

केन्द्रीय पाठ्यपुस्तक परिषद (के.पी.एस.सी.)  
 18, Institutional Area, S.J. Marg, New Delhi-110016.  
 Tel.: 26858570 Fax 26514179  
 Website: www.kvsangathan.nic.in  
 E-mail/ Speed Post  
 Dated: 05-12-2014

110338-01/2014-15/ KVS (HQ) Acad / 5043-5153

**OFFICE MEMORANDUM**

**Subject: -** Recruitment of Counsellors on Contractual basis - Relaxation in qualifications in the 99<sup>th</sup> Meeting of the Board of Governors of KVS held on 27-10-2014 - matter regarding.

The Board of Governors of KVS in its 94<sup>th</sup> Meeting of BOG held on 28-12-2012, decided to appoint Counsellors in Kendriya Vidyalayas on contract basis. Board also decided the required qualifications for the same. Later on, considering the fact that all schools do not get counsellors as per the prescribed qualifications, the Board of Governors of KVS in its 99<sup>th</sup> meeting held on 27-10-2014 decided to relax the qualifications required for appointment of counsellors. The amended qualification is as under:

|   |  |
|---|--|
| Qualifications prescribed earlier (before 99 <sup>th</sup> BOG meeting) | B.A. / B.Sc. (Psychology) with Certificate of Diploma in Counselling. It was further decided that in future Counsellors would be appointed on contractual basis and their remuneration would be as per other contractual TGTs. All the existing Counsellors, being post-graduate, would be governed as per their existing provisions for remuneration.<br>Desirable qualification required<br>Minimum of One Year Experience in Providing Career / Educational Counselling to students at schools.<br>OR<br>Working knowledge and experience in Placement Bureaus.<br>OR<br>Registration with rehabilitation Council of India as Vocational Counselor. |
| Amended Qualifications (in 99 <sup>th</sup> BOG meeting)                | B.A. / B.Sc. (Psychology) with Certificate of Diploma in Counselling. It was further decided that in future Counsellors would be appointed on contractual basis and their remuneration would be as per other contractual TGTs. All the existing Counsellors, being post-graduate, would be governed as per their existing provisions for remuneration.<br>Desirable qualification required<br>Minimum of One Year Experience in Providing Career / Educational Counselling to students at schools.<br>OR<br>Working knowledge and experience in Placement Bureaus.<br>OR<br>Registration with rehabilitation Council of India as Vocational Counselor. |

Yours faithfully,  
 (Dr. Shachi Kant)  
 Joint Commissioner (Trg.)  
 03/12/14

Distribution:

1. The Deputy Commissioner, KVS, all Regional Offices with the direction to circulate this OM to all Kendriya Vidyalayas under his/her administrative jurisdiction.
2. The Director, all ZIETs for information.
3. All officers/Sections, KVS (HQ), New Delhi.
4. DC(EDP) for uploading on KVS website.
5. PS to Commissioner, KVS
6. PS to Additional Commissioner (Admn.)
7. PS to Additional Commissioner (Acad.)
8. The Asstt. Editor, KVS (HQ) for inclusion / amendment in Education/Accounts Code of KVS.
9. Guard file.

KVS Kendriya Vidyalaya Sangathan  
 2, Sector 10, Institutional Area  
 New Delhi - 110016  
 Phone: 26255566, 26255567, 26255568, 26255569, 26255570  
 Fax: 26255571, 26255572, 26255573, 26255574, 26255575  
 Website: www.kvs-education.gov.in

F. 110338/01/2011-KVS(HQ)/Acad. Dated : 28.02.2013

Office Memorandum

Subject: Amendment of Article 114 of Education Code - Guidance and Counselling Services.  
 Board of Governors of Kendriya Vidyalaya Sangathan in its 94<sup>th</sup> meeting held on 28<sup>th</sup> December, 2012, has approved the Amendment of Article 114 of Education code relating to Guidance and Counselling Services.  
 Now Article 114 of the Education Code of Guidance and Counselling Services is read as follows :-

Article 114 of Education Code - Guidance and Counselling Services.  
 1. Guidance & Counselling Services by KVS Staff.

