

NAVY CHILDREN SCHOOL, KOCHI

STAFF RECRUITMENT FOR AY 2026-27

Vacancy exists for the following post on Ad hoc basis in Navy Children School, Kochi for AY 2026-27.

1. LOWER DIVISION CLERK

Post	Lower Division Clerk (Ad hoc)
Vacancy	01(One)
Category	Administrative(Non-teaching)
Age limit:	21 to 50 years as on 01 July of academic year for which appointment is being made into effect. Ex Servicemen candidates shall be allowed maximum upper age limit of 55 yrs.
Eligibility Qualifications/ Experience	1.1. Bachelor's Degree (or Equivalent qualification in Armed Forces) with adequate knowledge of clerical duties. 1.2. Typing speed of 40 words per minute. Ability to correspond independently in English. 1.3. Three years' experience in handling of office work. 1.4. Preference will be given to candidates having relevant experience in the rank of PO or above, or equivalent in Army/ IAF. 1.5. Computer proficiency in MS office/ Office Automation/ AI tool ERP Software.
Selection Procedure	Walk in Interview & Skill test.

2. Documents Required.

- 2.1. Original educational qualification certificates, experience certificates with a self-attested photo copy of each.
- 2.2. 02 colour Photographs.
- 2.3. Original Aadhar card and self-attested copy.
- 2.4. Original PPO/ Discharge Book with a photocopy (Ex Servicemen).

**** Electronic devices (eg. Laptop, ipad) not permitted. Photo copying facility not available in school.**

3. Schedule: Schedule for Walk-in interview is tabulated below:-

Date	08 Sep 26 (Tue)
Reporting Time (Travancore Gate)	0830hr


Principal, NCS(K)
27Aug 26

