

Exam Pattern and Syllabus

11: MODE OF SELECTION (Scheme of Examination)

a. There will be two tier examination followed by Interview for the following posts. The merit list will be prepared by giving weightage of 85% and 15% to the marks obtained by candidates in Tier-2 and Interview respectively. The interview will be of 100 marks.

| S. No. | KVS | NVS |
|--------|------------------------|------------------------------------|
| 1 | Assistant Commissioner | Assistant Commissioner (Academics) |
| 2 | Principal | Principal |
| 3 | Vice - Principal | ----- |
| 4 | PGT | PGT |

| | | |
|----|-------------------------|-------|
| 5 | TGT including Librarian | TGT |
| 6 | PRT | ----- |
| 7 | Administrative Officer | ----- |
| 8 | Finance Officer | ----- |
| 9 | Assistant Engineer | ----- |
| 10 | Junior Translator | ----- |

b. There will be two tier examination followed by Skill Test for the following posts. The merit list will be prepared according to the marks obtained by candidates in Tier-2, subject to qualifying the skill test.

| S. No. | KVS | NVS |
|--------|------------------------------|----------------------------------------------|
| 1 | Stenographer (Gr. I & II) | ----- |
| 2 | Junior Secretariat Assistant | Junior Secretariat Assistant (HQ/RO) / (JNV) |

c. There will neither be Interview nor skill test for the following posts. Hence, the merit list for these posts will be prepared on the basis of marks obtained by candidates in Tier-2 only.

| S. No. | KVS | NVS |
|--------|------------------------------|---------------------|
| 1 | Assistant Section Officer | Lab Attendant |
| 2 | Senior Secretariat Assistant | Multi-Tasking Staff |

d. Tier-1 will be Preliminary (Qualifying) Examination in OMR (Objective) Mode. The test for all the posts except Multi-Tasking Staff in NVS (consisting of below mentioned components) will be of 02 hours duration without any time limit for each part of the test individually.

| Test | Component of the test | No. of questions | Total marks |
|----------|---------------------------------------------------------------|------------------|-------------|
| Part-I | General Reasoning | 20 | 60 |
| Part-II | Numeric Ability | 20 | 60 |
| Part-III | Basic Computer Literacy | 20 | 60 |
| Part-IV | General Knowledge | 20 | 60 |
| Part-V | Language Competency Test (English) | 10 | 30 |
| Part-VI | Language Competency Test (One other Modern Indian Languages*) | 10 | 30 |
| | Total | 100 | 300 |

e. For Multi-Tasking Staff in NVS, Tier-1 will be Preliminary (Qualifying) Examination in OMR (Objective) Mode (consisting of below mentioned components) of 02 hours duration without any time limit for each part of the test individually.

| Test | Component of the test | No. of questions | Total marks |
|----------|---------------------------------------------------------------|------------------|-------------|
| Part - I | General Awareness & Current Affairs | 20 | 60 |
| Part-II | Basic Knowledge of Computer Operation | 40 | 120 |
| Part-III | Language Competency Test (English) | 20 | 60 |
| Part-IV | Language Competency Test (One other Modern Indian Languages*) | 20 | 60 |
| | Total | 100 | 300 |

f. **Part I to IV (i.e. question no. 1 to 80) of question paper of Tier-1 for all other posts and Part I & II (i.e. question no. 1 to 60) of question paper of Tier-1 for Multi-Tasking Staff will be bilingual in English and one of the 12 other Bhartiya Bhasha (Modern Indian Languages – Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu). The option of Medium, once filled, will not be changed under any circumstances. During examination, the candidates will be provided question**

paper consisting of bilingual questions in English and one of the language opted by him/her in the online application form. The details of Medium opted by candidates for Part – VI will also be mentioned on their admit card. The option of Medium, once filled, will not be changed under any circumstances.

