

**CANDIDATES ARE
ADVISED TO READ
THE INSTRUCTIONS
GIVEN BELOW PRIOR
TO FILLING UP THE
FORM**

LAST DATE FOR RECEIPT OF APPLICATIONS IS

15 AUG 2025

NAVY CHILDREN SCHOOL, MUMBAI
(CBSE Affiliation No. 1180008)
New Navy Nagar, Colaba, Mumbai 400 005

Tel: +91-22-22751200, +91-22-22751223

Website : www.ncsmumbai.nesnavy.in

E-Mail: directorncsmbai@gmail.com

Invites Applications for the Post of

HEADMISTRESS / HEADMASTER (HM)

from

Dynamic and motivated individuals having consistently brilliant academic record with a Bachelor's degree studied as a Regular course with at least 55% marks and a Bachelor of Education studied as a Regular course with at least 50% marks from recognised Institution / University.

- Aspirants should be in possession of excellent communication skills in English with ability to converse in Hindi and working knowledge of using Computer Applications/ MS Office/ERP Software/AI tools/Data Sciences in administration of the school.
- Suitable and requisite administrative experience of three years as Headmistress (Primary /Foundational / Preparatory section) in recognised CBSE schools

OR

- At least seven years combined teaching experience as PRT and BVT in recognised CBSE schools of which at least three years should be the experience of PRT
- Candidates should be between **35 to 50** years of age (**reckonable as on 01 Jul 25**)
- Salary will be commensurate with qualification and experience
- No accommodation and TA/DA is admissible for any candidate who may be shortlisted for attending the interview and may be subsequently selected for the appointment
- It is neither a Central Govt nor a State Govt job

Interested candidates may forward duly filled-in applications (application form available on the school's Website www.ncsmumbai.nesnavy.in along with detailed CV and testimonials by REGD POST/SPEED POST **OR** by Email as follows :-

(a) Applications sent by REGD/SPEED POST are to be clearly superscribed in bold capital letters on the envelope as **"APPLICATION FOR THE POST OF HM AT NCS MUMBAI"** and addressed to :

**THE DIRECTOR, NAVY CHILDREN SCHOOL, MUMBAI
COMMAND EDUCATION AND WELFARE OFFICE
HEADQUARTERS, WESTERN NAVAL COMMAND
BALLARD PIER, NEAR TIGER GATE, NAVAL DOCKYARD
MUMBAI 400 001**

(b) Applications (neat legible scanned copies) sent by Email are to be addressed to **DIRECTORNCSTMUMBAI@GMAIL.COM** with the subject line **"APPLICATION FOR THE POST OF HM AT NCS MUMBAI"**

(c) Last Date for Receipt of duly filled Applications is **15 AUG 25 (Friday)**

**(APPLICATIONS SENT BY ANY OTHER MEANS OR FORWARDED TO ANY OTHER ADDRESS
WILL NOT BE ACCEPTED)**

INSTRUCTIONS TO APPLICANTS

1. Last date for Receipt of Applications is **15 AUG 25 (Friday)**
2. Individuals not in possession of stipulated academic qualifications or requisite mandatory experience and not meeting stipulated age criteria need not apply. Such applications will not be entertained and no correspondence whatsoever will be entertained in this regard
3. Submission of **both Application Form and detailed CV** is mandatory. Application Form is to be filled in neat, legible handwriting. Applicants can also submit typed-out applications forms
4. Candidates are to ensure the following failing which their applications will considered incomplete and summarily rejected and no correspondence in this regard will be entertained:-
 - (a) **No Original Document is to be submitted along with the application**
 - (b) **Duly Filled-in Application Form**
 - (c) **All supporting documents** submitted along with the application are to be **neatly scanned and legible**
 - (d) The following documents are to be non-negotiably and invariably submitted:-
 - (i) Proof of Age (**AADHAAR IS NOT A VALID PROOF OF AGE OR DATE OF BIRTH**)
 - (ii) Marksheets and Certificates both for Classes X and XII
 - (iii) Semester/Year wise Marksheets and Certificate for Graduation Degree
 - (iv) Semester/Year wise Marksheets and Certificate for Bachelor of Education
 - (v) Proof of all teaching / work experience stated in the application form including present/current employment/ engagements
 - (vi) Duly Filled-in Checklist of Documents submitted
5. **EXPERIENCE AS HEADMISTRESS AND/ OR PRT AND BVT IN RECOGNISED CBSE SCHOOLS ONLY WILL BE CONSIDERED. ALL OTHER EXPERIENCE WILL BE CONSIDERED AS IRRELEVANT AND WILL NOT BE CONSIDERED.**
6. Applicants are to fill up details of all academic qualifications commencing from Class X to their latest qualification acquired for which the course of study has been completed and requisite certification obtained.
7. Applicants are to non-negotiably and invariably submit clear, legible scanned / xerox copies of all certificates/documents irrespective of whether the application is sent by Email or post respectively. **Non-submission of clear and legible scanned copies will lead to the application being considered as incomplete** and the same will be summarily rejected with no correspondence being entertained in this regard.

