**NAVY CHILDREN SCHOOL, VISAKHAPATNAM**
**DETAILS OF QUALIFICATIONS REQUIRED FOR ALL VACANCIES**

## REGULAR APPOINTMENTS

1.      **Post Graduate Teacher (PGTs)**

1.1.    **Eligibility condition for PGT (Psychology)**.

   1.1.1.  **Age limit**.   21 to 50 years as on 01 Jul 25.

   1.1.2.  Master's Degree in relevant subject completed as regular course with at least 55% marks from a recognised university/institution.

   1.1.3.  Bachelor of Education Degree in relevant subject or equivalent completed as a regular course from a University/ Institution recognised by Govt of India/UGC/AICTE/ National Council of Teacher Education with at least 50% marks.

   1.1.4.  Should have studied requisite subject at both Senior Secondary and Graduation levels.

   1.1.5.  Preference will be given to candidates having experience ofteaching relevant subject in recognised CBSE School(s).

## FIXED TERM CONTRACT

2.      **Trained Graduate Teacher (TGTs)**

2.1.    **Eligibility condition for TGT (Hindi, English, Mathematics, Science, Social Science, Sanskrit)**

   2.1.1.  **Age limit**.   21 to 50 years as on 01 Jul 25.

   2.1.2.  Bachelors Degree in relevant subject studied as a regular course and qualified with at least 55% marks with relevant subject from a recognised university /institution.

   2.1.3.  Bachelor of Education Degree in relevant subject or equivalent completed as a regular course from a University/ Institution recognised by Govt of India/UGC/AICTE/ National Council of Teacher Education with at least 50% marks.

   2.1.4.  Should have studied the relevant subject at Sr Secondary also.

   2.1.5.  Preference will be given to the candidates having regular Masters' Degree in relevant subject from a recognised university and/or experience of teaching in relevant subject in recognised CBSE school(s).

3.      **Primary Teacher (PRTs)**

3.1.    **Eligibility condition for PRT (General, Computer Science, Physical Training Instructor, Yoga, Art& Craft)**

3.1.1.  **Age limit**.   21 to 50 years as on 01 Jul 25.

3.1.2. Bachelors Degree completed as a regular course from any recognised University/ Institution, with minimum 55% marks aggregate AND Bachelor of Education/ Diploma in Elementary Education or equivalent completed as a regular course from a University/ Institution recognised by Govt of India/ UGC/ AICTE/ National Council of Teacher Education with at least 50% marks.

Or

Senior Secondary (Class XII or its equivalent) from a recognised board with minimum 55% marks aggregate AND two-year Diploma in Elementary Education/ for-year Bachelor of Elementary Education completed as a regular course from a recognised University/ Institution with at least 50%.

3.1.3. Preference will be given to candidates having experience of teaching in reputed Foundational and Preparatory stage CBSE school(s).

3.2.    **Eligibility condition for PRT (Speech Therapist)**.

3.2.1.  Candidates must have completed a Bachelor's Degree in Speech and Hearing Sciences or a related field from a recognized university.

3.2.2.  Ability to correspond independently in English.

3.2.3.  Age to be between 21 to 50 years as on 01 Jul 25.

3.3.    **Eligibility condition for PRT (Occupational Therapist))**

3.3.1. B.Sc(OT)/B.OT with minimum two (02) years experience in school set up  or in pediatric /neurological/ psychiatric set up/ M.Sc(OT) /M.OT

3.3.2.  Ability to correspond independently in English.

3.3.3.  Age to be between 21 to 50 years as on 01 Jul 25.

3.4.    **Eligibility condition for Asst Librarian.**

3.4.1.  **Age limit.**  21 to 50 years as on 01 Jul 25.

3.4.2. 10+2 with one year Diploma in Library Science completed as a regular course from any University/ Institution recognised by the Govt of

India/UGG/AICTE, with minimum 55% marks aggregate in the relevant subject.

4. **Balvatika Teacher (KG)**

4.1. **Age limit.** 21 to 50 years as on 01 Jul 25.

4.2. Senior Secondary Class (Class XII or its equivalent) from a recognized board with minimum 55% marks aggregate.

4.3. 2 year Diploma in Nursery Teacher Education/ Pre-school Education/Early Childhood Education programme or equivalent Or BEd (Nursery) completed as a regular course with at least 50% marks from a recognised university/institution.

4.4. Preference will be given to candidates having experience of teaching in reputed Foundational stage school(s).

5. **Special Educator (KG)**

5.1. **Age limit**. 21 to 50 years as on 01 Jul 25.

5.2. Graduate with BEd (Special Education) or BEd with two year Diploma in Special Education or Post Graduate Professional Diploma in Special Education with at least 50% marks from a recognised university/institution.

Or

Any other equivalent qualification approved by Rehabilitation Council of India as a regular course and qualified with at least 50% marks from recognised university/institution.

5.3. Valid registration with Rehabilitation Council of India would be desirable.

5.4. Preference will be given to candidates having experience of teaching in reputed CBSE school(s).

6. **Lab Assistant (Biology & Chemistry)**

6.1. **Age limit**. 21 to 50 years as on 01 Jul 25.

6.2. 10+2 in Science/ Diploma in relevant skill domain (AI, Robotics, Computer Applications etc)/ Lab Technician Course completed as a regular course from any Institution recognised by the Govt of India/ UGC/ AICTE, with minimum 55% marks aggregate in the relevant subject.