(i) All students of class IX, X, XI and XII shall be covered for counselling services.  
 (ii) Group guidance activities shall be carried out at least once a week. Individual counselling too may be taken up by the teachers as far as possible.

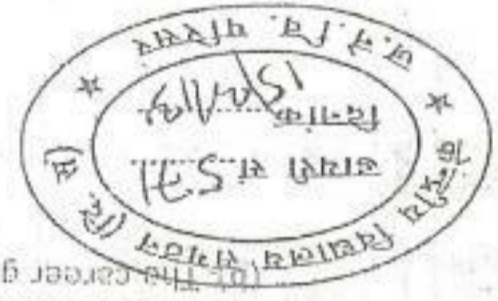
(iii) The Principal will spare qualified teachers for 4-6 periods per week exclusively for guidance and counselling services.  
 (iv) The Principal will be authorized to spend appropriate/ reasonable amount out of the Vidyalaya Vikas Nidhi for purchase of stationery, payment to guest speakers to organize career corners/ exhibitions as and when required.

2. Services from Outside Agencies  
 Principal may appoint professional counselors for career guidance and counselling on contractual basis as per the following guidelines:

(a) The services of such personnel may be utilized throughout the year (except vacation period) at a monthly consolidated payment of Rs.25,000/- per month. The expenditure on this account shall be booked under the Vidyalaya Vikas Nidhi.

(b) The career guidance services may be given from class IX onwards.

Joint Commissioner (Trg.)  
 (Dr. Shachi Kant)  
 21/02/13



Distribution :-

1. The Deputy Commissioner, KVS, All Regional Offices, with the direction to circulate it all Kendriya Vidyalayas under his/her administration.
2. The Joint Commissioner (Fin.), KVS (HQ) New Delhi for information.
3. The Joint Commissioner (Pers.), KVS(HQ) New Delhi for information.
4. The Director, All ZIETs for information.
5. All other officers/Sections, KVS(HQ), New Delhi.
6. PA to DC(Acad.) for allotting circular No. amendment in Education/Accounts Code of KVS immediately.
7. The Assistant Editor, KVS(HQ), New Delhi for necessary amendment in Education/Accounts Code of KVS immediately.
8. Guard File.

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केंद्रिय विद्यालय संगठन (HQ)  
 18, Institutional Area, S.J. Marg, New Delhi-110016.  
 Tel.: 26858570 Fax 26514179  
 Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)



F.No.11029/39/2011/ KVS (HQ)/Acad

Date: 08/10/13

The Deputy Commissioner  
 Kendriya Vidyalaya Sangathan  
 All Regional Offices

adam/sir,

Subject - Engaging teachers on contractual basis in KVs - REG.

Of late a number of doubts are being raised from the field regarding contractual teachers appointment. Hence this being sent for ready reference and proper implementation:

**General instructions -**

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

The following must be ensured, while making contractual appointment

The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.

Minimum and maximum age limit shall be 18 and 65 years respectively.

She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.

Candidature of a contractual teacher who has served in a KV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.

The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance to terms and conditions, attached to the offer, will be obtained ( as per formats in Annexure I & II)

**Selection Procedure -**

The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya.

The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on interview and practical classroom observation.

The selection Committee should consist of Chairman/Chairman Nominng, Principal, an eminent Educationalist of the area and subject expert for TGTs/PGTs.

9/10/13  
 SD  
 Sr. Insp.



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- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.
  - ii) The Selection Committee should be constituted with the approval of Chairman, VMC. The selection should be strictly merit based on interview and practical classroom observation.
  - i) The Selection Committee should be given wide publicity through local Newspaper, and also put on the notice board of the Vidyalaya.
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The start of the academic session and get the approval of Chairman, VMC.

The Principal of KV will assess the requirement of teachers to be appointed on contract basis before the start of the academic session and get the approval of Chairman, VMC.

**Selection Procedure -**

- i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidate of a contractual teacher who has served in a KV in a year may be considered in following due procedure.
- v. The teachers engaged should be addressed by the Principal in Kendriya Vidyalayas and their formal acceptance (as per format I & II) Annexure I & II).

The following must be ensured, while making contractual appointment will they be a part of the cadre of teachers of Kendriya Vidyalayas.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor end of the session or till the regular teacher joins, whichever is earlier.

Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

General instructions - Principals are authorized to fill the posts of PRTs, TGTs, PGTs, on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Of late a number of doubts are being raised from the field regarding contractual teachers' appointment. Hence this is being sent for ready reference and proper implementation.

Subject - Enabling teachers on contractual basis in KV's - reg.

Madam/Sir,  
The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

To  
Date: 08/10/13

F.No.11029/39/2011/KVS (HQ)/Acad

Website: www.kvsangathan.nic.in  
Tel.: 26858570 Fax 26514179  
18, Institutional Area, S.L. Marg, New Delhi-110016.  
KENDRIYA VIDYALAYA SANGATHAN (HQ)  
द्वितीय विद्यालय संगठन (एच.क्यू.ए.)  
ए-8, संस्थान क्षेत्र, फोर मार्ग, नई दिल्ली-110016

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However, principal is empowered to take a decision for four (04) such activities as per needs of the village concerned. The number of vocational instructors to be engaged above this ceiling may be decided with the approval of Deputy Commissioner of the region. (Approved by 91<sup>st</sup> Meeting of BOG held on 19.01.2012.)

iv) In order to utilize services of existing teachers, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors in areas/fields other than these teachers should only be engaged

Payment of remuneration to contractual teacher-

Part - A

Consolidated payment on monthly basis shall be made to the contractual teacher as per Office Order circulated vide letter no. F.No.11029/39/2011/KVS (HQ)/Acad dated 21/03/13. If regular incumbent joins before contractual teacher has completed one month then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Part - B

Fund - The payment to all categories i.e. PRT/TGT/PGT engaged against the regular vacancy will be met out of School Fund and if engaged against leave vacancy, payment will be met out of VVN.

Service Condition - Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Kendriya Vidyalayas.

- i) Teacher appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter Break payment shall be calculated on pro rata basis.
- ii) Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- iii) Working hours shall be same as regular teacher.

Special provision -


ii) Relaxation of B.Ed. qualification- In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North-East and J&K, candidates with following qualifications may be considered in different categories without B. Ed qualification

- a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
- b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- c) Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary/Plus 2/ Inter with J.B.T. qualification are not available.

Relaxation in CTET - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible as per KVS recruitment rules.

You are requested to circulate the same to all principals under your jurisdiction and ensure its strict compliance.

This is for your information and necessary action.

Yours faithfully,  
  
 (Dr. V. Vijayalakshmi)  
 Joint Commissioner (Acad)

Execution of agreement - An agreement needs to be signed by the selected Principal to ensure that agreement is properly executed and the original agreement is kept in her/his file. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his file.

**Duties & Responsibilities of Contractual teachers -**

ii) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) Investigation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular activities in the Vidyalaya.
- d) All other works assigned by the principal.

Engagement of Spoken English Teacher - Developing proficiency of spoken English, Spoken English should be engaged on contract for classes VI to X. For primary section periods for developing proficiency of spoken English should be allotted for the respective language.

**Requisite Qualification -**

- 1. Graduate with English as one of the subject.
- 2. A certificate of Degree/Diploma in spoken English covering course program of not less than six months duration.

Engagement of Computer Instructor - The norms for engaging contractual Computer Instructor in Vidyalayas are as follows:

Contractual Computer Instructor  
Designation : To teach computer from Classes III to X  
Duties :

**Essential Qualification -**

- B.Ed. B. Tech (Computer Science)/B.C.A./M.C.A/M.Sc. (Computer Science)
- M.Sc. (Electronics with Computer Science component)/M.Sc. (IT)/B.Sc. (Computer Science)
- OR
- Bachelor's / Master degree in any Science subject / Mathematics from recognized university with Diploma in Computer application from Government recognized University/Institute
- OR
- Post-graduate degree in any subject with Postgraduate Diploma in Computer application from recognized University/'O' level from DOEACC
- OR
- Post-graduate degree in any subject with minimum 'A' level from DOEACC

Norms to engage Vocational Instructors - In order to improve the standard of sports, Games and recreation, Vocational Instructors shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational Instructors in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed:

- i) In case of single section school only one vocational instructor in any of these areas should be engaged.
- ii) In case of schools with 02 section school, 02 vocational instructors (not more than three) should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than three) should be engaged.