS & COMPUTER LITERACY) -40 MARKS
				ŀ		 General Knowledge & Contemporary issue (10) Logical Reasoning (10)
						3. Computer Literacy (10)
						4. Quantitative Aptitude Test (10)
						PART-III (ACADEMIC, ADMINISTRATOIN AND FINANCE) - 100 MARKS
						a) Child Development and Pedagogy – 20 Marks
						(i) Development of Child
						Development, Growth & Maturation - Concept &
						Nature, Principles of development, Factors
						influencing Development – Methods and
						Approaches of Child Development – observation,
						Interview, Case study, Experimental, Cross sectional
						and longitudinal, Development tasks and Hazards.
						(ii) Understanding Learning
						Concept, Nature of Learning – input- process-
						outcome, Factors of Learning - Personal and
						Environmental, Approaches to Learning and their
						applicability – Behaviourism (skinner, Pavlov,
						Thorndike) Constructivism (piaget, Vygotsky), Gestalt
						(Kohler, Koffka) and Observational (Bandura),
						Dimensions of Learning – Cognitive, Affective and
						Performance, Motivation and Sustenance – its role in
						learning, Memory & Forgetting, Transfer of Learning.
						(iii) Pedagogical Concerns
						Teaching and its relationship with learning and
1						learner, Learners in Contexts: Situation learner in the
						socio-political and cultural context.
						Managing behavior problems, Guidance &





b) PERSPECTIVES IN EDUCATION AND SCHOOL

- Acts/ Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.
- (ii) National Curriculum Framework, 2005: Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and classroom Environment and Systemic Reforms.
- (iii) School Organization: Institutional Planning, principal as a leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Cocurricular Activities, Office Management, Resources required for a good school, Organizational Climate,

- Curriculum: Meaning, Principles, types of
- (ii) Planning: Instructional Plan- Year Plan, Unit
- (iii) Instructional material and resources: Text Books, Work books, Supplementary material AV aids, Laboratories, Library, Clubs- Museums-Community, Information and Communication Technology.
- (iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic Achievement Test.

		d. ADMINISTRATION AND FINANCE - 40 MARKS (i) CCS (CCA) Rules (ii) CCS (Conduct) Rules (iii) Fundamental & Supplementary Rules. (iv) Travelling Allowance Rules. (v) Leave Travel Concession Rules. (vi) Medical Attendance Rules. (vii) Income Tax & Service Tax
		(B) INTERVIEW – 60 Marks

NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

The final merit list will be prepared on the basis of marks obtained in Part I, II, III and Interview (20+40+100+60=220). The ratio of weightage of written examination (Part I,II & III) and Interview will be 85:15.



SCHEME OF EXAMINATION FOR TEACHING POSTS

A. <u>POST GRADUATE TEACHERS (PGTs)(Hindi, English, Physics, Chemistry, Maths, Biology, History, Economics, Geography, Commerce, Computer Science, Bio-Technology)</u>

There will be a question paper of 200 multiple choice questions carrying 1 mark each in General English(20), General Hindi(20), Current Affairs (20), Reasoning and Numerical Ability (20), Teaching Methodology (20) and the subject concerned (100) questions (The syllabus for subject concerned is available on KVS website). The test will be of 03 hours duration. The final merit will be based on the performance of the candidate in written test and interview. The weightage of written test and interview will be 85:15.

B. TRAINED GRADUATE TEACHERS (TGTs)
(Hindi, English, Maths, Science, Social Science, Sanskrit) and PRIMARY TEACHERS

There will be a question paper of 150 multiple choice questions carrying 1 mark each in General English (15), General Hindi (15), Current Affairs (40), Reasoning Ability (40) and Teaching Methodology (40). The total duration of test for the posts of TGTs will be two and a half hours each. The final merit will be based on the combined performance in the written test and interview. The weightage of written test and interview will be 85:15

C. TRAINED GRADUATE TEACHER (P & HE, AE & WE)

There will be question paper of 200 multiple choice questions carrying 1 mark each in General English(20), General Hindi(20), Current Affairs (30), Reasoning and Numerical Ability (30) and concerned subject (100) questions. (The syllabus for subject concerned is available on KVS website). The test will be of 03 hours duration. The final merit list will be based on the performance of the candidate in written test and interview. The weightage of written test and interview will be 85:15.

