

Information-Booklet
Interview for Part- Time Contractual Panel
(Session: 2024-25)

IMPORTANT NOTE

- Minimum and Maximum age limit shall be 18 and 65 years respectively.
- No TA/DA will be paid for attending interview.
- Remuneration and working hours would be as per KVS norms.
- Separate applications will be accepted for different post.
- Proficiency in teaching in Hindi and English medium is required.
Computer Knowledge is desirable.
- This interview is only for preparing a panel of different posts to be engaged on purely part time contractual basis as and when required in different KVs of Jammu Region during the academic year 2024-25 and does not confer any right to get regular appointment in KVS.
- Registration is essential to appear in the interview and it is to be done through filling up of offline registration form available on Vidyalaya Website and submitted through Indian Post (Speed Post/Registered Post)/By hand at Air Force Campus Gate.
- Interview process would start from 10:00 AM onward on stipulated date.
- Candidate would appear in the interview with duly filled registration form, Self- attested photocopies of the documents with its original for verification.

TERMS AND CONDITIONS

PM SHRI Kendriya Vidyalaya No. 2 AFS Srinagar, Jammu Region invites applications to fill the vacancies of PGTs (Phy/Chem/Bio/Maths/CS/Hindi/Eng/Comm/Eco), TGTs (Eng/Hindi/Maths/Sci/S.St/Skt), PRTs, Computer Instructor, Sports Coach, Arts Coach, Data Entry Operator, Special Educator/Counsellors, Balvatika Teachers on contractual basis.

GENERAL TERMS AND CONDITIONS:

- Educational qualifications will be as per KVS norms.
- Minimum and maximum age limit shall be 18 years to 65 years respectively.
- Self-attested photocopies of the educational qualifications and experience certificates (if any) should be submitted with the application.
- Original documents should be brought for verification at the time of interview.
- The contractual teachers would be engaged till the regular teacher joins or the end of the academic session, whichever is earlier. However, their services can be terminated earlier if their performance is not satisfactory.
- The candidate must have the working knowledge of computers and capable of teaching in hybrid mode using the platforms provided by KVS, like Google Classroom, Google Meet, Classroom live, etc.
- DRESS CODE - Every teacher must be clean and trim. She/he shall not be casual and informal, while on duty. Her/his dress shall be neat and dignified. She/he must not be dressed so as to become an object of excitement or ridicule or pity at the hands of students and colleagues.
- Contractual teachers/staffs may be appointed purely on contractual basis in the Vidyalaya

JOB DESCRIPTION OF TEACHERS (PGT, TGT, PRT)

Contractual teachers will perform all the duties similar to a regular teacher. Their job description includes:

1. Teaching of their subject as per KVS and CBSE standards.
2. Timely correction of class and home assignments, test-papers, projects, etc.
3. Setting of question papers for various tests and exams, when asked by the examination department.
4. Preparation of lesson plans and maintaining academic records of students.
5. Preparing the students for co-curricular activities, house activities, various cultural competitions, etc.
6. If required, escorting the students for various activities outside Vidyalaya.
7. Completion of any other work assigned by Vidyalaya.

JOB DESCRIPTION OF COUNSELLORS/SPECIAL EDUCATORS

1. They will address the mental health of the students and provide them guidance as and when required.
2. They will carry out awareness programmes to enhance life skills and values.
3. They will address the behavior pattern of the students and contribute to school discipline.
4. Their nature of work involves low achieving, under achieving, and high achieving students, besides dealing with topics like examination fear, stress management, study skills and techniques, etc.
5. They will provide career guidance and help the students in assessing their interests and aptitudes.
6. They will adapt general education lessons and teach various subjects to students with disabilities.
7. They will teach basic skills to such students that help them in performing their day-today activities smoothly.
8. They will collaborate with parents and school staff to track students' progress.

