

- iii. Applicants must satisfy about their eligibility as on **31.01.2018** before applying. The KVS will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview.
- iv. The OBC candidates who belongs to Creamy Layer are not entitled for concession admissible to OBC Category and such Candidates have to indicate their category as UR. Only those Categories which are applicable for appointment under Central Government will be considered.

Further, for group 'A' posts, Ex-servicemen and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military service and have been released-

- i) On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii) On account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

For groups 'B' and 'C' posts, Ex-servicemen who has put in not less than six months continuous service in Armed Forces(Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

Ex-servicemen who have already secured employment in civil side under Central Government/State Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for the benefit of reservation and fee concession. However, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt(Res) dated 14.08.2014 issued by DoPT.

## **7. SCHEME OF EXAMINATION**

**On the basis of number of applications received for the post of Deputy Commissioner & Assistant Engineer, the mode of Recruitment would be decided by the Competent Authority, KVS.** In case, 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.

The scheme & syllabus of examination with number of questions and duration of paper for other posts is as under:

**ASSISTANT COMMISSIONER**  
**(Scheme & Syllabus for Direct Recruitment)**

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	180 Objective type multiple choice questions	
<b>Total Marks</b>	180 Marks	
<b>Section name (Nature of Questions)</b>		
<b>Part-I : Reasoning Ability</b> 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.	40 questions
<b>Part-II : General English</b> 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
<b>Part-III : General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question.	40 questions
<b>Part-IV: Contemporary Issues in Education</b> <b>(a) The Constitutional Context</b> <ul style="list-style-type: none"> <li>• Constitutional values and education (Preamble, Fundamental rights and duties)</li> <li>• Right to Free and Compulsory Education 2010 (RTE)</li> <li>• Inclusive Education</li> </ul> <b>(b) The Social Context of Educational Policy</b> <ul style="list-style-type: none"> <li>• Challenges posed for education by the socio-cultural and economic context</li> <li>• Child labour</li> <li>• Child marriage</li> <li>• Composition of Indian society and its implications for education</li> <li>• Classroom ethos from the perspective of children from diverse socio-cultural and economic backgrounds</li> </ul> <b>(c) A Thematic Focus on Educational Policy</b> <ul style="list-style-type: none"> <li>• Kothari Commission and the vision of Common Schooling; National Policy on Education 1986</li> <li>• Ramamurthy Committee 1992</li> <li>• Yashpal Report 1993</li> <li>• National Curriculum Framework 2005</li> </ul>	01 mark per question.	30 questions

<ul style="list-style-type: none"> <li>• Three-language formula</li> <li>• Zakir Hussain Committee</li> <li>• Basic Education</li> <li>• Mudaliar Commission</li> <li>• Skills and vocational education</li> </ul> <p><b>(d) Social and Educational Reform</b></p> <ul style="list-style-type: none"> <li>• Innovations and experiments</li> </ul>		
<p><b>(e) The System and its Structures</b></p> <ul style="list-style-type: none"> <li>• Schools in India: Types and Affiliation</li> <li>• KVS, NVS, Sainik Schools</li> <li>• Concerns for 'quality' and equity</li> <li>• Management and public participation</li> <li>• NCTE, NCERT, NIOS, Boards of Education etc.</li> </ul>		
<p><b>Part-V : Management Aptitude</b></p> <p>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: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.</p>	01 mark per question.	40 questions

Interview : 100 Marks

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

**ADMINISTRATIVE OFFICER**  
(Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	200 Objective type multiple choice questions	
<b>Total Marks</b>	200 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>Part-I : General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question.	25 questions

<p><b>Part-II : Reasoning Ability</b>  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 &amp; Capital letters/numbers coding, decoding and classification</p>	01 mark per question	25 questions
<p><b>Part-III : English and Hindi Knowledge</b>  <b>1.General English</b>  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</p> <p><b>2.General Hindi</b>  तत्सम, तद्भव,पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध, अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द</p>	01 mark per question.	50 questions
<p><b>Part-IV: Quantitative Aptitude</b>  Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	01 mark per question.	50 questions
<p><b>Part-V : Office and Financial Procedure</b></p> <ul style="list-style-type: none"> <li>- Office Procedure &amp; Office Management</li> <li>- General Financial Rules -2017</li> <li>- FR &amp; SR</li> <li>- Medical Attendance Rules</li> <li>- Travelling Allowance Rules</li> <li>- LTC Rules</li> <li>- CCS Leave Rules</li> <li>- CCS(CCA) Rules, 1965</li> <li>- CCS(Conduct) Rules, 1964</li> <li>- CCS(Pension) Rules-1972</li> <li>- Joining Time Rules</li> <li>- Provident Fund Rules &amp; New Pension Scheme</li> <li>- Reservation Policy</li> </ul>	01 mark per question.	50 questions

