

NAVY CHILDREN SCHOOL, VISAKHAPATNAM
DETAILS OF QUALIFICATIONS REQUIRED FOR ALL VACANCIES

REGULAR APPOINTMENTS

1. **Headmistress (NKG)**

(a) **Age limit.** 30 to 50 years as on 01 Jul 24.

(b) **Academic and Professional Qualifications.**

(i) Bachelor's degree completed as a regular course with at least 55% from a recognised university Bachelor's.

(ii) Diploma in Nursery Teacher Education/Pre-school Education/Early Childhood Education Programme of duration of not less than 2-years Or B.Ed (Nursery) with at least 50% marks from a recognised university/ institution.

(c) **Experience.**

At least three years as Head of Foundation Stage school.

Or

Combined teaching experience of at least five years in Foundational Stage in CBSE Schools.

(d) **Desirable.** Excellent communication skills in English with ability to converse in Hindi; and working knowledge of using Computer Application/ MS Office/ ERP Software/ AI tools/ Data Sciences in administration of the school.

2. **Post Graduate Teacher (PGTs)**

Eligibility condition for PGT (Economics and English).

(a) **Age limit.** 21 to 50 years as on 01 Jul 24.

(b) Master's Degree in relevant subject completed as regular course with at least 55% marks from a recognised university/institution.

(c) 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.

(d) Should have studied requisite subject at both Senior Secondary and Graduation levels.

(e) Preference will be given to candidates having experience of teaching relevant subject in recognised CBSE School(s).

FIXED TERM CONTRACT

3. **Trained Graduate Teacher (TGTs)**

Eligibility condition for TGT (Mathematics, Hindi, Sanskrit, Science and Art & Craft).

- (a) **Age limit.** 21 to 50 years as on 01 Jul 24.
- (b) 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.
- (c) 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.
- (d) Should have studied the relevant subject at Sr Secondary also.
- (e) Preference will 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).

4. **Primary Teacher (PRTs)**

(a) **Eligibility condition for PRT (General, Hindi, Computer Science and Music).**

- (i) **Age limit.** 21 to 50 years as on 01 Jul 24.
- (ii) Bachelors Degree completed as a regular course from any recognised University/ Institution, with minimum 55% marks aggregate AND Bachelor of Education/ Diploma in Elementary Education 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.

Or

Senior Secondary (Class XII or its equivalent) from a recognised board with minimum 55% marks aggregate AND two-year Diploma in Elementary Education/ for-year Bachelor of Elementary Education completed as a regular course from a recognised University/ Institution with at least 50%.

(iii) Preference will be given to candidates having experience of teaching in reputed Foundational and Preparatory stage CBSE school(s).

(b) **Eligibility condition for PRT (Counsellor).**

(i) **Age limit.** 21 to 50 years as on 01 Jul 24.

(ii) Bachelor's/ Master's degree in Psychology/ Child Development with one-year Certificate/ Diploma in Counselling.

Or

Graduate/ Pot Graduate with Diploma in career Guidance and Counselling.

(iii) Valid registration with Rehabilitation Council of India would be desirable.

(iv) Preference will be given to candidates having experience of teaching in reputed Foundational and Preparatory stage/ CBSE school(s).

5. **Balvatika Teacher (BVT)**

(a) **Age limit.** 21 to 50 years as on 01 Jul 24.

(b) Senior Secondary Class (Class XII or its equivalent) from a recognized board with minimum 55% marks aggregate.

(c) 2 year Diploma in Nursery Teacher Education/ Pre-school Education/ Early Childhood Education programme or equivalent Or BEd (Nursery) completed as a regular course with at least 50% marks from a recognised university/ institution.

(d) Preference will be given to candidates having experience of teaching in reputed Foundational stage school(s).

6. **Lab Assistant (Biology & Chemistry)**

(a) **Age limit.** 21 to 50 years as on 01 Jul 24.

(b) 10+2 in Science/ Diploma in relevant skill domain (AI, Robotics, Computer Applications etc)/ Lab Technician Course completed as a regular course from any Institution recognised by the Govt of India/ UGC/ AICTE, with minimum 55% marks aggregate in the relevant subject.

(c) Graduation in relevant subject with at least 50% marks and experience in recognised CBSE schools would be desirable.

7. **Other Common Requirements for all Posts mentioned at Ser 2 to 6.**

- (a) Should have good personality with excellent communication skills in English and ability to communicate in Hindi.
- (b) Should have working knowledge of computer/ AI tools/ ERP software/ Learning Management System (LMS) packages and should be proficient in using Microsoft Office software.
- (c) Should be physically and medically fit and should possess a high moral character.
- (d) **Age Relaxation for ex- Naval School Staff.** The upper age limit for ex-Naval School staff will be relaxed by the number of years of his/ her carried forward experience in previous Naval Schools, subject to the individual's age not exceeding 55 years.
- (e) **BEd through Distance Education.** Candidates who have acquired BEd in Distance Education mode before the year 2014 and possessing five (05) or more years of teaching experience in CBSE recognised schools will be considered, provided he/she fulfil other eligibility conditions.