D. PRIMARY TEACHER (MUSIC)

There will be a question paper of 150 multiple choice questions carrying 1 mark each in General English (15), General Hindi (15), Current Affairs (30), Reasoning Ability (30) and Subject Related Questions (Musicology) (60) questions. (The syllabus for subject concerned is available on KVS website). The paper will be of two and a half hours duration. For preparation of the final merit, the weighted evaluation scheme shall be <u>Written Test 60%</u>, <u>Performance Test 25% and Interview 15%</u>.

SCHEME AND SYLLABUS FOR THE POST OF FINANCE OFFICER THROUGH DIRECT RECRUITMENT

SI.	Name of Post	Paper	Duration	Total No. of	Total	Subject/ Topics
No.				Questions	Marks	
1.	Finance Officer	(Objective)	3 Hrs.	160	160	(A). WRITTEN EXAMINATION:
						PART – I (LANGUAGE) -20 MARKS
						1. General English (10)
						2. General Hindi (10)
					1	PART – II (GENERAL AWARENESS & COMPUTER LITERACY) –
						30 MARKS
						1. General Knowledge (10)
						2. Logical Reasoning (10)
						3. Computer Literacy (10)
						PART – III (FINANCIAL ADMINSTRATION) -110 MARKS
						1. Maintenance of Cash Book (5)
						2. Preparation of bank Reconciliation statement (5)
						3. Posting of ledger Accounts (5)
						4. Preparation of Trial balance and final Accounts (5)
						5. Principles of Auditing (10)
						6. General Financial Rules:- Related to purchase of general
						stores/ services and award of contract etc. & Income Tax &
						Service Tax (25)
					1	7. Fundamental Rules and Supplementary Rules (20)
						8. CCS (Pension) Rules & New Pension Scheme (10)
						9. TA Rules & LTC Rules (5)
						10. Medical Attendance Rules (5)
						11. Provident Fund Rules (5)
		(Practical)				12. Delegation of Financial powers (10)
		(Fractical)				(B) SKILL TEST: (Qualifying In Nature) -100 Marks
					ŀ	(MS WORD, MS EXCEL, MS ACCESS, MS POWER POINT, INTERNET
						AND TALLY ACCOUNTING).
NOTE 1	I. The guardiana	will be objective two				(C) INTERVIEW -60 Marks

NOTE 1: - The questions will be objective type with four multiple choice answers. The candidate is required to mark only one answer out of four options.

- 2. The skill test will be qualifying in nature. The candidates are required to qualify the skill test by securing minimum 40% marks. The marks of skill test will not be added in final merit.
- 3. The final merit list will be prepared on the basis of marks obtained in Part I, II, III and Interview (20+30+110+60=220). The ratio of weightage of written examination (Part I, II & III) and Interview will be 85:15.



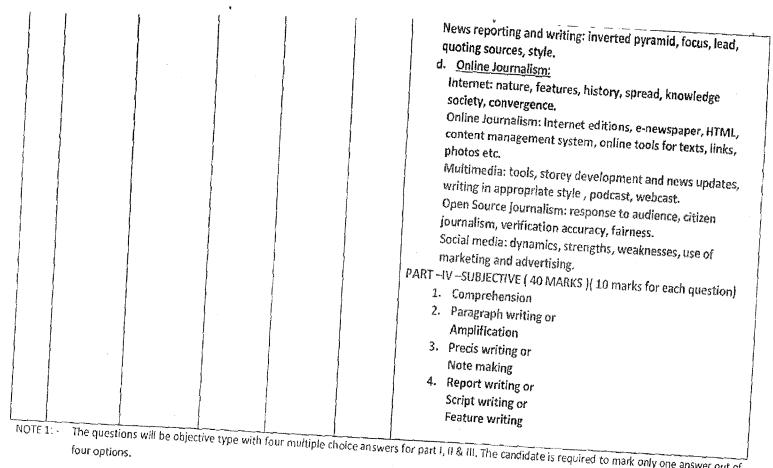
SCHEME AND SYLLABUS FOR THE POST OF TECHNICAL OFFICER THROUGH DIRECT RECRUITMENT FOR THE YEAR 2012-13 & 2013-14.

SI. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Technical Officer	NIL	NIL	NIL	NIL	There may or may not be written examination for the post of Technical Officer depending upon the number of applications received. In case, sufficient number of applicants are not available, the selection will be based on the interview only.



