



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
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फा.सं.11054/2/2017/KVS(HQ)/RPS

दिनांक: ०४/12/2017

NOTICE

Subject: Conduct of Limited Departmental Competitive Examination – Circulation of amended Scheme of Examination for LDE of Non-Teaching posts in KVS- regarding

In supersession of earlier Notice issued under letter No. F.No.11055-2/2015/KVS(HQ)/ RPS/LDE-Scheme-Syllabus dated 29.07.2017, the existing examination scheme & syllabus in respect of Non-Teaching posts in KVS i.e. Section Officer & Finance Officer is re-formatted explicitly to hold Limited Departmental Competitive Examination for these posts across the country in one go for administrative convenience and to save time and energy.

Further, It is desirable that the components of syllabus which are part of the Examination for these posts is more specifically prescribed/elucidated. Accordingly, the Competent Authority has approved amendments in the Examination Scheme & Syllabus of LDE for the posts of Section Officer & Finance Officer is enclosed as Annexure-I.

This issues with the approval of the competent authority.

(S.Vijayakumar),
Joint Commissioner(Admin.)

Distribution:

- 1) Deputy Commissioner(EDP), KVS(Hqrs.), New Delhi – With request to upload the Notice in KVS website in Employment Notice>Syllabus under the heading “**Circulation of amended Scheme & Syllabus for LDE for the posts of Section Officer & Finance Officer in KVS**”.
- 2) Concerned File F.No.11055-2/2015/KVS(HQ)/RPS/LDE-Scheme-Syllabus for records.

Finance Officer (Scheme & Syllabus for Limited Departmental Competitive Examination)

Finance Officer		
Test Duration	02 hours 30 Minutes	
Total Questions	150 Objective type multiple choice questions	
Total Marks	150 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Administration & Accounts TOPICS ARE TO BE COVERED 1. Maintenance of cash book 2. Preparation of Bank Reconciliation Statement 3. Posting of Ledger Accounts 4. Preparation of Trial Balance and Final Accounts 5. Principles of Auditing 6. General Financial Rules related to Purchase of General Stores/Services and award to contract etc. 7. Fundamental Rules and Supplementary Rules 8. CCS (Pension Rules) 9. T.A. Rules 10. Medical Attendance Rules 11. Provident Fund Rules 12. Delegation of Financial Powers & Norms to various Authorities under Vidyalaya Vikas Nidhi and School Fund	01 mark per question	100 questions
Part-II: General Aptitude 1.General Knowledge *Current Affairs/events of national and international importance *History of India and Indian National Movements *Indian and World geography- Physical, Social, Economic geography of India and the World etc. *Indian Polity and Governance- Constitution, Political System, Panchayati Raj, Public Issues, Articles, Rights etc. *Economic and Social Development- Sustainable development, Poverty, Inclusion, Demographics, Social Sector Initiatives etc. *General Issues on Environment, Ecology, Bio-diversity, Climate change, General Science and General Computer & Computer Literacy	01 mark per question	18 questions

<p>2.Reasoning Aptitude</p> <ul style="list-style-type: none"> *General Mental/Analytical Ability *Verbal/Logical reasoning, Relations & Hierarchies *Analogies, Assertion, Truth Statements *Coding & Decoding, Situational Reasoning *Series and Patterns involving worlds & Alphabets 	01 mark per question	12 questions
<p>3.Quantitative Aptitude</p> <ul style="list-style-type: none"> *Two and Three dimensional/Venn Diagrams based questions *Number patterns, Series, Sequences, Basic numeracy (Number & their relations, orders or magnitude etc.) *Arithmetic aptitude, Data interpretation (Charts, Graphs or Tables, Data sufficiency etc.) *Direction sense, Analysis and interpretation in various contexts. 	01 mark per question	06 questions
<p>4.General Hindi & General English</p> <ul style="list-style-type: none"> *Proficiency related to the language, Elements of language, pedagogy of language development, Communication and comprehension abilities, speaking listening, reading & writing proficiencies etc. 	01 mark per question	14 questions

Section Officer (Scheme & Syllabus for Limited Departmental Competitive Examination)

Test Duration	2 hours 30 Minutes	
Total Questions	150 Objective type multiple choice questions	
Total Marks	150 Marks	
Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Office Procedure & Office Management (Additionally, it will also include miscellaneous general matters relevant to functioning of various sections of KVS where rules of KVS/Govt. of India are taken care of while discharging the duties)	01 mark per question	50 questions
Part-II: General Aptitude 1.General Knowledge *Current Affairs/events of national and international importance *History of India and Indian National Movements *Indian and World geography- Physical, Social, Economic geography of India and the World etc. *Indian Polity and Governance- Constitution, Political System, Panchayati Raj, Public Issues, Articles, Rights etc. *Economic and Social Development— Sustainable development, Poverty, Inclusion, Demographics, Social Sector Initiatives etc. *General Issues on Environment, Ecology, Bio-diversity, Climate change, General Science and General Computer & Computer Literacy	01 mark per question	18 questions
2.Reasoning Aptitude *General Mental/Analytical Ability *Verbal/Logical reasoning, Relations & Hierarchies *Analogies, Assertion, Truth Statements *Coding & Decoding, Situational Reasoning *Series and Patterns involving words & Alphabets	01 mark per question	12 questions
3.Quantitative Aptitude *Two and Three dimensional/Venn Diagrams based questions *Number patterns, Series, Sequences, Basic numeracy	01 mark per question	06 questions

<p>(Number & their relations, orders or magnitude etc.) *Arithmetic aptitude, Data interpretation (Charts, Graphs or Tables, Data sufficiency etc.) *Direction sense, Analysis and interpretation in various contexts.</p> <p>4. General Hindi & General English</p> <p>*Proficiency related to the language, Elements of language, pedagogy of language development, Communication and comprehension abilities, speaking listening, reading & writing proficiencies etc.</p>	<p>01 mark per question</p>	<p>14 questions</p>
<p>Part-III : Administration & Finance</p> <ol style="list-style-type: none"> 1. General Financial Rules 2. Travelling Allowance Rules 3. Leave Travel Concession 4. Medical Attendance Rules 5. Pay-Fixation (FR &SR) 6. Leave rules 7. Joining time 8. CCS (CCA) Rules 9. CCS (Conduct Rules) 10. Provident Fund Rules 11. Reservation policy 	<p>01 mark per question</p>	<p>50 questions</p>