8. **Eligibility conditions for Data Entry Operator (DEO)**

- (a) **Age limit.** 21 to 50 years as on 01 Jul 24.
- (b) **Academics/ Experience.**
 - (i) Bachelor Degree (or equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.
 - (ii) Typing speed of 40 words per minute. Ability to correspond independently in English.
 - (iii) Three years' experience in handling of office work. Preference will be given to the candidates having relevant experience in the rank of PO or above, or equivalent in the Army/ IAF.
 - (iv) Computer proficiency in MS Office/ Office Automation/ AI tool ERP Software.

9. **Eligibility conditions for Administrative Manager**

- (a) **Age limit.** 30 to 50 years as on 01 Jul 24.
- (b) **Academics/ Experience.**
 - (i) Bachelor Degree or equivalent qualification in Armed Forces.
 - (ii) Ability to communicate in English (spoken/ written) independently and supervise/ do general office administrative work. Working

knowledge of computer applications/ file management/ service rules / AI tools/ ERP software/ and should be proficient in using Microsoft Office software.

(iii) Admin experience of at least 5 years in the rank of PO or equivalent in the Army and Air Force and/ or in above ranks.

Or

At least 10 years' experience as Clerical Staff or equivalent in a CBSE school.

10. **Eligibility conditions for System Manager**

(a) **Age limit.** 30 to 50 years as on 01 Jul 24.

(b) **Academics/ Experience.**

(i) BCA/ Bachelors in Computer Sc/ IT (or Equivalent qualification in Armed Forces) with adequate knowledge of maintenance and security of IT systems/ Software/ Hardware/ Networks.

(ii) Experience of system management/ administration of at least three years.

(iii) Good working proficiency in various Operating Systems, Networks, ERP/ LMS Software & Hardware Installation/ Maintenance / upgradation and IT security systems.

(iv) Ability to correspond independently in English (spoken/ written)

(v) Preference should be given to the candidates having at least five years' experience in handling IT System/ Networks in the rank of PO or above , or equivalent in the Army/ IAF.

11. **Eligibility conditions for Store Assistant**

(a) **Age limit.** 21 to 50 years as on 01 Jul 24.

(b) **Academics/ Experience.**

(i) 10+2/Diploma (or equivalent qualification in Armed Forces).

(ii) At least three years of store keeping experience with adequate knowledge of maintenance of inventory and accounting of stores in a reputed organisation.

(iii) Good working proficiency in Microsoft Office tools Excel, Word and Power Point.

(iv) Ability to correspond independently in English.

(v) Preference will 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.

12. **Eligibility conditions for Estate Manager (EM)**

(a) **Age limit.** 21 to 50 years as on 01 Jul 24.

(b) **Academics/ Experience.**

(i) Bachelor Degree (or equivalent qualification in Armed Forces).

(ii) At least three years of administrative experience in upkeep of facilities, maintenance of buildings and associated infrastructure in any reputed organisation, preferably in CBSE Schools.

(iii) Good working proficiency in Microsoft Office tools viz Excel, Word and Power Point.

(iv) Ability to correspond independently in English.

(v) Preference will 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.

13. **Other Common Requirements for all Posts mentioned at Ser 8 to12.**

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

(b) The upper age limit for ex-Naval School staff will be relaxed by the number of years of his/ her carried forward experience of working in previous Naval Schools, subject to the individual's age not exceeding 55 years.

(c) Should be physically and medically fit.

PROCEDURE FOR APPLYING FOR VACANCIES
AT NAVY CHILDREN SCHOOL

1. Interested candidates are required to submit duly filled application forms (available at school website ncsvizagnsb.nesnavy.in) along with self-attested photostat copies of educational qualifications, experience and co-curricular activities in the school office (Secondary Wing, NSB) between **0900 to 1300 h by 21 Nov 2024**. Passport size photograph should also be affixed on the application form.
2. Shortlisted candidates alone will be contacted for the written test and those qualified in the Written Test only will be contacted by phone or email for interview.
3. Applicants willing to apply for multiple posts need to fill in a separate application along with all relevant documents. Shortlisted applicants must submit the examination fee of Rs 100/- (for each post) in the office on the day of written examination.
4. For any other clarifications candidates may contact Principal on telephone: 0891-2740283/ 2812409.