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SI. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1	Assistant	(Objective)	3 Hrs	140	1	
	Editor			1.40	140	A. WRITTEN EXAMINATION: (140 MARKS)
						PART I (LANGUAGE PROFICIENCY TEST) 20 MARKS
					1	1. General English (10)
)			{	2. General Hindi (10)
				Total Control of the	1	PART - II (GENERAL ALLIA DELLA
						PART - II (GENERAL AWARENESS & COMPUTER LITERACY) (40 MARKS)
}						1. General Knowledge &
}						Contemporary Issues (10)
1)		2. Logical Reasoning (10)
			- 1	1		3. Computer Literacy (10)
						4. Quantitative Aptitude Test (10)
						PART III (Multiple choice questions from following areas)- 4 MARKS
			}		ļ	a. Basics of Communication
						Concept, Definition, Elements. Functions and History of Human
						Communication- Feedback and gyalustics of Communication Feedback and gyalustics of Communication Feedback and gyalustics of Communication of Communication Feedback and gyalustics of Communication of Communicati
					}	Effects-Traditional forms of Oral & Visual Communication b. <u>Public Relations:</u>
				-		Concept & scope-evalution and history design
						Propaganda, Public affairs, Lobbying
1		1		į		Duties and responsibilies of PR narrog
		1	1	1		c. <u>Frint Journalism:</u>
			1	Copy and Schedule: style, writing lead, headline, deadlines. Newspaper design: functions, basic elements, page layout		
			Feature writing: types of features, sources and ideas, writing style.			



The questions will be objective type with four multiple choice answers for part I, II & III. The candidate is required to mark only one answer out of

- The questions will be subjective type for part IV. The candidate is requested to answer four questions.
- 3. Marks obtained in Part -1, II & III will be reckoned for shortlisting the candidates for evaluation of Part IV. Part IV will only be evaluated for first 100
- The final merit list will be prepared on the basis of marks obtained in Part I,II, III & IV and Interview (20+40+40+60=200). The ratio of weightage

SCHEME AND SYLLABUS FOR THE POST OF ASSISTANT THROUGH DIRECT RECRUITMENT.

SI. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Assistant	(Objective)	3 Hrs.	160	160	(A) Written Examination:
						PART- I (LANGUAGE) - 20 MARKS 1. General English (10) 2. General Hindi (10) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) -30 MARKS 1. General Knowledge (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) PART-III. a. ADMINSTRATION, ESTABLISHMENT & FINANCE - 90 MARKS (i) CCS (CCA) Rules (15) (ii) CCS (Conduct) Rules (15) (iii) CCS (Leave) Rules (10) (iv) Fundamental & Supplementary Rules (20) (v) Pension Rules & New Pension Scheme (10) (vi) Medical Attendance Rules (10) (vii) Provident Fund Rules (10) b. COMPREHENSION – 20 Marks
						(i) English (10) (ii) Hindi (10)
NOTE 1		Computer proficiency Test			100	B Skill Test (Qualifying in nature) - 100 Marks (MS WORD, MS EXCEL, MS ACCESS, MS POWER POINT AND INTERNET).

NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.

- 2. The skill test will be qualifying in nature. The candidates are required to qualify the skill test by securing minimum 40% marks. The marks of skill test will not be added in final merit.
- 3. The final merit list will be prepared on the basis of marks obtained in Part I, II & III (20+30+110=160). There is no element of interview for the post of Assistant.

SCHEME AND SYLLABUS FOR THE POST OF HINDI TRANSLATOR THROUGH DIRECT RECRUITMENT

SI. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Top	ics
1.	Hindi Translator	(Objective)	2Hrs.	110	110	Objective:	(A). WRITTEN EXAMINATION: PART-I (LANGUAGE PROFICIENCY TEST) - 70 MARKS 1. General English (35) 2. General Hindi (35) PART - II (GENERAL AWARENESS & COMPUTER LITERACY) -40 MARKS 1. General Knowledge (10) 2. Logical Reasoning (10) 3. Computer Literacy (10)
		Skill Test	2 Hrs.	04	100	Descriptive	4. Quantitative Aptitude (10) Translation from Hindi to English and English to Hindi – 100 Marks (B). INTERVIEW- 90 MARKS

- NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.
 - 2. The final merit list will be prepared on the basis of marks obtained in Part I, II & Skill Test and Interview (70+40+100+90=300). The ratio of weightage of written examination and Interview will be 85:15.

