

**ADVERTISEMENT : POST OF PRINCIPAL (FEMALE), HEAD CLERK, COMPUTER LAB ATTENDANT, AAYAH, SAFAIWALA CUM CHOWKIDAR AND MALI : SAPPS, CHANDIMANIR**

**APPLICATION DATE EXTENDED FOR ALL THE POSTS:-**

1. APPLICATION FORMS AVAILABLE FOR THE POST OF PRINCIPAL AT SCHOOL. (FROM OFFICE - 0800H TO 1400H)
2. LAST DATE OF SUBMISSION OF FORM : 21 JUN 2024.

DESCRIPTION	POST						
	PRINCIPAL	HEAD CLERK	COMPUTER LAB ATTENDANT	ADMINISTRATIVE NCO	AYAH	SAFAIWALA-CUM-CHOWKIDAR	MALI
QUALIFICATION	POST GRADUATE WITH B.Ed/NTT MINIMUM FIVE YEARS TEACHING EXPERIENCE PREFERABLY AT APS/APPS, WORKING KNOWLEDGE OF COMPUTER , KNOWLEDGE OF ACCOUNTS	10+2/GRADUATION, HANDLE ACCOUNTS, DRAFT LETTERS IN ENGLISH AND SHOULD BE COMPUTER LITERATE	10+2/ONE YEAR DIPLOMA IN COMPUTER SCIENCE. KNOWLEDGE OF IT HARDWARE, COMPUTER NETWORKING, SMART BOARD MANAGEMENT	10+2/, ADMINISTRATIVE DUTIES, HANDLING ABILITY AND EXPERIENCE.	5 <sup>TH</sup> PASS	5 <sup>TH</sup> PASS	5 <sup>TH</sup> PASS
AGE MINIMUM/ MAXIMUM	* 35/54 YEARS. * 56 YEARS FOR ESM AND WIDOWS.	35/58 YEARS.	35-58 YEARS	35-58 YEARS	25-52 YEARS	25-52 YEARS	25-52 YEARS
CONSOLIDATED MONTHLY SALARY (ALL INCLUSIVE)	Rs 27,720.00	Rs 17,556.00	Rs 16,863.00	Rs 16,000.00	10,280.00	11,435.00	11,435.00

**IMPORTANT GUIDELINES**

1. APPLICATION FORMS ARE AVAILABLE AT SCHOOL FROM **01 JUN 2024 (FOR PRINCIPAL ONLY)**.
2. LAST DATE OF SUBMISSION: **21 JUN 2024**.
3. SCHOOL CONTACT NO: **01722589033**.
4. SELECTION THROUGH PANEL INTERVIEW AND PURELY ON MERIT BASIS.
5. HAND WRITTEN APPLICATION WITH BIO-DATA AND SUPPORTING DOCUMENTS TO REACH SCHOOL BY **21 JUN 2024 (FOR ADM STAFF ONLY)**.
6. SCHOOL MGT RESERVES RIGHT OF SELECTION/REJECTION.
7. PREFERENCE WILL BE GIVEN TO ESM FOR THE POST OF HEAD CLK, COMPUTER LAB ATTENDANT AND ADM NCO. CIVILIAN CANDIDATES (MALE/FEMALE) MAY BE CONSIDERED IF SUITABLE ESM ARE NOT AVAILABLE.
8. COMPULSORY RETIREMENT AGE FOR ALL CATEGORIES WILL BE 58 YEARS.