

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

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Principal	(Objective)	3 Hrs.	160	160	<p>A. WRITTEN EXAMINATION:</p> <p>PART I (LANGUAGE) - 20 MARKS</p> <ol style="list-style-type: none"> 1. General English (10) 2. General Hindi (10) <p>PART – II (GENERAL AWARENESS & COMPUTER LITERACY) - 40 MARKS</p> <ol style="list-style-type: none"> 1. General Knowledge & Contemporary issues (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude Test (10) <p>PART III</p> <p>1. ACADEMIC- 30 MARKS</p> <p>a. Child Development and Pedagogy (10)</p> <p>(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.</p> <p>(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.</p>

(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, Co-curricular 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

					<p>Achievement Test.</p> <p>2. ADMINISTRATION AND FINANCE - 70 MARKS</p> <p>(i) CCS (CCA) Rules</p> <p>(ii) CCS (Conduct) Rules</p> <p>(iii) Fundamental & Supplementary Rules.</p> <p>(iv) Travelling Allowance Rules.</p> <p>(v) Leave Travel Concession Rules.</p> <p>(vi) Medical Attendance Rules.</p> <p>(vii) Pension Rules & New Pension Scheme.</p> <p>(viii) General Financial Rules- Purchase procedure.</p> <p>(ix) Income Tax & Service Tax</p> <p>(B) INTERVIEW - 60 MARKS</p>
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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 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 AND SYLLABUS FOR THE POST OF VICE PRINCIPAL THROUGH DIRECT RECRUITMENT.

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Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1.	Vice Principal	(Objective)	3 Hrs.	160	160	<p>A . WRITTEN EXAMINATION:</p> <p>PART I (LANGUAGE) - 20 MARKS</p> <ol style="list-style-type: none"> 1. General English (10) 2. General Hindi (10) <p>PART – II (GENERAL AWARENESS & COMPUTER LITERACY) -40 MARKS</p> <ol style="list-style-type: none"> 1. General Knowledge & Contemporary issue (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude Test (10) <p>PART-III (ACADEMIC, ADMINISTRATOIN AND FINANCE) - 100 MARKS</p> <p>a) Child Development and Pedagogy – 20 Marks</p> <p>(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.</p> <p>(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.</p> <p>(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 &</p>

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 – 20 MARKS

- (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, Co-curricular Activities, Office Management, Resources required for a good school, Organizational Climate, Evaluation, Job satisfaction of the staff.

c) TEACHING METHODOLOGY – 20 MARKS

- (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 Achievement Test.

						<p>d. ADMINISTRATION AND FINANCE - 40 MARKS</p> <ul style="list-style-type: none">(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 <p>(B) INTERVIEW – 60 Marks</p>
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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 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. POST GRADUATE TEACHERS (PGTs)(Hindi, English, Physics, Chemistry, Maths, Biology, History, Economics, Geography, Commerce, Computer Science, Bio-Technology)

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 Written Test 60% , Performance Test 25% and Interview 15%.

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

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Sl. 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.

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

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics
1	Assistant Editor	(Objective)	3 Hrs	140	140	<p>A. WRITTEN EXAMINATION: (140 MARKS)</p> <p>PART I (LANGUAGE PROFICIENCY TEST) 20 MARKS</p> <ol style="list-style-type: none"> 1. General English (10) 2. General Hindi (10) <p>PART – II (GENERAL AWARENESS & COMPUTER LITERACY) (40 MARKS)</p> <ol style="list-style-type: none"> 1. General Knowledge & Contemporary Issues (10) 2. Logical Reasoning (10) 3. Computer Literacy (10) 4. Quantitative Aptitude Test (10) <p>PART III (Multiple choice questions from following areas)- 40 MARKS</p> <ol style="list-style-type: none"> a. <u>Basics of Communication</u> Concept, Definition, Elements. Functions and History of Human Communication; Verbal Communication & Non Verbal Communication; Interpersonal, Intrapersonal, Group & Mass Communication- Feedback and evaluation of Communication Effects-Traditional forms of Oral & Visual Communication. b. <u>Public Relations:</u> Concept & scope-evolution and history-development in India-recent trends. Public relations and allied disciplines(Publicity, Propaganda, Public affairs, Lobbying) Duties and responsibilities of PR person. c. <u>Print Journalism:</u> 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.

News reporting and writing: inverted pyramid, focus, lead, quoting sources, style.

d. Online Journalism:

Internet: nature, features, history, spread, knowledge society, convergence.

Online Journalism: Internet editions, e-newspaper, HTML, content management system, online tools for texts, links, photos etc.

Multimedia: tools, storey development and news updates, writing in appropriate style, podcast, webcast.

Open Source Journalism: response to audience, citizen journalism, verification accuracy, fairness.

Social media: dynamics, strengths, weaknesses, use of marketing and advertising.

PART-IV -SUBJECTIVE (40 MARKS) (10 marks for each question)

1. Comprehension
2. Paragraph writing or Amplification
3. Precis writing or Note making
4. Report writing or Script writing or Feature writing

NOTE 1: - 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 four options.

2. The questions will be subjective type for part IV. The candidate is requested to answer four questions.
3. Marks obtained in Part -I, II & III will be reckoned for shortlisting the candidates for evaluation of Part IV. Part IV will only be evaluated for first 100 candidates in merit.
4. The final merit list will be prepared on the basis of marks obtained in Part I,II, III & IV and Interview (20+40+40+40+60=200). The ratio of weightage of written examination (Part I, II, III & IV) and Interview will be 70:30.

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

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

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.

- 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.
- 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

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
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) 4. Quantitative Aptitude (10)
		Skill Test	2 Hrs.	04	100	Descriptive	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 STENOGRAPHER GRADE II THROUGH DIRECT RECRUITMENT .

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
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) 4. Quantitative Aptitude (15))
		Practical				Shorthand	Shorthand speed 80 w.p.m.
						Typing Test	Typing Test only on computer English/Hindi – 40/35 w.p.m.
						Computer Proficiency 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 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 .

Sl. No.	Name of Post	Paper	Duration	Total No. of Questions	Total Marks	Subject/ Topics	
1.	LDC	(Objective)	2Hrs.	100	100	Objective	
		Practical				50	(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)
		Computer Proficiency Test				100	
Typing Test	Typing Test only on computer English–35 w.p.m Or Hindi -30 w.p.m.						
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) .