6.3. Graduation in relevant subject with at least 50% marks and experience in recognised CBSE schools would be desirable.

7. **Other Common Requirements for all Posts mentioned at Ser 1& 6**.

7.1.    Should have good personality with excellent communication skills in English and ability to communicate in Hindi.

7.2.    Should have working knowledge of computer/ AI tools/ ERP software/ Learning Management System (LMS) packages and should be proficient in using Microsoft Office software.

7.3.    Should be physically and medically fit and should possess a high moral character.

7.4.    **Age Relaxation for ex- Naval School Staff**.   The upper age limit for ex-Naval School staff will be relaxed by the number of years of his/ her carried forward experience in previous Naval Schools, subject to the individual's age not exceeding 55 years.

7.5.    **BEd through Distance Education**.   Candidates who have acquired BEd in Distance Education mode before the year 2014 and possessing five (05) or more years of teaching experience in CBSE recognised schools will be considered, provided he/she fulfil other eligibility conditions.

8.    **Eligibility conditions for Data Entry Operator (DEO)**

8.1.    **Age limit**.   21 to 50 years as on 01 Jul 25.

8.2.    **Academics/ Experience**.

8.2.1. Bachelor of Commerce (or equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.

8.2.2. Typing speed of 40 words per minute. Ability to correspond independently in English.

8.2.3. Three years' experience in handling of office work. Preference will be given to the candidates having relevant experience in the rank of PO or above, or equivalent in the Army/ IAF.

8.2.4. Computer proficiency in MS Office/ Office Automation/ AI tool ERP Software.

9.    **Eligibility conditions for Store Assistant**.

9.1.    **Age limit**.   21 to 50 years as on 01 Jul 25.

9.2.    **Academics/ Experience**.

9.2.1. 10+2/Diploma (or equivalent qualification in Armed Forces).

9.2.2. At least three years of store keeping experience with adequate knowledge of maintenance of inventory and accounting of stores in a reputed organisation.

9.2.3. Good working proficiency in Microsoft Office tools Excel, Word and Power Point.

9.2.4. Ability to correspond independently in English.

9.2.5. Preference will be given to the candidates having at least five years relevant experience in the rank of PO or above, or equivalent in the Army/ IAF.

10. **Place of Joining.**The candidates selected for any advertised post may be appointed for Navy Children School at Nausena Baugh, Navy Children School at SVN Colony and Naval Kindergarten at Dolphin Hills.

11. **Other Common Requirements for all Posts mentioned at Ser 8 & 9**.

10.1. Should have good personality with excellent communication skills in English and ability to communicate in Hindi.

10.2. The upper age limit for ex-Naval School staff will be relaxed by the number of years of his/ her carried forward experience of working in previous Naval Schools, subject to the individual's age not exceeding 55 years.

10.3. Should be physically and medically fit.

# GENERAL INSTRUCTIONS

1.      Candidates are required to apply through "**Online**" mode only for the post(s) as per the advertisement/vacancy notified. The Application form in any other mode will not be accepted.

2.      A candidate may apply for more than one post, if he/she is eligible, need to fill application form separately. Only the Shortlisted applicants must submit the examination fee of Rs 100/-(for each post) on the day of written examination.

3.      The candidates should fill only one application form for one post. Multiple applications formatsubmitted by a candidate for same post, if detected at any stage, will be cancelled.

4.      The examination date, once allotted shall not be changed under any circumstances. The request in this regard, for whatsoever reason, shall not be entertained.

5.      Candidates must carefully read the instructions contained in the online application on the website for filling up the application form. Candidates not complying with the instructions will liable to be summarily disqualified.

6.      The online applications should be filled carefully as per instructions contained in the online application format and submit the same Online. Login Id and password would be generated on successful submission of application for registration and will be sent on the registered e-mail address of the candidate. Candidates are advised to preserve their login Id and password for future use.

7.      Candidates shall ensure that the information entered by them in their respective online Application Form is correct. Information provided by the candidates in their respective online Application Forms, like, name of candidate, contact/address details, category, PwBD status (including sub categories), educational qualification details, date of birth, experience details will be treated as final.

8.      School does not edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution while filling up details in the Application Form.

9.      The candidature will be considered based on the information filled by candidate in the Application Form. Any other information submitted subsequently or in modification will not be considered for candidature under any case. Moreover, if the candidate fails to submit documentary evidence to support the information filled at any stage of the recruitment process, the candidature will be rejected.

10.     Qualifications acquired by the candidates should be strictly in accordance with the notified/prescribed qualifications only. Wherever, grades /CGPA have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of interview/Personal Interaction/document verification/selection.

11.     Candidates must ensure that their email address and mobile number to be registered in their online Application Form are valid as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. All the communications regarding the recruitment shall be made through email or displayed in candidates application log-in only. School shall not be responsible for any non-communication/miscommunication with a candidate if the email address or mobile number given by him/her is incorrect. In case, a candidate does not have a valid and operative personal email ID, he/she should create his/her new email ID before applying Online and keep it active during the currency of this recruitment.

12.     In case, if email is not delivered due to wrong email id/ inbox is full/ other administrative reasons, School will not be responsible.

13.     Registered candidates are advised to visit the website and check their e-mails/application log-in regularly for the latest updates.

14.     Any candidate found to be misleading by providing inaccurate information will be disqualified from taking this recruitment examination and his/her candidature for any post will automatically be treated as rejected.

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