



केन्द्रीय विद्यालय संगठन (मुख्या), १८ संस्थागत क्षेत्र
शहीदजीत सिंह मार्ग, नई दिल्ली - ११००१६
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OFFICE ORDER

Subject: Adoption of Standard Operating Procedure (SOP) for verification of SC/ ST / OBC (Non-Creamy Layer) / EWS / PwBD certificates in Direct Recruitment – reg.

In pursuance of the instructions issued by the Department of Personnel & Training (DoPT) and the Ministry of Education (MoE), Government of India, from time to time regarding reservation policies and verification of caste/category/disability certificates in Central Government services, and with a view to ensuring uniformity, transparency, objectivity and legal compliance in recruitment processes, the competent authority hereby approves the enclosed Standard Operating Procedure (SOP) for verification of SC / ST / OBC (Non-Creamy Layer) / EWS / PwBD certificates in Kendriya Vidyalaya Sangathan (KVS).

2. The SOP shall be strictly followed by all Appointing Authorities, Regional Offices and Vidyalayas in respect of all direct recruitment processes.
3. Any deviation from the SOP shall be viewed seriously and may invite administrative action.
4. This Office Order shall come into force with immediate effect and shall apply to all ongoing and future recruitments in KVS.

(Deepesh Gehlot)
Additional Commissioner (Administration)
Kendriya Vidyalaya Sangathan

Distribution:

1. PS to Commissioner, KVS - for information.
2. Deputy Commissioner/ Director, KVS, All Regional Offices/ ZIETs - to ensure compliance and with request for circulation among all KV's of the Region.
3. Assistant Commissioner (Estt. I, Estt. II & III) - for information and compliance.
4. Assistant Commissioner (IT), KVS (HQ) - with request to upload on KVS website.

KENDRIYA VIDYALAYA SANGATHAN
(An Autonomous Organisation under the Ministry of Education, Government of India) Headquarters, New Delhi

STANDARD OPERATING PROCEDURE (SOP)

Verification of SC / ST / OBC (Non-Creamy Layer) / EWS / PwBD Certificates in Direct Recruitment

1. Objective and Purpose

This Standard Operating Procedure (SOP) lays down a uniform, transparent, objective and time-bound mechanism for verification of caste, category and disability certificates submitted by candidates claiming reservation benefits in direct recruitment and selection processes in Kendriya Vidyalaya Sangathan (KVS).

2. Scope and Applicability

This SOP shall apply to all direct recruitment examinations/selections conducted by KVS, to all candidates claiming reservation under SC, ST, OBC (Non-Creamy Layer), EWS and PwBD categories, and to verification at application, document verification, pre-appointment and post-appointment stages.

3. Responsibility Matrix

Authority Stakeholder	Responsibility
Candidate	Timely submission of correct, complete and valid certificates.
Verification Committee	Scrutiny and verification of original certificates and recording discrepancies.
Issuing Authority	Confirmation of genuineness of certificates, if referred by KVS.
Appointing Authority	Final decision in disputed/doubtful cases and cancellation of candidature/termination of services, where required.
KVS (HQ/RO)	Policy oversight, monitoring and interpretation of SOP.

4. Stage-wise Verification Procedure

4.1 Application Stage:

- i. Candidates shall declare their category at the time of online application only.

- ii. Certificates must be in the prescribed Government of India format.
- iii. OBC (NCL), EWS and PwBD certificates must be valid as per terms and conditions given in the relevant advertisement.
- iv. No change of category shall be permitted after the closing date of application except as per extant instructions.

4.2 Document Verification Stage:

- i. Original certificates shall be produced by shortlisted candidates.
- ii. Certificates shall be examined for format, issuing authority, validity and inclusion in Central List.
- iii. Discrepancies shall be recorded in writing and communicated to the candidate.

4.3 Pre-Appointment / Post-Appointment Stage:

- i. KVS may undertake independent verification through issuing authorities or digital platforms.
- ii. Appointment shall be purely provisional subject to final verification.

The timelines and responsibilities for above stages is placed at Appendix-I.

5. Category-wise Verification Norms

SC/ST: Certificate must be issued by competent authority and caste/tribe must be included in the Presidential Order.

OBC (NCL): Caste must be included in the Central List of OBCs and certificate must mention Non-Creamy Layer status.

EWS: Certificate must be issued for the relevant financial year and strictly conform to Government of India norms.

PwBD: Certificate must indicate benchmark disability (40% or more) and functional suitability for the post.

6. Handling of Discrepancies / Fraudulent Cases

In case of false, forged or invalid certificates, candidature shall be cancelled or service terminated and further legal/administrative action including debarment shall be initiated as per rules.

7. Record Management and Audit

All verification records shall be properly documented and preserved for audit, vigilance and judicial scrutiny.

8. Power of Interpretation

The Commissioner, KVS shall be the competent authority to interpret or relax provisions of this SOP, with reasons recorded in writing.

