



**INVITING APPLICATIONS FOR THE POST OF HEADMISTRESS (CONTRACTUAL)
AT NAVAL KINDERGARTEN, SRI VIJAYA PURAM**

1. Candidates desirous of applying for the under mentioned post at NKG Sri Vijaya Puram may forward their resume along with the relevant documents to **SEDO, INS Jarawa or at drop box kept at the entrance on NKG Minnie Bay and NKG Vijay Baugh** or at email id nkgpbr@gmail.com by **04 Jun 25**.

<u>Name of Post</u>	<u>Educational Qualification</u>	<u>Eligibility Criteria</u>	<u>Age Limit</u>
Headmistress (Contractual)	<u>Essential.</u> (i) Bachelor's Degree (regular course from a recognised university) with 55% and above. (ii) Diploma in Nursery Teacher Education /Pre-school Education / Early Childhood Education Programme of duration not less than 2 years or B.Ed (Nursery) with 50% and above. (iii) Proficient in English & Hindi working knowledge of MS Office / ERP software etc.	3 years of experience as HM of KG & above school. Or Minimum 5 years of experience as teacher in Foundational Preparatory stage in CBSE schools.	30 to 50 years on 01 Jul 2025.

2. The desirous candidates are to submit the application addressed to **"The Chairperson, Naval Kindergarten, Sri Vijaya Puram"** along with under mentioned documents to **Education Office, INS Jarawa or at drop box kept at the entrance on NKG Minnie Bay and NKG Vijay Baugh** or at email id nkgpbr@gmail.com latest by **04 Jun 25**.

- (a) Resume ("Post applied for" to be mentioned at the top of resume).
- (b) Brief on Educational Qualification with subjects chosen, marks obtained and percentage.
- (c) Brief on knowledge wrt **Computer / Smart Class rooms / use of online technologies** / Art & Craft, Music and Dance.
- (d) **Teaching Experience** (Attach Experience Certificate).
- (e) Address, E-mail ID and Mobile numbers (Interview will be informed through phone / email).
- (f) Details of Spouse (In case of Serving Personnel, also mention Rank, Name, P. No. and Unit of Spouse).
- (g) Brief on hobbies, talents and skills attained that could benefit in furthering teaching learning process at NKG, Sri Vijaya Puram.
- (h) Attested copies of Qualification/ Experience Certificates (to be enclosed).

(j) Two passport size photographs (to be enclosed).

(k) Any other Information.

3. Shortlisted candidates from amongst the applicants will be called for an **Interview**. The details (**Date, Time, Venue**) of same will be informed to shortlisted candidates after each stage **through Phone call / Email**. Shortlisted Candidates called for the interview are required to carry original Qualification / Experience certificates. *If any previous declaration given or information furnished by candidate proves to be false or if found to have willfully suppressed any material information, the candidate will be disqualified.*

4. The appointments will be subject to vacancies at NKG Sri Vijaya Puram for Academic Year 2025-26 as per NES guidelines. The Management Committee, NKG Sri Vijaya Puram has full power to terminate the selection process at any given stage without any justification. Decision of Management Committee, NKG Sri Vijaya Puram will be final on all legal / non legal matters.

5. For more clarification, please contact:-

Ser	Location	Contact Details	Time	Email Id
(a)	Education Office, INS Jarawa	03192-248225 / 8900946157	Monday to Friday between 0900 h to 1300 h	nkgpbr@gmail.com
(b)	HM NKG Minnie Bay	03192-248764 / 9970350773		nkgpbr.mb@gmail.com
(c)	NKG Vijay Baugh	03192-202707 / 8900910711		nkgpbrvb@gmail.com