

IMPORTANT INSTRUCTIONS FOR CONTRACTUAL TEACHERS

1. All the candidates must fill-up the Bio-Data form (as given below), affix one latest photograph and submit along with self-attested Xerox copies of all the necessary
2. Please attach separate bio data for each post applied for. Also mention clearly the post with subject you are applying for.
3. All the candidates must bring the original certificates for verification at the time of Interview.
4. Only registered candidates will be allowed to attend the interview.
5. The interview may go up to late evening, so please come prepared.
6. No TA & DA will be paid for attending the interview.
7. Engagement of a teacher shall be made as per the available vacancies as and when required as per KVS rules.
8. The candidates engaged on contractual basis, would neither have claim or right for appointment on regular basis nor be a part of the cadre of teachers of Kendriya Vidyalayas.
9. Interview is to prepare a panel which will be operated for the year 2023-24 against any vacancy. Mere placement in the panel does not give any candidate the right for appointment on contract basis, as these appointments are purely need based.
10. The candidates should ensure that they fulfill all the eligibility norms before applying for the same.
11. A written test will be conducted for Computer Instructor & PRT depending on the number of candidate.
12. Candidates having teaching experience in CBSE pattern will be given preference.
13. The appointment and payment for the contractual teachers will be as per the KVS norms .
14. Appointment of Educational counselor, Remuneration and qualification as Per KVS HQ
15. Teachers appointed on contractual basis will not be entitled for vacation pay and during Autumn/Winter break payment shall be calculated on pro rata basis. Teachers will not be entitled for pay, if they remain absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
16. The final merit list will be based on the Interview and Experience.
17. The candidates must have working knowledge of computer and must be capable of teaching in hybrid mode using the platforms provided by KVS, like Google Classroom, Google Meet, Classroom live, etc.

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 maintain academic record of the students
5. Preparing the students for co-curricular activities, house activities, various cultural competitions, etc.

JOB DESCRIPTION OF DOCTORS AND NURSES:

1. The doctors are expected to give two hours of service on all working days.
2. Services of nurses will be required for half hour before and half hour after Vidyalaya hours. Total Working hours will be 7 hours.
3. Doctor and nurse should be available on all working days for the students except during the vacations/ breaks or when the school is closed on other account.
4. Doctor and nurse shall do the medical check-up of the students twice a year.
5. They shall be available for all emergencies in school.
6. They will carry out awareness programme in assembly and classrooms on issues related to health like obesity, malnutrition, diet, communicable diseases, adolescent related problems, health and hygiene, etc.
7. Counsellors will address the mental health of the students and provide them guidance as and when required.
8. They will carry out awareness programmes to enhance life skills and values.
9. They will address the behaviour pattern of the students and contribute to school discipline.
10. 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.
11. They will provide career guidance and help the students in assessing their interests and aptitudes.
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**JOB DESCRIPTION OF ART AND CRAFT INSTRUCTOR, COACH,
COMPUTER INSTRUCTOR**

1. The instructors and coaches will perform all the duties similar to regular teachers in these subjects. Their job description includes-
2. 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
3. Developing lessons plans related to their subjects
4. Assisting the regular teachers in developing the proficiencies related to their subject
5. Preparing the students for various school level, regional level and national level
6. competitions

**Special educator will work with students who have learning, mental, emotional or
physical disabilities.**

1. They will adapt general education lessons and teach various subjects to students with disabilities.
2. They will teach basic skills to such students that help them in performing their day-to-day activities smoothly.
3. They will collaborate with parents and school staff to track students' progress.