

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय / BHOPAL REGION

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Opp. Maida Mills

Bhopal—462011

F.No. 14042(NTS)/2016-KVS/BPL/ 17268-70

Date: 07.11.2016

SPEED POST

MEMORANDUM

SUBJECT: OFFER OF APPOINTMENT TO THE POST OF UPPER DIVISION CLERK.

With reference to his/her application for the above post Smt./Km./Shri **Chandra Mani Ranjan** is hereby informed that he/she has been selected for appointment against a temporary post of **UPPER DIVISION CLERK** in the Kendriya Vidyalaya Sangathan in the pay scale of **Rs. 5200-20200/- (PB-1) Plus GRADE PAY Rs.2400/-** and posted at Kendriya Vidyalaya , **BINA (M.P.)**. He/she will draw allowances and other benefits in addition to pay at rates as admissible to the Kendriya Vidyalaya Sangathan employees. This offer of appointment is subject to the candidate being declared fit for the post of **UPPER DIVISION CLERK** by a Civil Surgeon.

2 If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If however, she is pregnant of twelve weeks standing or more at the time of acceptance of appointment as a result of medical test, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she so desires. Furthermore, such a pregnant woman candidate who expresses her willingness to join, may be asked to produce a certificate of fitness from CMO of Govt. Hospital/competent Govt. Medical Officer that she is fit to carry out the assigned work in her present state.

3 No TA/DA will be admissible for first joining the Sangathan as **UPPER DIVISION CLERK.**

4 He/She will be on probation for a period of two years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the Kendriya Vidyalaya Sangathan rules.

5 During the probation and thereafter, until he/she is confirmed, the services of the appointee are terminable by one month notice on either side without any reason being assigned, thereof. The appointing authority, however, reserves the right to terminate the services of the appointee before expiry of the stipulated period of notice by making payment of sum equivalent to the pay and allowances for the period of notice of the unexpired portion thereof.

6 Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalaya Sangathan Employees amended from time to time. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 1.4.2002. Joining the above scheme is compulsory.

7 He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by Kendriya Vidyalaya Sangathan (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12-03-2004 and F. 2-17/2003-04/KVS(Budget) dated 24-12-2004.

8 The appointment is provisional and is subject to the Scheduled Caste/Scheduled Tribe certificate/Other Backward Classes/Physically Handicapped/Blind being verified through the proper channel. If the verification reveals that the claim to SC/ST/OBC/PH/Blind, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

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9 He/she will fill up the character and antecedents verification form along with recent photograph and will handover the same to the Principal concerned.

10 In case of any dispute or claim against the Kendriya Vidyalaya Sangathan, in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction.

11 If he/she accepts the offer on the terms and conditions stipulated, he/she should join the Kendriya Vidyalaya mentioned overleaf on or before **06/12/2016**. Necessary proforma for the purpose are enclosed which should be submitted to the Principal concerned, after getting the same duly completed at the time of joining. If the offer is not accepted or the appointee does not report for duty at **Kendriya Vidyalaya Bina** by **06/12/2016**, this offer of appointment will automatically stand cancelled and no further correspondence will be entertained from him/her.

12 Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.

13 He/She will not request for transfer within 1 year of initial appointment or as per the Kendriya Vidyalaya Sangathan transfer guidelines amended from time to time.

14 He/She is liable to be transferred anywhere in India.

(ISAMPAL)

DEPUTY COMMISSIONER

Encl: As above

Smt./Km./Shri **Chandra Mani Ranjan**
C/o Shri L.S.Negi,
H No 390, Gal No 15
Kamal Vihar, Kamla Pur,
Delhi - 110 084

Copy forwarded to:-

1 The Principal, Kendriya Vidyalaya, **Bina (MP)**. The date of joining of the candidate may be intimated to this office immediately after the candidate reports for duty. In case he/she does not join by the stipulated date, this office should be informed through e-mail. The candidate be allowed to join his/her duties only if the candidate produces all original documents and also submits self-attested photocopies of these documents. Principal should also ensure that the candidates fulfill the prescribed qualification, age etc. as advertised and required for appointment to the post of Upper Division Clerk as filled in his/her application form.

2 PA to Deputy Commissioner for uploading on the official web site of Regional Office.

DEPUTY COMMISSIONER