



# **NAVY CHILDREN SCHOOL** **INS RAJALI, ARAKKONAM**

**Applications are invited for eligible candidates for AY 2022-23 for appointment on contractual basis for the following posts:**

- ✓ TGT: Social Science, Computer Science
- ✓ Clerical Staff
- ✓ Ayah & Peon

## **ELIGIBILITY CRITERIA**

### **1. TGT.**

- (i) BA / BSc Degree studied as a regular course and qualified with at least 60% marks with relevant subject from a recognised university / institution.
- (ii) Bachelor of Education completed as a regular course and qualified with at least 50% marks from a recognised institution / university.
- (iii) Should have studied the relevant subject as Senior Secondary also.
- (iv) Age limits should be as per respective State Govt Rule for the equivalent post in Govt schools.
- (v) 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 school(s).
- (vi) **Desirables:** Excellent communication skills in English with ability to converse in Hindi and proficiency of using MS Office and Email in administration of the school.

### **2. CLERICAL STAFF.**

- (i) Bachelor of Degree (or Equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.
- (ii) Age limits: 21-40 years.
- (iii) Ability to correspond independently in English.
- (iv) Preference should be given to the candidates having at least 5 years experience in handling of office work in the rank of PO of equivalent in Army and Air Force and/ or above ranks.
- (v) Proficiency in Short Hand be considered a criteria for selection of clerical staff in the school.
- (vi) **Desirables:** Excellent communication skills in English, Good working proficiency in MS Excel, Word and Power point software.

### **3. AYAH & PEON.**

- (i) Education Qualification: 8<sup>th</sup> Class completed.
- (ii) Age limits: 21-40 years.

#### **How to apply:**

- ✓ Visit to [www.ncsarakkonam.edu.in](http://www.ncsarakkonam.edu.in)
- ✓ Download the application form
- ✓ Candidates fulfilling the above mentioned qualifications may send the duly filled application form and submit the same to the following address by **Speed post/ Registered post** and e-mail it to [ncsarakkonam@yahoo.co.in](mailto:ncsarakkonam@yahoo.co.in) on or before **25 Jan 22**.
- ✓ Eligible candidates for TGT and Clerical Staff will be shortlisted for written test followed by interview.
- ✓ Eligible candidates for Ayah and Peon will be shortlisted for interview.

#### **Address:**

The  
Headmistress  
Navy Children School  
INS Rajali, Arakkonam - 631 006

**Contact No.:** 9581649760 / 9061752717 (**Time:** 0900 hrs to 1500 hrs)