ASSISTANT COMMISSIONER

	OS because the cruitment)	31 - Andre -	
Test Duration	03 hours		
Total Questions Total Marks	180 Objective type multiple choice que	estions	
TOtal Warks	180 Marks		
Section name (Na	iture of Questions)	Marka par itan	No of House
Part-I: Reasoning		Marks per item	
Analogies - Semar Figural Analogy, Si relationship concept Series, Number Se Capital letters/number	ntic Analogy, Symbolic/Number Analogy, milarities and differences, word building, its, Arithmetic number series, - Semantic eries, Coding and decoding - Small & ers coding, decoding and classification	01 mark per question.	40 questions
Part-II: General Er	nglish	01 m a rk per	30 questions
Antonyms, Spelling Grammar- Noun,	ne word substitution, Synonyms and error, Spotting error in sentences , Pronoun, Adjective, Verb, Preposition, 'A', 'AN' and 'THE', Idioms and Phrases.	question.	
Da-4 (III - O 1) (
Part-III : General Kr	nowledge	01 mark per	40 questions
Indian History, India Polity & Constitutio Current affairs-India	an Geography, Indian Economy, Indian n, Scientific Research, awards, Sports, & World	question.	
Part-IV: Contempor	ary Issues in Education	01 mark pe	er 30 questions
Fundamental righ	values and education (Preamble, its and duties) I Compulsory Education2010 (RTE)	question.	, oo quosiiono
	ext of Educational Policy d for education by the socio-cultural and		
 economic context Child labour Child marriage Composition of education Classroom ethos 			
 Kothari Commiss National Policy or Ramamurthy Con Yashpal Report 1 	nmittee 1992		

			•
	Three-language formula		
	Zakir Hussain Committee		
	Basic Education		
	Mudaliar Commission		
	Skills and vocational education		
	(d) Social and Educational Reform		
	• Innovations and experiments		
	(e) The System and its Structures		
	Schools in India: Types and Affiliation		
	KVS, NVS, Sainik Schools		
	Concerns for 'quality' and equity		
	Management and public participation		
	NCTE, NCERT, NIOS, Boards of Education etc.		
	Part-V : Management Aptitude	01 mark per	40 questions
		question.	
	Management: its nature and scope; The Management		
	Processes; Planning, Organisation, Staffing, Directing		
	and Controlling; The Role of a Manager in an		
	Organisation. Leadership: The Tasks of a Leader:		
	Leadership Styles; Leadership Theories; A successful		
	Leader versus an effective Leader. Human Resource		
	Development: Concept of HRD; Goals of HRD;		
	Performance Appraisal - Potential appraisal and		
	development – Feedback and Performance Counselling		
	 Career Planning – Training and Development – 		
	Rewards - Employee Welfare. Motivation, Morale and		
	Incentives: Theories of Motivation; How Managers		
	Motivate; Concept of Morale; Factors determining		
	morale; Role of Incentives in Building up Morale.		
	Communication: Stops in the Communication Design		
	Communication: Steps in the Communication Process; Communication Channels; Oral versus Written	•	
	O TOTAL		
	, and to but		
	communication; Barriers to Communication, Role of		
	Information Technology.		
Ĺ			1

Interview: 100 Marks
Weightage of Written/Online Computer Based Test and Interview - 85:15

ADMINISTRATIVE OFFICER

Test Duration	03 hours		
Total Questions	200 Objective type multiple choice questions		
Total Marks	200 Marks		
	ame (Nature of Questions)	Marks per item	No. of items
Part-I: General K Indian History, Indian Polity & Cor	nowledge dian Geography, Indian Economy, stitution, Scientific Research, awards,	01 mark per question.	25 questions

			•
	Part-II: Reasoning Ability	01 mark per	25 questions
	Analogies - Semantic Analogy, Symbolic/Number	question	1
	Analogy, Figural Analogy, Similarities and differences,		
	word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and		
	decoding - Small & Capital letters/numbers coding,		
	decoding and classification		
-	Part-III : English and Hindi Knowledge	04 1	
	1.General English	01 mark per	50 questions
	Comprehension, One word substitution, Synonyms and	question.	
	Antonyms, Spelling error. Spotting error in sentences		
	Grammar- Noun, Pronoun, Adjective, Verb, Preposition,		
'	Conjunction, Use of 'A', 'AN' and 'THE', Idioms and		
	Phrases		
	2.General Hindi		
	नत्सम, तद्भव,पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध,		
- 1	-		
- 1	अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन, लिंग,		
	अनेकार्थी और वाक्य के लिए एक शब्द		
	Part-IV: Quantitative Aptitude	01 mark per	50 questions
1	Number System, Time and Work, Averages,	question.	
	Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance		
`	simple and compound interest, Tittle and Distance		
I	Part-V : Office and Financial Procedure	01 mark per	50 questions
-	Office Procedure & Office Management	question.	oo questions
-	General Financial Rules -2017		
-	FR & SR		
-	Medical Attendance Rules		
_	Travelling Allowance Rules LTC Rules		
-	CCS Leave Rules		
	CCS(CCA) Rules, 1965		
-	CCS(Conduct) Rules, 1964		
-	CCS(Pension) Rules-1972		
	Joining Time Rules		
-	Provident Fund Rules & New Pension Scheme		
-	Reservation Policy		
L_			

