

PROFORMA

ANNEXURE-1

APPLICATION FOR POSTING OF STAFF AT ZIETs FOR THE ACADEMIC YEAR 2024-2025

NOTE: THE EMPLOYEES SHOULD GO THROUGH THE PROFORMA CAREFULLY AND GIVE ALL THE DETAILS WHEREVER NECESSARY.

Employee code :

1. NAME OF ZIET TO WHICH APPLIED : _____
(EITHER ONE ZIET OR MORE GIVE NAME OF ZIET IN ORDER OF PREFERENCE)
2. NAME (SHRI/SMT./KUM.) : _____
3. DESIGNATION : _____
4. NAME OF KV WHERE WORKING : _____
5. SENIORITY NO. IN THE PRESENT POST (IF AVAILABLE) : _____
6. Date of Joining in KVS : _____
6. DATE OF JOINING IN THE PRESENT POST ON REGULAR BASIS : _____
7. DATE OF BIRTH : _____
8. AGE AS ON 31.12.2023 : _____
9. GENDER & MARITAL STATUS : _____
10. EDUCATION QUALIFICATIONS : _____

EXAM PASSED	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS OBTAINED	CLASS/ DIVISION	SUBJECT OFFERED	% OF MARKS OBTAINED
HIGH SCHOOL/ MATRIC						
HIGHER SEC.						
PUS/INTER.						
BA/B.Sc./B.COM.						
MA/M.Sc./M.COM.						
LT/BT/B.ED.						
M.ED/JBT/JCT/CT						
PH.D						
OTHER QUALIFICATIONS						

11. Full details regarding serving service/Experience in the post applied for in KVS and elsewhere (for example: if applied for PGT give details of PGT only)

Post	Name of the KV where working presently	Date of appointment to the post	Basic pay	Pay Level as per 7 th CPC	Total service in Present post
1	2	3	4	5	6

12. Whether willing to join the place of posting in a short notice and to serve for as per the terms and condition (Yes/ No): _____.

13. Any other relevant information which the applicant would like to furnish (like National Award/ KVS Incentive Award & Commendation for result during last 03 years): _____.

14. Pass % and P.I in Class – XII for PGTs :-

Pass % of Class - XII			P.I of Class - XII		
2022	2023	2024	2022	2023	2024

15. Any special achievement: _____

Date :-----

SIGNATURE OF APPLICANT :-----

***(AS A TOKEN OF VERIFICATION OF ENTRIES FILLED BY THE APPLICANT IN THE APPLICATION
FORMAT/RECOMMENDATION OF NAME OF APPLICANT.)***

Date :-----

SIGNATURE OF THE PRINCIPAL OF KV WITH SEAL:-----

CERTIFICATE

(To be fill up by applicant)

I, _____ (Name& Designation) do hereby given an undertaking that I will positively report for the duty by the stipulated date if selected for posting at Kendriya Vidyalaya Sangathan, ZIET _____. I will not withdraw my candidature at a later date for any reason, whatsoever. I will certainly report for duty on getting posting order and will serve my tenure until recalled for any administrative reasons. I am ready to attend interview, if called.

Date :-----

SIGNATURE OF APPLICANT-----

CERTIFICATE

(To be fill up by concerned Dy.Comm. KVS RO)

Certified that applicant Shri/Smt./Km. _____
(Designation)_____ recommended for posting to Kendriya Vidyalaya Sangathan ZIET _____ has absolutely clean record of service and no disciplinary case/departmental enquiry is contemplated or pending against him/her. His/Her overall APAR grading for the last three years is as under:

2022 _____ 2023 _____ 2024 _____

Date :-----

SIGNATURE OF THE DEPUTY COMMISSIONER :-----
(CONCERNED WITH SEAL)

ANNEXURE-II

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, _____

Sl.	Seniority No.	Post with Basic Pay and Pay Level (as per 7th CPC)	ZET Where applied	Name	M/F	Present KV	Date of Birth (DD/MM/YYYY)	Age on 31.12.2023(YV/MM/DD)	Educational Qualification	Date of joining in the present post	APAR grading point as on year ending on 31st March			Total APAR grading Points	Pass % Class XII AISSCE Exam			Performance Index (P.I) Class - XII AISSCE Exam			Special Achievement (If any)		
											2022	2023	2024		2022	2023	2024	2022	2023	2024			
											12	13	14		15	16	17	18	19	20		21	22

Signature of Dy. Commissioner with seal

ANNEXURE-III

Contact Details of Principal and Candidate / concerned Employee for interview for the posting to ZIETs for the session 2024-2025

S. N.	Emp. Code	Name of the Candidate	Designation	KV Where Working	Region	Mobile No. of Candidate	Alternate Mobile No. of Candidate	E-mail ID of Candidate	Name of the Principal	Mobile No. of the Principal Of Concerned KV	E-mail ID of KV Concerned
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Principal with seal