9. Effective Date

This SOP shall come into force with immediate effect and shall apply to all ongoing and future recruitment in KVS.



(Deepesh Gehlot)
Additional Commissioner (Administration)
Kendriya Vidyalaya Sangathan



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

STANDARD OPERATING PROCEDURE - 1

***“Verification of SC/ ST/ OBC (Non-Creamy Layer)/ EWS/ PwBD Certificates in Direct
Recruitment”***

*(For completion of all the works undertaken for verification of
caste, category and disability certificates in a time bound manner)*

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1. Timelines and Responsibilities

Timelines and Responsibilities of the officers/ stakeholders for carrying out the processes are as under:

1.1 Application Stage

T = Date of opening of portal for inviting applications from eligible and interested candidates through Direct Recruitment mode with reference to relevant applicable advertisement of Kendriya Vidyalaya Sangathan (KVS).

S. No.	Action/ activity point	Description	Responsibility	Timelines (Working Days)
1.	Declaration of caste, category or disability, as the case may be.	The aspirant must ensure that he/ she is in possession of caste, category or disability certificate, as the case may be, which is in the prescribed Govt. of India format and valid as per terms and conditions given in the relevant applicable advertisement of Kendriya Vidyalaya Sangathan. Accordingly, after ascertaining the above, the aspirant should declare his/her caste, category or disability, as the case may be, strictly adhering to the terms and conditions given in the relevant applicable advertisement of Kendriya Vidyalaya Sangathan.	Aspirant Aspirant	T+up to the date of submission of his/ her application or closing date as per advertisement, whichever is earlier

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1.2 Document Verification Stage

T = Date of document verification as per communication issued by Kendriya Vidyalaya Sangathan (KVS) or the recruiting agency with reference to relevant applicable advertisement of KVS.

S. No.	Action/ activity point	Description	Responsibility	Timelines (Working Days)
1.	Verification of caste, category or disability certificate, as the case may be.	Scrutiny committee (checkers) assigned the task of document verification shall verify the caste, category or disability certificate, as the case may be, of the candidate with the originals produced by him/ her with the credentials submitted in the online/ physical application form with reference to relevant applicable advertisement of KVS. Observations, if any, shall be recorded in writing and will be communicated to the applicant on the same day.	Scrutiny committee (checkers) Members of the Scrutiny committee (checkers)	T+0 (on spot verification)

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1.3 Pre-Appointment/ Post Appointment Stage

T = Date of issuance of offer of appointment to the candidate by Kendriya Vidyalaya Sangathan (KVS) with reference to relevant applicable advertisement of KVS.

S. No.	Action/ activity point	Description	Responsibility	Timelines (Working Days)
1.	Initiation of verification of caste, category or disability certificate, as the case may be.	Concerned Office (Kendriya Vidyalaya, Regional Office, KVS Headquarters, ZIET or any unit of KVS) where employee is posted will initiate the verification of caste, category or disability certificate, as the case may be, wherever required. Accordingly, a formal letter shall be sent to the issuing authority seeking confirmation of genuineness of the certificate within three weeks' time. Reminder, if required, will follow after elapse of every three weeks' time, further making request for confirmation of genuineness of certificate.	Concerned Office	
			Dealing Hand	T+3
			Assistant Section Officer/ Section Officer/ Administrative Officer	T+5
			Head/ In-charge (Principal in case of KV, Deputy Commissioner/ Director in case of Regional Office/ ZIET, Assistant Commissioner (Estt. I/II/III) in case of Headquarters)	T+7
2.	Confirmation of status of caste, category or disability certificate, as the case may be.	The concerned issuing authority shall confirm the genuineness of certificate, if referred by KVS.	Issuing Authority	
			Office of issuing authority	T+28 (or later, as the case may be)
3.	Action upon	a) Cases where genuineness of the certificate is	a) Concerned Office	

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receipt of reply from issuing authority.	ascertained by the issuing authority, same shall be placed in the personal file after making necessary endorsement in service book of the individual concerned.	Dealing Hand	T+30 (or later, as the case may be)
		Assistant Section Officer/ Section Officer/ Administrative Officer	T+32 (or later, as the case may be)
		Head/ In-charge (Principal in case of KV, Deputy Commissioner/ Director in case of Regional Office/ ZIET, Assistant Commissioner (Estt. I/II/III) in case of Headquarters)	T+35 (or later, as the case may be)
	b) Cases where issuing authority raises dispute/ concerns on the genuineness of the certificate, such matters shall be reported to the appointing authority for suitable action against the candidate/ employee.	b) Concerned Office	
		Dealing Hand	T+30 (or later, as the case may be)
		Assistant Section Officer/ Section Officer/ Administrative Officer	T+32 (or later, as the case may be)
		Head/ In-charge (Principal in case of KV, Deputy Commissioner/ Director in case of Regional Office/ ZIET, Assistant Commissioner (Estt. I/II/III) in case of Headquarters)	T+35 (or later, as the case may be)