

**RECRUITMENT NOTIFICATION FOR THE POST OF TEACHING AND NON-TEACHING
STAFF AT NAVY CHILDREN SCHOOL, CHANAKYAPURI, NEW DELHI
(FOR ACADEMIC YEAR 2025- 26)**

1. Vacancies of teaching and non-teaching staff posts mentioned in the succeeding paragraph are being filled **on Adhoc basis** (for a period upto 89 days; may be considered for subsequent short - term appointments based on vacancy) at Navy Children School, Satya Marg, Chanakyapuri, New Delhi.

1.1. PGT (Computer Science)

1.1.1. **Age limit.** 21 to 50 years as on 01 Jul of academic year for which appointment is being made into effect.

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

1.2. PGT (Physical Education)

1.2.1. **Age limit.** 21 to 50 years as on 01 Jul of academic year for which appointment is being made into effect.

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

1.2.3. 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.

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

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

1.3. **Account Assistant**

1.3.1. **Age limit.** 21 to 50 years as on 01 Jul of academic year for which appointment is being made into effect.

1.3.2. B.Com (or equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.

1.3.3. Accounting experience of at least three years would be desirable.

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

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

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

1.4. **School Clerk/ Office Assistant**

1.4.1 Age limit. 21 – 50 years as on 01 Jul of academic year for which appointment is being made into effect.

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

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

1.4.4. 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.

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

1.5. **ATL In-Charge**

1.5.1 **Age limit.** 21 to 50 years as on 01 Jul of academic year for which appointment is being made into effect.

1.5.2. Bachelor's Degree in Science, Engineering, Maths, Design or Innovation completed as regular course from any Institution recognised by the Govt of India/ UGC/ AICTE with minimum 55% marks aggregate in the relevant subject.

1.5.3. 3 to 5 years' experience of working with students on technology & innovation projects and working with school system would be desirable.

2. **How to Apply.** The details of vacancies, eligibility criteria and selection procedure are available on the school website <https://ncsdelhi.nesnavy.in> The procedure for applying for the posts is as follows:-

2.1. Application forms can be downloaded from the school website <https://ncsdelhi.nesnavy.in> or obtained from school reception.

2.2. Duly filled application form along with relevant documents of educational qualifications are required to be submitted at NCS Delhi by **10 Sep 25**.

2.3. Shortlisted candidates will be intimated regarding interview and demonstration classes, by means of telephone and email.

2.4. The school administration reserves the right to cancel any or all of the vacancies due to administrative reasons during any stage of the recruitment process. The number of posts/ nature of appointment mentioned are tentative and is liable to be amended subject to availability of vacancies and administrative requirements.

Note:- *Applications must be submitted in hard copy at the school reception (preferably by 1500h) or through post (application to reach the school on or before 10 Sep 25). Please note that applications sent via email will not be accepted.*