

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

1. Applications are invited for filling up of posts of teaching and non-teaching staff at the Navy Children School, Chanakyapuri, New Delhi on contractual basis as mentioned in the proceeding paragraphs:-

**1.1. PGT (GEOGRAPHY), PGT (PHYSICAL EDUCATION),
PGT (COMPUTER SCIENCE) AND PGT (MATHEMATICS)**

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. TGT (SCIENCE)

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. 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.

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 the relevant subject at Sr Secondary also.

1.2.5. 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).

1.3. **SCHOOL CLERK/ OFFICE ASSISTANT**

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

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

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

1.3.4. 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.

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

1.3.6. **Desirable.**

1.3.6.1. Accounting experience of at least three years.

1.3.6.2. Good working proficiency in computer applications/ financial management/ maintenance of cash account/ AI tools/ ERP software/ and should be proficient in using accounting software applications.

1.4. **ATL In-Charge**

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

1.4.2. 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.

1.4.3. 3 to 5 years' experience of working with students on technology & innovation projects and working with school system would be desirable.

1.5. **IT ASSISTANT**

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. Diploma in IT or Hardware Maintenance

Or

10+2 with ITI/ or Certificate course in IT or Hardware maintenance (or equivalent qualification in Armed Forces).

1.5.3. At least three years of experience with adequate knowledge of maintenance of IT Hardware and Campus Area Network in a reputed organisation.

1.5.4. Good working proficiency in Microsoft Office tools Excel, Word and PowerPoint.

1.5.5. Ability to correspond independently in English.

1.5.6. Preference should 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.

1.6. **OTHER COMMON REQUIREMENTS.** All teaching and non-teaching staff shall have the following common parameters: -

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

1.6.2. Should have working knowledge of Computer/ AI tools/ ERP software/ LMS packages and should be proficient in using Microsoft Office software.

1.6.3. The upper age limit for ex- Naval School staff (except Support staff) be relaxed by the number of years of their carried forward experience of working in previous Naval School, subject to the individuals age not exceeding 55 years.

1.6.4 Should be physically and medically fit.

2. **How to Apply.** The details of vacancies, eligibility criteria and selection procedure are available on the school website 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 and application fee of Rs 100/- are required to be submitted at NCS Delhi by **06 Nov 25**.

2.3. Transfer Rs 100/- electronically to School Bank Account Name- Navy Children School, Account Number – 279010100047782, IFSC – UTIB0000279 (Axis Bank, Branch- Daryaganj, Delhi).

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

2.5. 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 06 Nov 25). Please note that applications sent via email will not be accepted.