JOB DESCRIPTION OF ART AND CRAFT INSTRUCTOR, COACHES, COMPUTER INSTRUCTOR

The instructors and coaches will perform all the duties similar to regular teachers in their subjects. Their job description includes-

1. Developing the ability of creative expression/ teaching techniques, tactics and relevant skills of sports activities in students/ to provide theoretical and applied instructions in computer functionality
2. Developing lessons plans related to their subjects
3. Assisting the regular teachers in developing the proficiencies related to their subject
4. Preparing the students for various school level, regional level and national level competitions

REQUIRED QUALIFICATIONS:-

(i) For PGTs :-

Essential Qualification:

1. Two years' Integrated Post Graduate M.Sc Course of Regional College of Education of NCERT in the concerned subject;

OR

Master Degree from a recognized University with at least 50%marks in aggregate in the following subjects:

| Sl. No. | Post (Subject) | Subject (s) at Post Graduate level |
|---------|-----------------|---|
| 1 | PGT (English) | English |
| 2 | PGT (Hindi) | Hindi or Sanskrit with Hindi as one of the subjects at Graduate level |
| 3 | PGT (Physics) | Physics/Electronics/Applied Physics/Nuclear Physics |
| 4 | PGT (Chemistry) | Chemistry/Bio Chemistry |
| 5 | PGT (Economics) | Economics/Applied Economics/ Business Economics |
| 6 | PGT (Commerce) | Master's degree in Commerce. However, holder of Degree of M.Com in Applied/ Business Economics shall not be eligible. |
| 7 | PGT (Maths) | Mathematics/Applied Mathematics |
| 8 | PGT (Biology) | Botany/Zoology/Life Sciences/Bio Sciences/Genetics/ Micro-Biology/Bio-Technology/Molecular Biology/Plant Physiology provided they have studied Botany and Zoology at Graduation level |
| 9 | PGT (History) | History |
| 10 | PGT (Geography) | Geography |

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| 11 | PGT (Sociology) | Sociology |
| 12 | PGT (Political Science) | Political Science |
| 13 | PGT(Food Production & Tourism) | Food Production & Tourism |

2. B.Ed. or equivalent degree from recognized university
3. Proficiency in teaching in Hindi and English media.

Desirable Qualification :

Knowledge of computer applications

Note :Candidates having only Special B.Ed are not eligible for the post of PGT.

Desirable Qualifications: Knowledge of Computer Applications.

(ii) For PGT (Computer Science):-

Essential Qualification :

1. At-least 50 % marks in aggregate in any of the following;

B.E or B. Tech. (Computer Science/IT) from a recognized University or equivalent Degree or Diploma from an institution/university recognized by the Govt. of India.

OR

B.E or B. Tech. (any stream) and Post Graduate Diploma in Computers from recognized University.

OR

M.Sc (Computer Science)/ MCA or Equivalent from a recognized University. OR

B.Sc (Computer Science) / BCA or Equivalent and Post Graduate degree in subject from a recognized University.

OR

Post Graduate Diploma in Computer and Post Graduate degree in any subject from recognized University.

OR

‘B’ Level from DOEACC and Post Graduate degree in any subject. OR

‘C’ Level from ‘DOEACC’ Ministry of Information and Communication Technology and Graduation.

2. Proficiency in teaching in Hindi and English.

(iii) For PGT (Bio-Technology):-

Essential Qualification :

1. At-least 50% marks in aggregate in any of the following;
Master Degree in Bio Technology/Genetics/Micro Biology/Life Science/Bio Science/
Bio Chemistry.
2. Proficiency in teaching in Hindi and English

(iv) For PGT (Food Production & Tourism):-

Essential Qualification:

Post-graduation in Travel and Tourism Management or Tourism and Hospitality from a recognized institute/University, with at least 1 year work/teaching experience.

OR

3 year’s Degree/Diploma after Class XII, in Tourism and Travel Management from any recognized institute from a recognized Institute/University, with at least 3 years’ industrial experience.

OR

Bachelor’s Degree in Hotel Management and/or Catering Technology from NCHMCT/AICTE approved Institutions.

OR

B.Sc. in Hotel Management and/or Catering Technology from NCHMCT/AICTE approved institutions.

OR

Diploma in Hotel Management & Catering Technology (3 years) from NCHMCT approved institutions.

OR

Master’s Degree in Hotel Management and/or Catering Technology from NCHMCT/AICTE approved institutions.

OR

M.Sc. in Home Science with specialization in Food & Nutrition from NCHMCT/AICTE approved institutions.

Desirable Qualification: 3 years’ teaching/Hotel experience.