- g. **Part V (i.e. question no. 81 to 90) of question paper of Tier-1 for all other posts and Part III (i.e. question no. 61 to 80) of question paper of Tier-1 for Multi-Tasking Staff** pertaining to Language Competency Test (English) will be only in English medium.
- h. **Part VI (i.e. question no. 91 to 100) of question paper of Tier-1 for all other posts and Part IV (i.e. question no. 81 to 100) of question paper of Tier-1 for Multi-Tasking Staff** pertaining to Language Competency Test (*Modern Indian Language - Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu, and Urdu) will be only in concerned Language opted by the candidates. The option of one of these 12 Language is to be compulsorily filled by the candidates in online application form. The option of language, once filled, will not be changed under any circumstances. During examination, the candidates will have to attempt the questions of Part – VI pertaining to language opted by him/her in the online application form. The details of Language opted by candidates for Part – VI will also be mentioned on their admit card.
- i. Expected knowledge of candidates for Tier-1 for the posts of Assistant Commissioner, Principal, Vice-Principal, PGT will be of Post Graduation level.
- j. Expected knowledge of candidates for Tier-1 for the posts of TGT, Administrative Officer, Finance Officer, Assistant Engineer (Civil), Assistant Section Officer, Junior Translator, Stenographer Grade-II, Stenographer Grade-I and Senior Secretariat Assistant will be of Graduation level.
- k. Expected knowledge of candidates for Tier-1 for the posts of PRT, Junior Secretariat Assistant and Lab Attendant will be of Senior Secondary level.
- l. Expected knowledge of candidates for Tier-1 for the posts of Multi-Tasking Staff will be of Secondary level.
- m. Combined Tier-1 may be conducted for some of the posts; however, based on the performance of candidates, separate post-wise/subject-wise merit list will be prepared. For example, if the combined Tier-1 examination for the posts of PGT, TGT and Hindi Translator is conducted and a candidate who has applied for PGT (Hindi), TGT(Hindi) and Hindi Translator appears in Tier-1, he/she will be placed in merit lists of Tier-1 for PGT (Hindi), TGT(Hindi) and Hindi Translator as per his/her performance in Tier-1. Shortlisting for Tier-2 will be done for each post/subject from such merit.
- n. Tier-1 will be screening test to shortlist the candidates for Tier-2 in the ratio of 1:10 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:10 under each category will also be shortlisted.
- o. In Tier-1, each question carries 3 marks. **There will be negative marking for wrong answers in Tier-1; 1/3rd marks (i.e. 1 marks) will be deducted for each wrong answer.** Unanswered questions will not be given any marks. There is only one correct response for each question. **Filling up/darkening more than one response in any question will be treated as wrong response and One (01) mark as wrong response will be deducted.**
- p. There is no provision of re-evaluation for objective (OMR based) examination of Tier-1. No request in this regard will be entertained for whatsoever the reasons may be.

q. **There will be separate Tier – 2 for each post** that will be bilingual i.e. in Hindi & English medium. However, for the post of PGT (Modern Indian Language) and TGT (3rd Language), the medium of test will be in language concerned.

r. Tier-2 for all the posts will be Subject Knowledge Examination (combination of Pen-Paper and OMR Based) as per details mentioned below. The test will be of 2½ hours duration without any time - limit for each part of the test individually.

| Component of the test | Number of questions | | Total marks | |
|--------------------------------------------------------------------|----------------------------|-------------|--------------------|-------------|
| | Objective | Descriptive | Objective | Descriptive |
| Detailed syllabus on KVS and NVS website under Recruitment Heading | 60 | 10 | 60 | 40 |
| Total | 70 | | 100 | |

s. In objective type question in Tier-2 each question carries 1 mark and **there will also be negative marking for wrong answers; 1/4th marks (i.e. 0.25 marks) will be deducted for each wrong answer**. Unanswered questions will not be given any marks. There is only one correct response for each question. **Filling up/darkening more than one response in any question will be treated as wrong response and 1/4th marks (i.e. 0.25 marks) as wrong response will be deducted.**

t. There is no provision of re-evaluation for objective (OMR)/written/descriptive examination part of Tier-2. No request in this regard will be entertained for whatsoever the reasons may be.

u. If any misprinting or ambiguity in any of the question is noticed by the subject experts at the time of verification of challenges of answer keys after conduct of examination, a policy decision will be taken as per the recommendation of subject experts.

v. For Interview, candidates will be shortlisted from Tier-2 in the ratio of 1:3 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:3 under each category will also be shortlisted. For Skill Test (wherever applicable), candidates will be shortlisted from Tier-2 in the ratio of 1:5 (relative to notified vacancies). Candidates securing marks equal to the last candidate in the range of 1:5 under each category will also be shortlisted.

w. Skill Test for Stenographer Grade-I and Stenographer Grade-II & Junior Secretariat Assistant will be conducted as below:

| | | |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Junior Secretariat Assistant(KVS) | Typing Test - only on computer Net typing speed English-35 w.p.m. or Hindi-30w.p.m. Computer Proficiency Test (Bilingual-English/Hindi) MS Word, MS Excel, MS Access, MS Power Point and internet. | Qualify the typing test. |
| Junior Secretariat Assistant(NVS) | Typing Test - only on computer Net typing speed English-30 w.p.m. or Hindi-25w.p.m. | Qualify the typing test. |
| Stenographer Grade-I and Stenographer Grade-II | Shorthand Test: Dictation 10 minutes @ 80 w.p.m. Transcription : 50 minutes English/ 65 minutes Hindi on computer Typing Test - only on computer Net typing speed English-40 w.p.m. or Hindi-35w.p.m. | Qualify the shorthand and typing test |

| | | |
|--|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| | Computer Proficiency Test (Bilingual–English/Hindi) MS Word, MS Excel, MS Access, MS Power Point and internet. | 100 marks (Candidates will have to obtain minimum 40% marks in CPT) |
|--|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