SCHEME AND SYLLABUS FOR THE POST OF UPPER DIVISION CLERK THROUGH DIRECT RECRUITMENT.

SI.	Name of Post	Paper	Duration	Total No. of	Total	Subject/ Topics
No.				Questions	Marks	
1.	Upper Division	(Objective)	3 Hrs.	160	160	(A). Written Examination:
	Clerk					PART I (LANGUAGE) 20 MARKS
						1. General English (10)
						2. General Hindi (10)
						PART – II (GENERAL AWARENESS & COMPUTER
						LITERACY) (30 MARKS)
						1. General Knowledge (10)
						2. Logical Reasoning (10)
						3. Computer Literacy (10)
						PART-III.
						a. ADMINSTRATION, ESTABLISHMENT & FINANCE –
						90 MARKS
						(i). CCS (CCA) Rules (15)
						(ii). CCS (Conduct) Rules (15)
						(iii) CCS (Leave) Rules (10)
						(iv). Fundamental & Supplementary Rules (20)
						(v). Pension Rules & New Pension Scheme (10)
						(vi). Medical Attendance Rules (10)
						(vii). Provident Fund Rules (10)
						b.COMPREHENSION - 20 MARKS
						(I) English (10)
				1		(II) Hindi (10)
						(B). Skill Test (Qualifying in nature) – 100 MARKS
		Computer			100	(MS WORD, MS EXCEL, MS ACCESS, MS POWER
		proficiency Test				POINT AND INTERNET).

NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.

- 2. The skill test will be qualifying in nature. The candidates are required to qualify the skill test by securing minimum 40% marks. The marks of skill test will not be added in final merit.
- 3. The final merit list will be prepared on the basis of marks obtained in Part I, II & III (20+30+110=160). There is no element of interview for the post of Upper Division Clerk.



SCHEME AND SYLLABUS FOR THE POST OF STENOGRAPHER GRADE II THROUGH DIRECT RECRUITMENT.

SI.	Name of Post	Paper	Duration	Total No. of	Total	Subject/ Topics	
No.				Questions	Marks		
1.	Stenographer Gr. II	(Objective)	2 Hrs.	100	100	Objective	(A). WRITTEN EXAMINATION: PART-I (LANGUAGE PROFICIENCY TEST) - 40 MARKS 1. General English (20) 2. General Hindi (20) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) -60 MARKS) 1. General Knowledge (15) 2. Logical Reasoning (15) 3. Computer Literacy (15)
		Practical			50 50 100	Shorthand Typing Test Computer Proficiency Test	4. Quantitative Aptitude (15)) Shorthand speed 80 w.p.m. Typing Test only on computer English/Hindi – 40/35 w.p.m. MS-Word, MS- Excel, MS- Access, MS-Power Point and Internet.

- NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.
 - 2. The skill test will be qualifying in nature. The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test. The marks of skill test will not be added in final merit.
 - 3. The final merit list will be prepared on the basis of marks obtained in WRITTEN EXAMINATION (Part I & II).



SCHEME AND SYLLABUS FOR THE POST OF LOWER DIVISION CLERK THROUGH DIRECT RECRUITMENT.

SI.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
No.							
1.	LDC	(Objective)	2Hrs.	100	100	Objective	(A). WRITTEN EXAMINATION: PART-I. (LANGUAGE PROFICIENCY TEST) 40 MARKS 1. General English (20) 2. General Hindi (20) PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (60 MARKS) 1. General Knowledge (15) 2. Logical Reasoning (15) 3. Computer Literacy (15) 4. Quantitative Aptitude (15)
		Practical			50	Typing Test	Typing Test only on computer English–35 w.p.m Or Hindi -30 w.p.m.
		Computer Proficiency Test			100	Skill Test	Computer skill test MS-Word, MS- Excel, MS- Access, MS- Power Point and Internet.

- NOTE 1. The questions will be objective type with four multiple type answers. The candidate is required to mark only one answer out of four options.
 - 2. The practical/computer proficiency test will be qualifying in nature. The candidates are required to qualify the Typing Test and must secure minimum 40% marks in the Skill Test. The marks of practical/computer proficiency test will not be added in final merit.
 - 3. The final merit list will be prepared on the basis of marks obtained in Written Examination (Part I & II).