For TGTs:- Essential Qualification:

- (a) Four years integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate.

OR

Bachelor's Degree with atleast 50% marks in the concerned subject/combination of subject and in aggregate. The elective subjects and languages in the combination of subjects are as under:

| Sl. No. | Post (Subject) | Subject(s) |
|---------|----------------|---|
| 1 | TGT (English) | English as a subject in all the three years. |
| 2 | TGT (Hindi) | Hindi as a subject in all the three years. |
| 3 | TGT(S.St) | Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography. |
| 4 | TGT (Science) | Botany, Zoology and Chemistry. |
| 5 | TGT (Sanskrit) | Sanskrit as a subject in all the three years. |
| 6 | TGT (Maths) | Bachelor Degree in Maths with any two of the following subjects: - Physics, Chemistry, Electronics, Computer Science, Statistics |

- i) B.Ed or equivalent degree from a recognized University.
ii) Pass in the Central Teacher Eligibility Test (CTET) Paper-II, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
iii) Proficiency in teaching in Hindi and English medium.

Desirable: Knowledge of Computer Applications.

1. Librarian

Essential Qualification:

1. Bachelor Degree in Library Science OR Graduate with one year diploma in Library Science from a recognized institution.

2. Working knowledge of Hindi and English.

Desirable Qualification: Knowledge of Computer Application.

2. TGT (P&HE)

Bachelors Degree in Physical Education or equivalent.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF TRAINED GRADUATE TEACHERS (TGTs)

- A. The candidate should possess the professional qualification of B.Ed as on the last date of submission of application.
- B. **For the post of TGT (S.St.):**
1. The candidate should have studied any two subjects out of the following:
 - (i) History with atleast 50% marks in aggregate and one subject out of Geography/Economics/Political Science with atleast 50% marks in aggregate and also atleast 50% marks in graduation, **OR**
 - (ii) Geography with 50% marks with History/Economics/Political Science with atleast 50% marks in aggregate and also atleast 50% marks in graduation.
 2. Geography/History should have been studied in all the years of graduation with atleast 50% marks.
 3. In case of Honours Degree in History, the candidate should have studied Geography/Economics/Political Science in first and/or second year of graduation with atleast 50% marks in History in aggregate and atleast 50% marks in other subject indicated above at graduation level and also atleast 50% marks in aggregate at graduation level.
 4. Similarly in case of Honours degree in Geography, the candidate should have studied History/Economics/Political Science in first and/or second year of graduation with atleast 50% marks in Geography in aggregate and atleast 50% marks in other subject indicated above at graduation level and also atleast 50% marks in aggregate at graduation level.
- C. **For the post of TGT (Maths):**
1. The candidate should have studied Maths in all the years of graduation with any two subjects out of Physics, Chemistry, Electronics, Computer Science, Statistics.
 2. In case of Honours Degree in Maths, the candidate should have studied Maths in all the years of graduation with atleast 50% marks in aggregate and any of the two subjects indicated in point No.1 above with atleast 50% marks in each subject at graduation, level and also atleast 50% marks in graduation,.
 3. BA (Hons.) in Maths and B.Sc (Hons) in any subject other than Maths are not eligible for the post of TGT (Maths).
- D. **For the post of TGT (Science):**
1. The candidate should have studied Botany, Zoology and Chemistry in all the years of graduation with atleast 50% marks in each subject.
 2. The candidates with Honours Degree in Botany/Zoology/Chemistry with atleast 50% marks in B.Sc should have studied other two subjects with atleast 50% marks in each of them at graduation level.

(v) For PRT:-

Essential:

a)

Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known) OR Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B.El.Ed.)

OR

Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Education (Special Education)

b) Qualified in the Central Teacher Eligibility Test (CTET)

Paper I conducted by the Govt. of India.

c) Proficiency to teach through Hindi & English media.

Desirable :

Knowledge of Computer Applications.

(vi) Computer Instructor:-

Essential :

1. At-least 50 % marks in aggregate in any of the following;

B.E or B. Tech. (Computer Science/IT)/BCA/MCA/M.Sc. (Computer Science)/ M.Sc. (Electronics with Computer Science component)/ M.Sc. (IT)/B.Sc. (Computer Science) from a recognized University.