12: PROCESS OF ALLOCATION OF CANDIDATES TO KVS & NVS

- a. After preparation of merit list, the candidates (who will be in the combined merit list of KVS and NVS for same post or in the merit list of more than one post) will have to mandatorily submit their preference of posts in KVS and NVS in the online portal, link of which will be available for a certain notified period in the online log-in of application form of candidates who will be present in Tier – II and Interview/Skill Test.
- b. The allotment of post and department (KVS/NVS) will be done as per merit and the choice indicated by the candidates on the above link. A candidate will be allotted only one post as per his/her choice filled on the link according to merit (i.e. total marks obtained by candidate) irrespective of the fact that the candidate has appeared in Tier – II and Interview/ Skill Test for more than one post.
- c. The request for change in choice (i.e. preference among KVS and NVS filled in online application) will not be accepted for whatsoever reason.
- d. The candidates who do not fill their choice within the notified period will not be considered in merit and no post will be allotted to them.
- e. The allocation of posting to selected candidates in KVs and NVs will be done by KVS and NVS subsequently.
- f. No waiting list shall be maintained.
- g. **The mode & criteria of selection and eligibility conditions of the applicants for interview/Personal Interaction to the notified posts shall be final and binding. However, CBSE (on behalf of KVS/NVS) may change the mode and /or criteria at any stage of selection, whichever so, for all the notified posts. No correspondence will be entertained in this regard.**

13. Important Note(s):

- a. The examination center for Tier-1 and Tier-2 for the post of Assistant Commissioner (Academics), Assistant Commissioner, Principal and Vice-Principal will be at Delhi/NCR only.
- b. The cities of examination for Tier-1, Tier-2 and Skill Test for the recruitment to the other notified posts will be decided according to number of applicants. The allotment of examination city to the candidates will be done on random basis. The examination body (CBSE) reserves the right to allot a Centre anywhere in India due to administrative reasons. Decision of examination body will be final. The examination city/centre once allotted shall not be changed under any circumstances.
- c. The information related to examination city allotted to the candidates for Tier-1 shall be displayed 15 days before examination on the website of CBSE, KVS and NVS. The admit card with centre details and schedule of examination shall be displayed 02 days before examination on the website of CBSE, KVS and NVS.

- d. Similarly, the information related to examination city allotted to the candidates shortlisted for Tier-2/Interview/Skill-Test shall be displayed 15 days before examination on the website of CBSE, KVS and NVS. The admit card with centre details and schedule of examination shall be displayed 02 days before examination on the website of CBSE, KVS and NVS.
- e. **The e-Admit cards for Tier-I/Tier-II/Interview/Skill-Test will be made available only in the candidates' application log-in. Similarly, the status of shortlisting for Tier-II// Interview/Skill-Test will also be made available only in the candidates' application log-in. No hard copy or email/SMS will be sent to candidates in this regard.**
- f. **The candidates are advised to regularly visit the website of CBSE, KVS and NVS for all updates regarding recruitment process. Neither CBSE nor KVS/NVS will be responsible if a candidate does not regularly visits the websites of CBSE/KVS/NVS. Neither CBSE nor KVS/NVS will provide any update to candidate by replying to their e-mail regarding the conduct of examination separately.**

14. PROVISIONS FOR DIFFERENTLY ABLED CANDIDATES

- a. A candidate who claims to belong to PwBD category as defined under section 2(r) of the RPWD Act 2016 should submit a copy of the certificate PROFORMA-V-A/PROFORMA-V-B/ PROFORMA-V-C (as available in the detailed notification published on CBSE, KVS and NVS websites) and UDID card issued by appropriate issuing authority as per rule on the prescribed in support of his / her claim.
- b. The facility of Scribe/Reader/Lab Assistant would be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act 2016 and has limitation in writing including that of speed if so desired by him/her.
- c. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.
- d. In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at PROFORMA-V-D (as available in the detailed notification published on CBSE, KVS and NVS website).
- e. Centre Superintendent would make reserve panel of scribes based on list of candidates sent to them with centre material and make the scribe available to differently abled candidates as & when required.
- f. While making panel of scribe/reader, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the post for which the examination is being conducted. However, the qualification of the scribe/reader should always be matriculate or above.
- g. The candidates desirous of using scribe as per norms should meet the Centre