

**RECRUITMENT NOTIFICATION FOR THE POSTS OF TEACHING AND NON TEACHING
STAFF AT NAVY CHILDREN SCHOOL, CHANAKYAPURI, NEW DELHI
(FOR ACADEMIC YEAR 2026- 27)**

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

1.1. VICE PRINCIPAL (REGULAR)

1.1.1. **Age limit.** 35 to 50 years on 01 Jul of the academic year in which the post is being filled.

1.1.2. Academic and Professional Qualifications.

1.1.2.1. 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.

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

1.1.3. Work Experience.

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.

1.1.4. **Desirables.** 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.

1.2. PGT (ENGLISH) (CONTRACTUAL)

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. TGT (SOCIAL STUDIES) (CONTRACTUAL)

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. 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.

1.3.3. 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.

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

1.3.5. 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).

1.4. SKILL INSTRUCTOR - TOURISM (CONTRACTUAL)

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. Post-Graduation in Travel and tourism management or in Tourism and Hospitality from a recognized Institute/ University, with at least 01 year work/ teaching experience.

Or

Three years degree/ diploma after class XII, in Tourism and travel management from any recognized institute from a recognized institute/ University with at least 03 year industrial experience.

1.4.3. **Desirable.** Certificate/ Diploma in Yoga from a recognised institution.

1.5. ACCOUNTANT (CONTRACTUAL)

1.5.1. **Age limit.** 30–50 years as on 01 Jul of academic year for which appointment is being made into effect.

Academics/ Experience.

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

1.5.3. Accounting experience of at least three years.

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

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

1.5.6. 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.

1.6. **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 **10 Apr 26**.

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 10 Apr 26). Please note that applications sent via email will not be accepted.