

**IMMEDIATE**

No. 21/02/2008-CS.I(D)

Government of India

**Ministry of Personnel, Public Grievances & Pensions**

Department of Personnel & Training

(CS Division)

Lok Nayak Bhawan, Khan Market

New Delhi, the 7<sup>th</sup> May, 2008

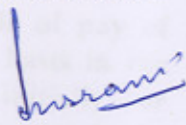
OFFICE MEMORANDUM

Dated: 26-02-2008

**Sub : Filling up of the post of Deputy Commissioner (Finance) in the scale of pay of Rs.14300-18300 to be filed up by transfer on deputation basis in the Kendriya Vidyalaya Sangathan - reg.**

Kendriya Vidyalaya Sangathan, an autonomous organization under the Ministry of HRD, invites applications in the prescribed format for filling up of one post of Deputy Commissioner (Finance). Details regarding prescribed qualification/experience for the post, format of application etc are enclosed. All concerned Ministries/Departments are requested to give wide publicity to this vacancy among CSS officers working under them and applications, if any, of willing officers forwarded to the undersigned latest by 12.05.08 positively.

Encl : as above.

  
(Deepak Israni)

Under Secretary to the Govt of India

Tel.24629413

All Ministries/Departments

Copy to :

1. Technical Director, NIC, DOP&T, LNB
2. Shri K. Chaudhary, Assistant Commuissioner (A&F), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110 602 – w.r.t his communication dated 28.04.08 on the above subject.

*Handwritten notes and signatures at the bottom of the page:*  
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रंगलाल जामुदा  
भा. प्र. से.  
आयुक्त

Ranglal Jamuda  
IAS  
Commissioner



नार केविस / Telegram : KEVISANG  
दूरभाष / Tel No : 26512579  
फैक्स / Fax : 011-26514179 / 26852680  
E-mail : comm\_kvs@rediffmail.com  
kvssao@nic.in  
Website : www.kvsangathan.nic.in

केन्द्रीय विद्यालय संगठन

Kendriya Vidyalaya Sangathan

18, सम्भ्रागन क्षेत्र / 18, Institutional Area,  
शाहीद जौन सिंह मार्ग / Shaheed Jeet Singh Marg,  
नई दिल्ली - 110602 / New Delhi - 110602

D.O.NO.1-1/2007-KVS(RPS)

Dated: 26-02-2008

Dear Dr. Sarker,

The Kendriya Vidyalaya Sangathan is an autonomous organisation under the Ministry of Human Resources Development to cater to the educational needs of the children of transferable central govt. employees including defence personnel having 980 Kendriya Vidyalaya spread all over India, including 03 Kendriya Vidyalayas abroad, with more than 40,000 teaching and non-teaching staff.

A post of Deputy Commissioner (Finance) in the scale of pay of Rs. 14300-400-18300 is to be filled up by transfer on deputation basis in the Kendriya Vidyalaya Sangathan. The period of deputation will be initially for three years which can be extended for another two years on year to year basis. The officer selected will be posted in KVS (HQ) at New Delhi.

The requisite qualification and experience for the post is as under:-

- Holding analogous posts; or
- With 5 years' regular service in the post in the scale of pay of Rs. 12000-16500.

The Deputy Commissioner(Finance) is to advise the Commissioner in financial, accounting and audit and all policy matter relating to Finance, preparation of Budget, Pay & Allowances, Pension, submission of Annual Accounts, Audit Report to manage the affairs of the Kendriya Vidyalaya Sangathan Employees Provided Fund, Employees Welfare Scheme etc. He is also to function as the Secretary of the two Standing Committees - Finance Committee and Works Committee of the Sangathan. The candidates should possess necessary skills and experience finance/accounts works in a computerized environment.

Contd...

08. Date of return from the ...  
if any

09. Qualification: All send the names of x: cont. we examine quarterly.  
discussed: 1/13 DS(es-I) 11/26/108  
Soc 37 HS (S) 27/2

The Officers of the rank of Deputy Commissioners are entitled for transport facilities.

A copy of the advertisement published earlier is also enclosed for perusal and reference.

So far we have not been able to find a suitable candidate. I, therefore, request you to make it convenient to forward the particulars of suitable 5 - 6 eligible Officers from amongst the officers of the Central Secretariat Services having very good track record alongwith copies of the ACRs for the last five years and integrity certificate for consideration in the KVS.

It would be convenient for us if the particulars are made available in the proforma attached also.

I shall be grateful if the particulars are sent at the earliest convenience preferably in fortnights time.

With regards,

Yours sincerely,

(Ranglal Jamuda)

Dr. Shymal Sarkar,  
Joint Secretary(Admn.)  
Central Staffing  
Department of Personnel & Administrative Reforms,  
New Delhi.

(231) 19

PROFORMA

APPLICATION FOR THE POST OF DEPUTY  
COMMISSIONER(FINANCE) IN KENDRIYA VIDYALAYA  
SANGATHAN

01. Name (in Block Letters) :
02. Postal Address (in Capital Letters) :
03. Date of Birth (Christian era) :
04. Date of retirement (as per Central/State Govt.Rules) :
05. Educational Qualifications :
- 06.1 Present post held, date from which held, scale of pay and total emolument drawn per month :
- 06.2 Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent :
- 06.3 Whether the present post is a cadre or an ex-cadre post :
- 06.4 Whether the present employment is under Central Govt./State Govt./Semi Govt./ Autonomous Organization :
07. In case the present employment is held on deputation/contract basis please state :
- a) The date of initial appointment :
- b) Period of appointment on deputation/contract :
- c) Name of the parent Office/ Organisation to which you belong :
08. Date of return from the last ex-cadre post, if any :
09. Qualification :

Passport size  
photograph to  
be affixed here

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232

10. Details of experience/employment in chronological order (separate sheet, duly authenticated by candidate's Signatures may be enclosed if the space provided below is insufficient:

Sl. No	Office/ Instt./ Org.	Post held	From	To	Scale of pay & Basic Pay	Nature of duties

11. Details of training course attended :

12. If the candidate is drawing Revised Scale of pay, date from which the revision took place and pre-revised scale

13. Additional information, if any, in support of the candidate's suitability for the post, separate sheet may be enclosed, if the space is insufficient

14. Whether belongs to SC/ST/OBC :

15. Remarks, if any :

16. Office Telephone No :

17. E:mail Id :

Encl:

Place:

Dated:

Address

Signature of the candidate

CERTIFICATE

Certified that the above particulars have been verified and found to be correct. The integrity of the officer is beyond doubt and that no Disciplinary/vigilance case is pending/contemplated against the officer.

Signature of the Head of office  
Office stamp

Dated:-