

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

**CONTRACTUAL APPOINTMENTS (11 MONTHS CONTRACT)**

1. **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.

2. **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.

3. **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.

4. **Other Common Requirements for all Posts.**

- (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](http://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 **30 Jan 2025**. 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.