Interview: 100 Marks
Weightage of Written/Online Computer Based Test and Interview - 85:15

FINANCE OFFICER

(Scheme & S	Syllabus	for Direct	Recruitmeni)
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Test Duration	1 7 7 7 7 7 7 7		
Total Questions	160 Objective type multiple choice questions		
Total Marks	160 Marks		
Section na	me (Nature of Questions)	Marks per item	No. of items
Part-I : Language	(20 questions)		
and Antonyms, S sentences, Gram	One word substitution, Synonyms Spelling error, Spotting error in Imar- Noun, Pronoun, Adjective, Conjunction, Use of 'A', 'AN' and		10 questions
2.General Hindi		01 mark per question	10 questions
तत्सम ,तद्भव,पर्यायव	ाची ,विलोम, मुहावरे और	or mark per question	To questions
	वाक्य,संधि-विच्छेद, अलंकार और		
†	अनेकार्थी और वाक्य के लिए एक		
शब्द	जिल्लामा जार वाक्य के लिए एक		
Literacy (30 quest	wareness & Computer		
, and the state of the state of	ions,		
1.General Knowle	dge	01 mark per question	10 questions
<u> Indian Polity & Co</u>	an Geography, Indian Economy, onstitution, Scientific Research, rrent affairs-India & World		
2.Logical Reasoni	na		
Analogies - Semai Analogy, Figural differences, word Arithmetic number Number Series, Co	ntic Analogy, Symbolic/Number Analogy, Similarities and building, relationship concepts, series, - Semantic Series, oding and decoding - Small & nbers coding, decoding and	01 mark per question	10 questions
Organisation includi Input Devices, Com- between Hardware a System, MS-Office (Excel/spread sheet, Technology and Soc	computers, Computer ng RAM, ROM, File System, puter Software-Relationship and Software, Operating	01 mark per question	10 questions

in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
Part-III: Financial Administration (110 questions) -Maintenance of Cash Book -Preparation of bank reconciliation statement -Posting of ledger accounts -Preparation of Trial balance and final accounts -Principles of auditing -General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST -Fundamental Rules and Supplementary Rules -CCS (Pension) Rules & New Pension Scheme -TA Rules & LTC Rules -Medical attendance Rules -Provident Fund Rules -Delegation of Financial power	01 mark per question	5 questions 5 questions 5 questions 5 questions 10 questions 20 questions 10 questions 5 questions 5 questions 5 questions 10 questions

	Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point,	100 marks	Qualifying in nature.	
	Internet and Tally			
į	Accounting (O Marks			

Interview - 60 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

ASSISTANT

	ag in phecryechninelit		
Test Duration	03 hours		
Total Questions	160 Objective type multiple ch	noice questions	
Total Marks	160 Marks	loice questions	
Section nam	e (Nature of Questions)	Marks per item	No. of items
Part-I : Language	(20 questions)	01 mark per question	10 questions
-General English			
sentences, Gra Adjective, Verb, F	ostitution, Synonyms and ing error, Spotting error in immar- Noun, Pronoun, Preposition, Conjunction, Use E', Idioms and Phrases		
-General Hindi तत्सम , तद्भव, पर्यायवाची, विलोम,		01 mark per question	10 questions
मुहावरे और लोकोक्ति	याँ, शुद्ध,-अशुद्धवाक्य, संधि-	<u> </u>	

	विच्छेद, अलंकार और समास, वचन, लिंग, अनेकाशी		4	_
د مائر	और वाक्य के लिए एक शब्द			
	Part-II: General Awareness & Computer Literacy (30 questions)			
	-General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	c l	10 questions	
	-Logical Reasoning Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	10 questions	
	Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks Part-III: (a) Administration, Establishment &	01 mark per question	10 questions	
	Finance - (90 questions)			
- - -	CCS (CCA) Rules CCS (Conduct) Rules CCS (Leave) Rules Fundamental & Supplementary Rules Pension Rules & New Pension Scheme Medical Attendance Rules Provident Fund Rules (b) Comprehension (20 questions)	01 mark per question 01 mark per question	15 questions 15 questions 10 questions 20 questions 10 questions 10 questions 10 questions	
	English Hindi	01 mark per question 01 mark per question	10 questions 10 questions	

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.
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There will be no interview for the post of Assistant.

