

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

ADHOC APPOINTMENTS

1. **Primary Teacher (PRTs)**

(a) **Eligibility condition for PRT (Computer Science).**

(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 (Special Educator).**

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

(ii) Graduate with BEd (Special Education) or BEd with two year Diploma in Special Education or Post Graduate Professional Diploma in Special Education with at least 50% marks from a recognised University/ Institution.

Or

Any other equivalent qualification approved by Rehabilitation Council of India as a regular course and qualified with at least 50% marks from recognised University/ Institution.

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

(iv) Preference will be given to candidates having experience of teaching in reputed CBSE school(s).

(c) **Other Common Requirements.**

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

(ii) Should have working knowledge of computer/ AI tools/ ERP software/ Learning Management System (LMS) packages and should be proficient in using Microsoft Office software.

(iii) 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.

CONTRACTUAL APPOINTMENTS

2. **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.

(c) **Other Common Requirements.**

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

(ii) 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.

(iii) 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 **23 Sep 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.