Interview : 100 Marks

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

# FINANCE OFFICER

(Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	160 Objective type multiple choice questions	
<b>Total Marks</b>	160 Marks	
<b>Section name (Nature of Questions)</b>		
<b>Part-I : Language (20 questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>1.General English</b> 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	10 questions
<b>2.General Hindi</b> तत्सम ,तद्धव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध, अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन , लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	10 questions
<b>Part-II: General Awareness &amp; Computer Literacy (30 questions)</b>		
<b>1.General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	10 questions
<b>2.Logical Reasoning</b> 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
<b>3.Computer Literacy</b> 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	01 mark per question	10 questions

in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
<b>Part-III: Financial Administration (110 questions)</b>		
-Maintenance of Cash Book	01 mark per question	5 questions
-Preparation of bank reconciliation statement	01 mark per question	5 questions
-Posting of ledger accounts	01 mark per question	5 questions
-Preparation of Trial balance and final accounts	01 mark per question	5 questions
-Principles of auditing	01 mark per question	10 questions
-General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST	01 mark per question	25 questions
-Fundamental Rules and Supplementary Rules	01 mark per question	20 questions
-CCS (Pension) Rules & New Pension Scheme	01 mark per question	10 questions
-TA Rules & LTC Rules	01 mark per question	5 questions
-Medical attendance Rules	01 mark per question	5 questions
-Provident Fund Rules	01 mark per question	5 questions
-Delegation of Financial power	01 mark per question	10 questions

### Skill Test

<b>Computer Proficiency Test</b> MS Word, MS Excel, MS Access, MS Power Point, Internet and Tally Accounting	<b>100 marks</b>	Qualifying in nature.
---	------------------	-----------------------

Interview - 60 Marks

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

### ASSISTANT

#### (Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	160 Objective type multiple choice questions	
<b>Total Marks</b>	160 Marks	
<b>Section name (Nature of Questions)</b>		
<b>Part-I : Language (20 questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>-General English</b> 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	10 questions
<b>-General Hindi</b> तत्सम, तद्धव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध-अशुद्धवाक्य, संधि-	01 mark per question	10 questions

विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द		
<b>Part-II: General Awareness &amp; Computer Literacy (30 questions)</b>		
<b>-General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	10 questions
<b>-Logical Reasoning</b> 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
<b>-Computer Literacy</b> 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
<b>Part-III:</b>		
<b>(a) Administration, Establishment &amp; Finance - (90 questions)</b>		
-CCS (CCA) Rules	01 mark per question	15 questions
-CCS (Conduct) Rules	01 mark per question	15 questions
-CCS (Leave) Rules	01 mark per question	10 questions
-Fundamental & Supplementary Rules	01 mark per question	20 questions
-Pension Rules & New Pension Scheme	01 mark per question	10 questions
-Medical Attendance Rules	01 mark per question	10 questions
-Provident Fund Rules	01 mark per question	10 questions
<b>(b) Comprehension (20 questions)</b>		
-English	01 mark per question	10 questions
-Hindi	01 mark per question	10 questions

## Skill Test

<b>Computer Proficiency Test</b> MS Word, MS Excel, MS Access, MS Power Point, and Internet.	<b>100 marks</b>	<b>Qualifying in nature.</b>
---	------------------	------------------------------

There will be no interview for the post of Assistant.

