

केन्द्रीय विद्यालय संगठन

F. 24046/2016/KVS(JR)/

Dated: 03.02.2016

Speed Post/e.mail

The Principal,
All Kendriya Vidyalaya's,
Jammu Region.

Sub: - Injustice to CTET qualified candidates in appointment of contractual PRTs in KVs-Reg.

Sir/Madam,

With reference to the subject cited above, it is informed that the in exercise of the powers vested in them under Rule 22 of the Rules of the Sangathan, the BOG of the sangathan have made Rules as regard to Appointment, Promotion, Seniority etc, Rules 1971 as detailed in Appendix III of the Education code for KVs (amended upto 28.12.2012). At Para 9 page 27, Rules as regard to engaging teachers on contractual basis are also framed which are applicable to all mutatis mutandis. Further consolidated instructions inter-alia detailing each & one thing have also been issued by the KVSHQ vide their letter dated 08.10.2013.

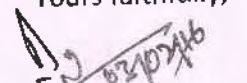
It has been categorically informed that the teacher to be engaged on contractual basis should possess the required educational qualification as prescribed for direct recruitment to the post of PRT/TGT/PGT. And one of the essential qualifications for appointment to the post of TGT & PRT is that of pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the guidelines framed by the NCTE for the purpose.

2. However, it has come to the notice that the guidelines as framed by the KVS are being flouted with impunity, which has resulted in complaints from different quarters on one hand and administrative problems as well as unnecessary litigation on the other hand. It is reiterated and emphasised that only following relaxations in essential qualification are available as per the KVSHQ letter dated 08.10.2013.

- (i) B.Ed has been relaxed in the absence of availability of suitable candidates with B.Ed, in KVs located in Hard/Very Hard Stations and in remote areas of North-east & J&K. Qualification with percentage of marks is detailed in the letter dated 08.10.2013 (copy enclosed)
- (ii) Relaxation in appointment of candidates without CTET is available only if CTET qualified candidates are not available.

3. Accordingly, all concerned are hereby informed that the instructions for engaging teachers on contractual basis should be followed scrupulously and any violation of the same may result in administrative as well as legal complications. Copies of RRs for appointment of PRT/TGT and KVSHQ letter dated 08.10.2013 are enclosed for ready reference.

Yours faithfully,


(A.V.L.J. Rao)

Deputy Commissioner

Encls:AA

Copy to Dr.Shachi Kant, JC(Trg), KVSHQ, New Delhi w.r.t. letter F.11030/contractual/2015/KVS/ Acad/AC/VM dated 15/19.01.2016 for kind information.



केन्द्रीय विद्यालय संगठन(मु०)
18 सांस्थागतक्षेत्र, शहीदजीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

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

Date : 08/10/13

To

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Madam/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 is 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

- 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. 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.
- v. 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 –**

- i) 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.

- 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.
- iii) The selection Committee should consist of Chairman/Chairman Nominee, Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs.

M. Shet.
24/10/13

938
15/10/13

❖ **Execution of agreement** – An agreement needs to be signed by the selected candidate and KVS. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of KVS, Principal would sign the agreement. 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 custody.

❖ **Duties & Responsibilities of Contractual teachers** –

i) Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) Invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co 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 teacher should be engaged on contract for classes VI to X. For primary section periods for developing proficiency in spoken English should be carved out from the periods 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 Kendriya Vidyalayas are as follows:

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

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 Postgraduate Diploma in Computer application from government recognized University/Institute

OR

Post-graduate degree in any subject with Postgraduate Diploma in Computer application from government 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, Arts & Crafts reputed sports persons, coaches, artists and crafts man shall be engaged for both during and after school hours as per need of the Vidyalaya on contractual basis. For engaging vocational instructors to train the students in the area of Craft, Dance, Music, Arts and sports etc. following norms should be followed by KVs.-

- ii) 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 02) from different areas should be engaged.
- iii) In case of schools with three (03) or more sections, 03 vocational instructors (not more than 03) in different areas should be engaged.

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

- iv) In order to utilize services of existing teacher, (TGT- PHE/Yoga /WET/Art, PRT-Music) optimally, each KV should ensure that the vocational instructors with specialization in areas/fields other than those 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 VVM.

- ❖ **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 --**

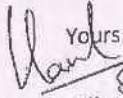
- i) **Relaxation of B.Ed. qualification.** - In the absence of suitable candidates with B.Ed. Degrees in Hard /Very Hard station and in remote areas of North -East and J& K, candidates with following qualifications may be considered in different categories without B. Ed qualification-

- 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,

8/10/13
(Dr. V. Vijayalakshmi)
Joint. Commissioner (Acad)