OR

Bachelor's/ Master degree in any Science subject/ Mathematics from recognized University with Post Graduate Diploma in Computer Application from government recognized University/ institute.

OR

Post Graduate degree in any subject with Post Graduate Diploma in Computer Application from government recognized University/ institute / 'A' Level from 'DOEACC'

a. Proficiency in teaching in Hindi and English media.

Desirable :

Knowledge of Tux Paint, Libre Office, Scratch, Python Turtle, Python

(vii) For Special Educators :-

(a) Elementary (primary and upper primary):

1. XII passed and two year D.Ed. Special education in any of the category of disability. OR

2. XII passed and one year diploma in special education (DSE) in any of the category disability.

OR

3. Diploma in community based rehabilitation (DCRB) with six months certificate course in education of children with special needs.

OR

4. Post graduate diploma in community based rehabilitation with six months certificate course in education of children with special needs.

OR

5. Diploma in Multi rehabilitation worker with six months certificate course in education of children with special needs

OR

6. Junior diploma in teaching the deaf

OR

7. Primary level teacher teaching course in visual impairment.

OR

8. Diploma in vocational rehabilitation mental retardation (DVR-MR)/ diploma in vocational training and employment mental retardation (DVTE-MR) with six months certificate course in education of children with special needs.

OR

9. Diploma in hearing language and speech with six months certificate course in education of children with special needs.

OR

10. XII passed with RCI recognized qualification for minimum one year duration and six months with special needs.

OR

Any other equivalent qualification approved by
RCI (b) Secondary and senior Secondary:

1. Graduate with B.Ed. (special education).

OR

2. B.Ed. (General) with one year diploma in special education.

OR

3. B.Ed. (General) with two-year diploma in special education.

OR

a. B.Ed. (General) with Post Graduate Professional Diploma in Special Education (PGPD).

OR

b. B.Ed. Special Education and Post Graduate Professional Certificate in Special Education (PGPC).

OR

c. PG Diploma in Special Education (Mental Retardation)

OR

d. PG Diploma in Special Education (Multiple Disabilities: Physical And Neurological).

OR

e. PG Diploma in Special Education (Locomotor Impairment And Cerebral Palsy).

OR

f. Secondary Level Teacher Training Course In Visual Impairment.

OR

g. Senior Diploma in Teaching the Deaf.

OR

h. BA/ B.Ed. in Visual Impairment.

OR

Any other equivalent qualification approved by RCI

(viii) For other Posts:-

| SL. NO | Name of the post | Qualification |
|--------|------------------|---|
| 1. | Sports Coach | Diploma from NSNIS/B.P.Ed./Graduation in Physical Education/ represented at National level /Inter university level. Any equivalent coaching experience of recognized institution. |
| 2. | Yoga Teacher | 1) Graduation in any subject or equivalent from a recognized University. 2) One year Training in Yoga from a recognized Instt. |

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|----|------------------------|--|
| 3. | Counsellor | <p>Essential: B.A. / B.Sc. (Psychology) with Certificate of Diploma in Counselling from a recognized college or University.</p> <p>Desirable : Minimum of one year Experience in providing career educational counseling to students at schools.</p> <p>OR Working knowledge and experience in Placement bureaus.</p> <p>OR Registration with rehabilitation council of India as Vocational Counselor.</p> |
| 4 | Art & Craft Instructor | <p>Essential: 1. Five Years' recognized Diploma in drawing and Painting/Sculpture/ Graphic Art.</p> <p>OR Equivalent recognized Degree. Or Diploma in fine Art/Painting, oil painting/ Madhubani painting and sculpture etc. 2. Working knowledge of Hindi & English</p> <p>Desirable : Working knowledge of Computer Applications.</p> |
| 5 | Balvatika Teacher | <p>Qualification for Balvatika Teachers shall be as prescribed by NCTE</p> <ul style="list-style-type: none"> (i) Senior Secondary Class (Class XII or its equivalent) from a recognized board with at least 50% marks and (ii) Diploma in nursery teacher education / preschool education / early childhood education programme (D.E.C.Ed) of duration of not less than two years or B.Ed (Nursery) from NCTE recognized institution. |