## HINDI TRANSLATOR

(Scheme & Syllabus for Direct Recruitment)

<b>OBJECTIVE TYPE PAPER</b>		
<b>Test Duration</b>	02 hours	
<b>Total Questions</b>	100 Objective type multiple choice questions	
<b>Total Marks</b>	100 Marks	
<b>DESCRIPTIVE PAPER</b>		
<b>Test Duration</b>	02 hours	
<b>Total Questions</b>	4	
<b>Total Marks</b>	100	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. Of items</b>
<b>Part-I : Language Proficiency Test (60 questions)</b> <b>-General English</b> 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  <b>-General Hindi</b> गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध,-अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन ,लिंग,अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	30 questions
	01 mark per question	30 questions
<b>Part-II: General Awareness &amp; Computer Literacy (40 questions)</b> <b>-General Knowledge</b> (i) Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World  <b>-Logical Reasoning</b> (ii) Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences,	01 mark per question	10 questions
	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		
<b>-Computer Literacy</b> 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
<b>-Quantitative Aptitude</b> 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
<b>DESCRIPTIVE PAPER</b>		
<b>-Translation from Hindi to English; and -English to Hindi</b>	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

(Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	160 Objective type multiple choice questions	
<b>Total Marks</b>	160 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. Of items</b>
<b>Part-I : Language (20 questions)</b>		
<b>-General English</b> 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	10 questions
<b>-General Hindi</b> तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के	01 mark per question	10 questions

लिए एक शब्द		
<b>Part-II: General Awareness &amp; Computer Literacy (30 questions)</b> <b>-General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World  <b>-Logical Reasoning</b> 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  <b>-Computer Literacy</b> 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
	01 mark per question	10 questions
	01 mark per question	10 questions
<b>Part-III:</b>  <b>(a) Administration, Establishment &amp; Finance (90 questions)</b>  -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>(b) Comprehension (20 questions)</b>  -English -Hindi	01 mark per question	15 questions
	01 mark per question	15 questions
	01 mark per question	10 questions
	01 mark per question	20 questions
	01 mark per question	10 questions
	01 mark per question	10 questions
	01 mark per question	10 questions
	01 mark per question	10 questions
	01 mark per question	10 questions

○ Skill Test

<b>Computer Proficiency Test</b> MS Word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	Qualifying in nature.
---	-----------	-----------------------

There will be no interview for the post of UDC.

**STENOGRAPHER GRADE-II**  
(Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	02 hours	
<b>Total Questions</b>	100 Objective type multiple choice questions	
<b>Total Marks</b>	100 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>A. WRITTEN EXAMINATION</b>		
<b>Part-I : Language Proficiency Test (40 questions)</b>		
<b>-General English</b> 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	20 questions
<b>-General Hindi</b> गद्यांश आधारित प्रश्न तत्सम ,तद्भव,पर्यायवाची , विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्धवाक्य,संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question	20 questions
<b>Part-II: General Awareness &amp; Computer Literacy (60 questions)</b>		
<b>-General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	15 questions

<p><b>-Logical Reasoning</b> 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 &amp; Capital letters/numbers coding, decoding and classification</p>	01 mark per question	15 questions
<p><b>-Computer Literacy</b> 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</p>	01 mark per question	15 questions
<p><b>-Quantitative Aptitude</b> Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	01 mark per question	15 questions

### Skill Test

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

### 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****(Scheme & Syllabus for Direct Recruitment)**

<b>Test Duration</b>	02 hours	
<b>Total Questions</b>	100 Objective type multiple choice questions	
<b>Total Marks</b>	100 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>Part-I : Language Proficiency Test (40 questions)</b>  <b>-General English</b> 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  <b>-General Hindi</b> गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध,-अशुद्ध वाक्य,संधि-विच्छेद, अलंकार और समास,वचन ,लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	01 mark per question  01 mark per question	20 questions  20 questions
<b>Part-II: General Awareness &amp; Computer Literacy (60 questions)</b> <b>-General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World  <b>-Logical Reasoning</b> 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  <b>-Computer Literacy</b> 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	01 mark per question  01 mark per question  01 mark per question	15 questions  15 questions  15 questions

Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
<b>-Quantitative Aptitude</b> Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	15 questions

### Skill Test

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

### 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)

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	200 Objective type multiple choice questions	
<b>Total Marks</b>	200 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>Part-I :</b> <b>-General English</b> 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	20 questions
<b>-General Hindi</b> गद्यांश आधारित प्रश्न तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध, अशुद्ध वाक्य, संधि-विच्छेद,	01 mark per question	20 questions

अलंकार और समास, वचन ,लिंग, अनेकार्थी और वाक्य के लिए एक शब्द		
<b>PART-II</b> <b>-Current Affairs</b> Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	30 questions
<b>-Reasoning and Numerical Ability</b> 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
<b>-Concerned subject Questions</b> (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](http://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](http://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**

- 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.