HINDI TRANSLATOR

OBJECTIVE TY		
Test Duration	02 hours	
Total	100 Objective type multiple choice questions	
Questions	, ,,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Total Marks	100 Marks	
DESCRIPTIVE	PAPER	
Test Duration	02 hours	
Total	4	
Questions		
Total Marks	100	
Section name (Vature of Questions) Mark	N. OS II

Could warks 100		
Section name (Nature of Questions)	Marks per item	No. Of items
Part-I: Language Proficiency Test (60 questions) -General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	30 questions
-General Hindi गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-विच्छेद, अलकार और समास, वचन ,लिंग,अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	30 questions
Part-II: General Awareness & Computer Literacy (40 questions) -General Knowledge (i)Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	10 questions
-Logical Reasoning (ii) Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences,	01 mark per question	10 questions

word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification		
-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	10 questions
-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	10 questions
DESCRIPTIVE PAPER		
-Translation from Hindi to English; and -English to Hindi	25 marks per question	04 questions

Interview - 90 Marks

Weightage of Written/Online Computer Based Test(Objective), Descriptive Paper and Interview- 85:15

UPPER DIVISION CLERK

03 hours	·			
160 Objective type multiple ch	noice questions			
160 Marks				
	Marks per item	No. Of items		
	•			
	01 mark per question	10 questions		
ostitution, Synonyms and		1000000		
		į		
Preposition, Conjunction, Use				
E', Idioms and Phrases				
	01 mark per question	10 questions		
ाची, विलोम, मुहावरे और				
लोकोक्तियाँ, शुद्ध अशुद्ध वाक्य,संधि-विच्छेद, अलंकार				
नेंग, अनेकार्थी और वाक्य के				
	160 Objective type multiple ch 160 Marks e (Nature of Questions) e (20 questions) bstitution, Synonyms and ng error, Spotting error in Grammar- Noun, Pronoun, Preposition, Conjunction, Use E', Idioms and Phrases	160 Objective type multiple choice questions 160 Marks (20 questions) (20 questions) (20 questions) (31 mark per question (32 error, Spotting error in Grammar- Noun, Pronoun, Preposition, Conjunction, Use E', Idioms and Phrases (31 mark per question (32 वाक्य,संधि-विच्छेद, अलंकार		

लिए एक शब्द		
Part-II: General Awareness & Computer Literacy (30 questions) -General Knowledge Indian History, Indian Geography, India Economy, Indian Polity & Constitution, Scientifi Research, awards, Sports, Current affairs-India & World	c	10 questions
-Logical Reasoning Analogies - Semantic Analogy, Symbolic Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding Small & Capital letters/numbers coding decoding and classification		10 questions
-Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Exeel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		10 questions
Part-III: (a) Administration, Establishment & Finance (90 questions)		
-CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules and New Pension Scheme -Medical Attendance Rules -Provident Fund Rules (b) Comprehension (20 questions)	01 mark per question 01 mark per question	15 questions 15 questions 10 questions 20 questions 10 questions 10 questions 10 questions
-English -Hindi	01 mark per question 01 mark per question	10 questions 10 questions

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	, ioo marks	Qualifying in nature.	

There will be no interview for the post of UDC.

STENOGRAPHER GRADE-II

Test Duration	02 hours		
	100 Objective type multip	nle choice questions	
Total Marks	100 Marks	ne onoice questions	
Section name (Nature of Questions)	Marks per item	No. of items
A. WRITTEN E	XAMINATION		no. or items
Part-I : Language I questions)	Proficiency Test (40		
Synonyms and An Spotting error in Noun, Pronoun, Adje Conjunction, Use of Idioms and Phrases -General Hindi गयांश आधारित प्रश्न विलोम, मुहावरे अशुद्धवाक्य,संधि-विच्छेर	One word substitution, itonyms, Spelling error, sentences , Grammarective, Verb, Preposition, of 'A', 'AN' and 'THE', तत्सम ,तद्भव,पर्यायवाची , और लोकोक्तियाँ, शुद्ध द, अलंकार और समास,		20 questions 20 questions
शब्द Part-II: General Awa	areness & Computer		
-General Knowledge Indian History, Indian Economy, Indian	ons)	01 mark per question	15 questions

		•
-Logical Reasoning Analogies - Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	15 questions
Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	15 questions
-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and Ioss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	15 questions

Shorthand Test	50 marks		:
Shorthand Speed 80 w.p.m.			
Typing Test	50 marks		
Typing Test only on computer			
Net typing speed.		_	0 - 1:6
English – 40 w.p.m. or			Qualifying in nature.
Hindi – 35 w.p.m.			
Computer Proficiency Test	100 marks		
MS Word, MS Excel,			
MS Access, MS Power Point,			
and Internet.			

