

NAVY CHILDREN SCHOOL, NEW NAVY NAGAR, COLABA, MUMBAI - 400 005

Affiliated to CBSE from Std I to XII with a strength of about 2200 students

WALK-IN-INTERVIEW FOR ADHOC VACANCY AT NCS (MUMBAI) FOR ACADEMIC YEAR 2025 – 26

1. Navy Children School (Mumbai) invites applications for the recruitment against the following adhoc vacancy:

Name of the post	Qualifications
Clerk	(i) Bachelor Degree (or Equivalent qualification in Armed Forces) with adequate knowledge of clerical duties. (ii) Typing speed of 40 words per minute, Ability to correspond independently in English. (iii) 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 Army/IAF. (iv) Computer proficiency in Microsoft Office/ Office Automation/ AI tool ERP Software.

2. Eligibility criteria:

2.1 Age to be between 21 to 50 years as on 01 July 25.

3. Other requirements / guidelines:

3.1 Should possess good personality with excellent communication skills in English and ability to communicate in Hindi.

3.2 Should possess working knowledge of computer/ AI tools/ ERP software/ LMS packages and should be proficient in using Microsoft Office Software.

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

3.4 Application form can be downloaded from school website (www.ncsmumbai.nesnavy.in). Filled form is to be submitted along with self-attested copies of testimonials of educational/ professional qualifications, experience, achievements, etc. at the time of reporting for the interview.

3.5 Candidates are to ensure correctness of personal particulars, email id and mobile number while filling up the application form. All communication from the school (if any and as applicable) will be made **ONLY** to the email id and mobile number provided by the candidate.

3.6 No TA / DA or accommodation is admissible/ provided for any candidate attending the interview.

3.7 The school administration reserves the right to cancel/amend any vacancies for administrative reasons.

Schedule : Walk-in-Interview 28 Jul 25 (Monday) Reporting Time: 0830 hrs.

Venue : Navy Children School, New Navy Nagar, Colaba, Mumbai – 400 005