8. Academic / Educational Qualifications stated by the applicants in the application form are to be non-negotiably and invariably supported by all Semester / Yearwise Marksheets and Certificates issued by the Board/ University. Non-submission will lead to the application being considered as incomplete and the same will be summarily rejected with no correspondence being entertained in this regard.
9. *Bona fide* student certificates will not be accepted as proof of age/ educational qualifications/ marksheets/ qualification certificates.
10. SGPA/CGPA wherever applicable are to be invariably and non-negotiably supported by the percentage equivalent issued by the University concerned.
11. Teaching and administrative experience in Coaching Institutions/ Academies/ Tuition Centres/ Online Coaching Classes will be considered irrelevant and the same will not be considered.
12. Copies of all the relevant Experience Certificates including the current/present engagement are to be attached along with the Application form. Application forms without necessary required experience certificates will NOT be considered / shortlisted.
13. NCS Mumbai will not be responsible for any kind of postal delays or delays in transit and/or internet failure issues that may be faced by prospective applicants.
14. Applications received after the **due date will not be considered** under any circumstances and will be returned unactioned. No correspondence in this regard will be entertained.
15. Candidates are to ensure correctness of all personal particulars, Email Id and Mobile number while filling up the application form. All communication from NCS Mumbai (**if any and as applicable**) will be made **only** to the email id and mobile provided by the candidate in the application form.
16. **No accommodation and TA/DA is admissible for any candidate who may be shortlisted for attending the interview and may be subsequently selected for the appointment.**
17. The School administration reserves the right to cancel/amend any vacancies for administrative reasons.
18. Interview for shortlisted candidates will be conducted at NCS (Mumbai) date for which will be communicated only by **Email**. No request for change of interview date or for conduct of virtual interview will be entertained.
19. Inability to read/ comprehend the essence of these instructions will not form the basis for any deviation from compliance with the same.



Application Number.....
(for Office Use)

APPLICATION FORM

NAVY CHILDREN SCHOOL, MUMBAI
(CBSE Affiliation No. 1180008)
Block VII Area, New Navy Nagar, Colaba,
Mumbai 400 005

Tel: +91-22-22751200, +91-22-22751223

Website : www.ncsmumbai.nesnavy.in

E-Mail : directornccsmumbai@gmail.com

Post applied for HEADMISTRESS / HEADMASTER

AFFIX RECENT
COLOUR
PASSPORT SIZE
PHOTOGRAPH OF
THE APPLICANT

1. Name of the Candidate:.....
(IN BLOCK LETTERS)
2. Date of Birth..... Age as on 01 Jul 2025
3. Mobile No.....Alternate No.....
4. Present Address.....
.....
.....
5. Permanent Address:.....
.....
.....
6. Email address:.....
7. Marital Status:.....
8. No. of Children:..... Age of Children i).....ii).....iii).....
9. Father's/Husband's Name(with Rank if applicable):.....
10. Father's/Husband's Occupation, Designation & office address
.....
.....
11. Highest Educational Qualification held :.....
12. Total (No. of Years and Months) Experience as :

HM PRT..... BVT.....

13. Co-curricular Activities (Tick only the activities in which you are proficient) Out door games, Indoor games, Literary Activities, Dramatics, Dance, Music, Swimming, Organization of student clubs and any other.....

14. Co-Curricular Activities / Extra Curricular duties / Hobbies / Talent / Activities :

Ser	Name of the Activity	Level of Participation	Achievement	Remarks
(i)				
(ii)				
(iii)				
(iv)				
(v)				

15. Why do you consider yourself best suitable for this post?

16. Any other additional information would you like to mention?

17. Name of any Two Professional references (Name, Designation, address & Mobile number)

(i) -----

 (ii) -----

18. Total Annual Salary Expected : -----

Date:

Signature of the candidate

Enclosure I

ACADEMIC QUALIFICATIONS

Name of the Exam	Name of the Board/ University	Year of Passing	Subjects	% of Marks with Division	Mode: Regular / Correspondence
X					
XII					
Graduation					
Post Graduation					
B.Ed					
M.Ed					
M.Phil					
Ph.D					
Others					

Enclosure II

EXPERIENCE

[illegible]

CHECKLIST OF THE DOCUMENTS TO BE ATTACHED
(IN THE SAME ORDER AS LISTED BELOW)

Ser	List of Documents	Attachments (Please tick)
1.	Birth Certificate/ Verifiable Proof of Age	Yes / No
2.	High School (Class X) Marksheet	Yes / No
3.	High School (Class X) Certificate	Yes / No
4.	Higher Secondary (Class XII) Marksheet	Yes / No
5.	Higher Secondary (Class XII) Certificate	Yes / No
6.	Graduation - First Year Marksheet	Yes / No
7.	Graduation - Second Year Marksheet	Yes / No
8.	Graduation - Third Year Marksheet	Yes / No
9.	Graduation Certificate	Yes / No
10.	B.Ed - First Year Marksheet	Yes / No
11.	B.Ed - Second Year Marksheet (if applicable)	Yes / No
12.	B.Ed Certificate (Regular)	Yes / No
13.	Experience Certificates as Headmistress (Minimum 03 Years)	Yes / No
14.	Combined 07 Years Experience Certificates as PRT (Minimum 03 Years) & BVT	Yes / No
15.	Duly filled-in Enclosure I (Academic Qualifications)	Yes / No
16.	Duly filled-in Enclosure II (Experience)	Yes / No
17.	List of any other Proven Credentials (If applicable)	Yes / No
18.	Photo copy of Aadhar Card	Yes / No
19.	Detailed CV and testimonial (to be enclosed)	Yes / No
20.	Any other Supporting/additional documents	Yes / No