Note:

- 1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of Stenographer Grade-II.

LOWER DIVISION CLERK

Test Duration 02 hours					
Total Questions					
Total Marks	100 Marks				
Section nam	e (Nature of Questions)	Marks per item	No. of items		
	Proficiency Test (40		Tro. or nome		
-General English Comprehension, C Synonyms and An Spotting error in se Pronoun, Adjective	One word substitution, tonyms, Spelling error, entences , Grammar- Noun, e, Verb, Preposition, of 'A', 'AN' a nd 'THE', Idioms	01 mark per question	20 questions		
-General Hindi गद्यांश आधारित प्रश्न	तत्सम, तद्भव, पर्यायवाची,	01 mark per question	20 questions		
विलोम, मुहावरे और	लोकोक्तियाँ, शुद्ध,-अशुद्ध		•		
•	भलंकार और समास,वचन ,लिंग,		>		
अनेकार्थी और वाक्य	के लिए एक शब्द				
Literacy (60 ques -General Knowled Indian History,	•	01 mark per question	15 questions		
•	, Sports, Current affairs-India				
Similarities and relationship concer- - Semantic Series,	Semantic Analogy, Analogy, Figural Analogy, differences, word building, ots, Arithmetic number series, Number Series, Coding and & Capital letters/numbers	01 mark per question	15 questions		
Organisation including Input Devices, Conbetween Hardware System, MS-Office Excel/spread sheet	Cy Computers, Computer ling RAM, ROM, File System, nputer Software-Relationship and Software, Operating (exposure of Word, t, Power point), Information ociety-Indian IT Act, Digital	01 mark per question	15 questions		

Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	
-Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	15 questions

Typing Test	50 marks	
Typing Test only on computer	·	
Net typing speed.		
English – 35 w.p.m. or		Qualifying in nature.
Hindi – 30 w.p.m.		Quantying in nature.
Computer Proficiency Test	100 marks	
MS Word, MS Excel,		
MS Access, MS Power Point,		
and Internet.		Y

Note:

- 1) The candidates are required to qualify typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of LDC.

LIBRARIAN

(Scheme & Syllabus for Direct Recruitment)
Test Duration 03 hours

Total Questions	200 Objective type multiple cho	ice questions		
Total Marks	200 Marks			
Section nar	ne (Nature of Questions)	Marks per item	No. of items	
Part-I:				
-General English		01 mark per question	20 questions	
Comprehension, C	One word substitution,			
Synonyms and An	tonyms, Spelling error, Spotting			
error in sentences	, Grammar- Noun, Pronoun,			
Adjective, Verb, P	reposition, Conjunction, Use of			
'A', 'AN' and 'THE'	, Idioms and Phrases			
-General Hindi		01 mark per question	20 questions	
गद्यांश आधारित प्रश्न	तत्सम, तद्भव, पर्यायवाची, विलोम,			
मुहावरे और लोकोति	ज्याँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद,			

अलंकार और समास, वचन ,लिंग, अनेकार्थी और वांदय		
के लिए एक शब्द		
PART-II -Current Affairs Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	30 questions
-Reasoning and Numerical Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	30 questions
-Concerned subject Questions (The syllabus for the subject concerned is available on KVS website)	01 mark per question	100 questions

Interview - 60 Marks
Weightage of Written/Online Computer Based Test and Interview - 85:15

Schedule of examination will be intimated with the Admit Card. Detailed examination schedule will also be notified on KVS website www.kvsangathan.nic.in in due course.

Based on the performance in Computer Based Test/Examination and also keeping in view the number of vacancies, the candidates will be called for skill test/interview wherever applicable. Intimation to this effect will be uploaded on the KVS website www.kvsangathan.nic.in in due course. Candidates are required to check the KVS website from time to time. Taking into account the performance of both Computer Based Test/Examination and interview, merit list will be prepared in case of Assistant Commissioner, Administrative Officer, Finance Officer, Hindi Translator, and Librarian. There will be a skill test for the post of Assistant, UDC, Stenographer Grade-II and LDC based on the performance of the candidates in Computer Based Test/Examination. The skill test is qualifying in nature. However the mode of selection will be the sole discretion of Kendriya Vidyalaya Sangathan and subject to change.

8. MODE OF SELECTION

i. The mode of selection will be decided by the KVS. There may be Computer Based Test/Examination followed by Skill Test and/or interview of the eligible candidates. If the number of candidates is less, the Sangathan will select suitable persons based on interview after shortlisting of candidates as per the criteria decided by the KVS.