ELIGIBILITY CRITERIA FOR VACANCIES AT NAVY CHILDREN SCHOOL, ARAKKONAM

VICE PRINCIPAL

1. **Age limit**. 35 to 50 years on Academic Year.

2. Master's Degree in any of the core-subjects (being taught at the Naval School) completed as a regular course with at least 55% marks from a recognised institution /university.

3. Bachelor of Education completed as a regular course with at least 50% marks from a recognised institution/university.

4. Three years of experience as Vice Principal of recognised CBSE Secondary stage schools with Classes above Tenth Standard or Five year teaching experience as PGT in recognised CBSE schools or At least seven years combined experience of working as PGT and TGT in reputed CBSE schools, of which at least three years should be of teaching as PGT.

5. 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.

PGT

1. **Age limit**. 21 to 50 years as on academic year for which appointment is being made into effect.

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

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.

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

5. Preference should be given to candidates having experience of teaching relevant subject in recognised CBSE School(s).

TGT

1. **Age limit**. 21 to 50 years as on academic year for which appointment is being made into effect.

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.

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.

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

5. Preference should 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).

PRT

1. Bachelor's Degree completed as a regular course from any recognized 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 recognized by Govt of India/UGC/AICTE/NCTE with at least 50% marks

Or

2. Senior Secondary (Class XII or its equivalent) from a recognized board with minimum 55% marks aggregate **AND** Two-year diploma in Elementary Education/ Four-year Bachelor of Elementary Education completed as a regular course from a recognized university/ institution with at least 50% marks

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

4. **Age limit.** Age to be between 21 to 50 years as on Academic Year.

BVT

1. Sr. Secondary Class (Class XII or its equivalent) from a recognised board with minimum 55% marks aggregate.

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

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

4. **Age limit.** Age to be between 21 to 50 years as on Academic Year.

LAB ASSISTANT

1. 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 recognized by the Govt of India/ UGC/ AICTE, with minimum 55% marks aggregate in the relevant subject.

3. Graduation in relevant subject with at leatst 50% marks and experience in recognized CBSE schools would be desirable.

4. **Age limit.** Age to be between 21 to 50 years as on Academic Year.

Office Assistant

1. **Age limit.** Age to be between 21-50 years as on academic year for which appointment is being made into effect.

2. Bachelor's Degree (or Equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.

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

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

5. Computer proficiency in MS Office/ Office Automation/ Al tool ERP Software.

Accountant

1. Bachelor's Degree (or equivalent qualification in Armed Forces) with adequate knowledge of maintenance of accounts

2. Accounting experience of at least three years

3. Good working proficiency in Microsoft Office tools viz Excel, Word and Power Point, Working knowledge of computer applications/ financial management maintenance of cash accounts/ Al tools/ ERP software and should be proficient in using accounting software applications

4. Ability to correspond independently in English (spoken/ written).

5. Preference should be given to the candidates having at least Five year experience in handling of accounts in the rank of PO or above, or equivalent in Army/ IAF

6. **Age limit.** Age to be between 30 to 50 years as on Academic Year.

Ayah, Peon, Gardener & Night Watchman

1. **Age limit.** Age to be between 21 to 35 years as on academic year for which appointment is being made into effect.

2. Pass in Matriculation or equivalent from a recognized Board Educational qualification is not mandatory for Support Staff to be predominantly employed as Ayah, peon, Gardener & Night Watchman.

3. Ability to communicate effectively.

Postal Address:

The Director
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INS Rajali
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(Enquiry time 0900 hrs to 1500 hrs)