



## NAVAL KINDERGARTEN, COLABA, MUMBAI 400005

Invites Applications for the following posts to be filled on **contractual basis**. Please go through the eligibility criteria and procedure for applying:

Ser	Details of Post	Qualifications	Age
(a)	Teacher	(i) Senior Secondary Class (Class XII or its equivalent) from a recognized board with minimum 55% aggregate.  (ii) 2year Diploma in Nursery Teacher Education/Pre-school Education/Early Childhood Education course or B.Ed (Nursery) or equivalent, completed as a regular course with at least 50% marks from a recognized university/institution.  (iii) Candidates must be fluent in English & Hindi.  (iv) Basic computer knowledge.	21-50 years as on 01 Jul 25
(b)	Counselor	(i) Bachelor's/Master's degree in Psychology/Child Development with one-year Certificate/Diploma in Counseling.  OR Graduate/Post Graduate with Diploma in Counseling.  (ii) Preference would be given to candidate having experience of teaching in reputed Foundational/ Pre-primary school(s).	21-50 years as on 01 Jul 25
(c)	Sahayika	(i) Preferably Matriculation passed or equivalent from a recognized Board. (ii) Ability to communicate effectively in Hindi. (iii) Should be physically and medically fit.	21-35 years as on 01 Jul 25

**Note:** (i) Eligible candidates are requested to download the application form by scanning the QR code or from the school's website and submit the completed form along with scanned copy of all relevant documents via email to [navalkgmumbai@gmail.com](mailto:navalkgmumbai@gmail.com) on or before **05 Jun 25**.

(ii) Shortlisted candidates for the Balvatika teachers' post will be intimated to appear for the **Common Written Test (CWT)** scheduled on **Saturday, 14 Jun 25**.

(iii) **The school administration reserves the right to cancel/ amend any vacancies for administrative reasons.**



Date: \_\_\_\_\_

**NAVAL KG SCHOOL**  
OLD NAVY NAGAR, COLABA, MUMBAI -400005  
PHONE NO:022 68525640 / 7208512102

**DATASHEET****(Headmistress/Coordinator/Teacher/Counselor/Accountant/Clerk/Peon/Helper/Watchman)**

(Please fill in your own handwriting)

To,  
The Officer-in-Charge/Headmistress,  
Naval KG School, Old Navy Nagar Colaba,  
Mumbai-05

**Paste your  
Latest  
Coloured  
Photo**

SUB: \_\_\_\_\_

(Specify the post applied for)

1. Full Name in Block Letters:(In Hindi) \_\_\_\_\_  
(In English) \_\_\_\_\_
2. Present Address: \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_  
Landline No: \_\_\_\_\_ Mobile No: \_\_\_\_\_
3. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_  
Landline No: \_\_\_\_\_ Email id: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

**Language Known:**

<u>Languages</u>	<u>To Read(Yes/No)</u>	<u>To Write(Yes/No)</u>	<u>To Speak (Yes/No)</u>
English			
Hindi			

**6. Educational Qualification:**

<u>Sr. No</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of School/ College</u>	<u>Name of Board/University</u>	<u>Marks (%) Obtained</u>	<u>Division</u>
(a)	Xth					
(b)	XIIth					
(c)	Graduation					
(d)	Post Graduation					

**7. Professional Qualification:**

<u>Sr. No</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of School/ College</u>	<u>Name of Board/University</u>	<u>Marks (%) Obtained</u>	<u>Division</u>
(a)	Montessori/ECCED/ NTT					
(b)	Computer Course					
(c)	Any Other					

**8. Computer Knowledge:**

<u>Sr. No</u>	<u>Course</u>	<u>Good (Yes/No)</u>	<u>Fair(Yes/No)</u>	<u>Very Good(Yes/No)</u>	<u>Excellent(Yes/No)</u>
(a)	MS Word				
(b)	MS Excel				
(c)	MS PowerPoint				

9. Typing Speed: \_\_\_\_\_ wpm (in English)

10. Knowledge of writing cash account book \_\_\_\_\_ (Fair/Good/Very Good/Excellent)

11. **Present Experience with the Job:**(Presently Working)

<u>Sr. No</u>	<u>Name of School/Firm</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Reason for Leaving</u>	<u>Full Address &amp;Contact No of Employer</u>	<u>Salary Drawn (Per Month)</u>

12. **Past Experience with the Job:**(Ascending Order)

<u>Sr. No</u>	<u>Name of School/Firm</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Reason for Leaving</u>	<u>Full Address&amp; Contact No of Employer</u>	<u>Salary Drawn (Per Month)</u>

13. Salary Expected (Per month): \_\_\_\_\_

14. References: \_\_\_\_\_

15. **Personal Particulars:**

**(a) Marital Status:** \_\_\_\_\_

Father's / Spouse Name Rank, Personal No	
Unit of Father/ Spouse	
Occupation of Father/Spouse	
Mobile No. / Landline No of Father /Spouse.	
Full Office Address of Father /Spouse	

**(b) No.of Children (If Any):**

<u>Sr. No.</u>	<u>Full Name of the Child</u>	<u>Gender</u>	<u>Age</u>	<u>Studying In (Name of School &amp; Address)</u>

16. Whether suffering from any illness/allergy/Any medical Issues(If Yes-Please provide details) \_\_\_\_\_

17. Professional Courses / Additional Courses / Achievements / Appreciation Letters (If any please enclose): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Write about yourself & Family: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. How Long (No of years) can you work at School (if selected) \_\_\_\_\_

20. Information about vacancy was known from \_\_\_\_\_  
(Name of Newspaper/Command daily order/Angre daily order)

21. Any Personal issues/anything to specify \_\_\_\_\_

22. Have you applied in NCS? \_\_\_\_\_

23. Can you join immediately? \_\_\_\_\_

24. I am ready to provide Original DOB / Graduation Passing certificate /Montessori / ECCED /NTT Certificates (School will issue Acknowledgement Receipt) \_\_\_\_\_ (Write Yes & Sign)

I hereby certify that above information provided are correct to the best of my knowledge and I have not hidden any information; I fully understand this job is non-governmental. If particulars mentioned by me are found false at any stage, then I shall be liable to be terminated without any notice.

Date: \_\_\_\_\_

Place: \_\_\_\_\_ (Candidates Signature)

**Please submit Xerox copies of following:(Prior conduct of interview only)**

- (a) Class X<sup>th</sup> & XII<sup>th</sup>

\_\_\_\_\_ (Yes/No)
- (b) Graduation Passing Certificate

\_\_\_\_\_ (Yes/No)
- (c) Montessori/ECCED/NTT

\_\_\_\_\_ (Yes/No)
- (d) All Experience Certificates

\_\_\_\_\_ (Yes/ No)
- (e) DOB Certificate

\_\_\_\_\_ (Yes/No)
- (f) Address Proof

\_\_\_\_\_ (Yes/No)
- (g) ID Proof(Pan Card/Aadhar Card/Diving Certificate)

\_\_\_\_\_ (Yes/No)
- (h) Photo

\_\_\_\_\_ (Yes/ No)
- \_\_\_\_\_ (Yes/No)

**\*Strike off which is not applicable**

**Checked by:\_\_\_\_\_**  
**Clerk (Admin)**