

OM
ChinmayaVidyalaya/ B.S City
VACANCY FOR VICE PRINCIPAL(For Internal & External Applicants)

Post	VICE PRINCIPAL	
Job Requirement	Administrative/ Managerial & Academic. Accountable for routine/ specific functions in his/ her areas of responsibility. This being regular/ administrative/ managerial position, hence office timings , terms & conditions applied to ChinmayaVidyalaya office would be applicable.	
Minimum Qualification& Experience	Qualification	Experience
	1. PG Degree with B.Ed	Minimum 12yrs in a CBSE English Medium school out of which :-- 1. Five years of Administrative/Managerial / Organizational functions OR 2. 10yrs of Teaching Experience at Sr. Secondary level in PGT scale. OR 3. Minimum 3yrs as Vice Principal in English Medium School. OR 4. Minimum 1year of experience as Principal in a CBSE English Medium School .
Essential Requirements	<ol style="list-style-type: none"> 1. Fulfilling requirements of CBSE/ Statutory authorities 2. Good Communication, leadership, organizing and computer skills 3. Maximum qualifying age of 52Years as on 1st April 2018. However for internal candidates, the maximum age limit would be relaxed by 5yrs. 	
Desirable Requirements	<ol style="list-style-type: none"> 1. Good Academic record with throughout first class in all qualifying examinations. . 2. Management or equivalent degree/ diploma, additional skill or global exposure 3. Fluency in use of Technology 4. Outstanding achievements/ awards 5. Membership of professional bodies/ exposure to Seminars/ workshops/ Training Programs related to School Administration/ Management 6. Strong Faith in values & ethics 	
Salary & Allowances	As per 7 th Pay Commission with Central DA in PB-3 grade, Gratuity, PF , HRA. Other Allowances (Medical, Medclaim, Group Insurance Family Welfare etc.) and perks are payable as per the norm of ChinmayaVidyalaya. Higher salary may be considered for outstanding candidate	
Selection Process	Screening/ Selection process may comprise any or combination of written Test/ aptitude/ psychometric test, case Analysis, group discussion, two level interviews etc.. after shortlisting	

Applications alongwith Demand Draft of Rs 1000/- (only for external candidate) payable to ChinmayaVidyalaya, BS City supported by self-attested documents may be submitted to the Secretary, ChinmayaVidyalaya, Sector V, B S City, Pin - 827006 latest by 20th Feb2018 in the format which may be downloaded from our website www.chinmayabokaro.com. No TA/DA would be payable to the candidates to participate in the selection process.

Applications without self-attested supporting documents would not be considered.

ChinmayaVidyalaya reserves the right to accept or reject application/candidature without assigning any reason and decide about Selection/ Rejection.

OM
ChinmayaVidyalaya/ B.S City
VACANCY FOR HEADMISTRESS(For Internal & External Applicants)

Post	HEADMISTRESS	
Job Requirement	Administrative/ Managerial & Academic. Accountable for routine/ specific functions in her areas of responsibility. This being regular/ administrative/ managerial position, hence office timings , terms & conditions applied to ChinmayaVidyalaya office would be applicable.	
Minimum Qualification& Experience	Qualification	Experience
	1. PG Degree with B.Ed	Minimum 10 yrs in a CBSE English Medium school out of which:-- 1. 3yrs of Administrative/Managerial/ Organizational experience at Primary Level OR 2. 2yrs as Headmistress at Primary / Secondary Level OR 3. 1yr as Vice Principal .
	2. Graduation with B.Ed	Minimum 12 yrs in a CBSEEnglish Medium School out of which :-- 1. 4yrs of Administrative/ Organizing experience at Primary Level OR 2. Minimum 3yrs as Headmistress at Primary / Secondary Level. 3. Minimum 1 yr as Vice Principal .
Essential Requirements	1. Fulfilling requirements of CBSE/ Statutory authorities 2. Good Communication, leadership, organizing and computer skills 3. Maximum qualifying age of 50Years as on 1 st April 2018. However for internal candidates, the maximum age limit would be relaxed by 5yrs.	
Desirable Requirements	1. Good Academic record i.e throughout first class in all qualifying examinations. 2. Management or equivalent degree/ diploma, additional skill or global exposure 3. Fluency in use of Technology 4. Outstanding achievements/ awards 5. Membership of professional bodies/ exposure to Seminars/ workshops/ Training Programs related to School Administration/ Management 6. Strong Faith in values & ethics	
Salary & Allowances	Basic Pay & DA,(As per 7 th pay Commission) Gratuity, PF and HRA. Other Allowances (Medical, Mediclaim, Group Insurance, Family Welfare etc.) and perks are payable as per the norm of ChinmayaVidyalaya. Higher salary may be considered for outstanding candidate.	
Selection Process	Screening/ Selection process may comprise any or combination of Written Test/ aptitude/ psychometric test, case Analysis, group discussion, two level interviews tec. after shortlisting	

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OM
ChinmayaVidyalaya/ B.S City
VACANCY FOR PGT

Post	Teacher	Subjects
Job Requirement	PGT.	Physics/Chemistry/ Mathematics/ English/ Pol Sc/ History / Accounts / Sociology/ Economics
Minimum Qualification & Experience	<ol style="list-style-type: none"> 1. Master's degree with 3yrs as PGT OR 2. Master's degree with 5yrs at Sr. Secondary level. OR 3. Master's degree with B.Ed having 3yrs experience at Sr. Sec Level as PGT. OR 4. Doctorate with two years of experience at Sr. Sec. Level. (Fresher's with outstanding Academic records from Premier Institute may be considered as Trainee) 	
Essential Requirements	<ol style="list-style-type: none"> 1. Fulfilling requirements of CBSE/ Statutory authorities 2. Excellent Communication. 3. Good command over the subject 4. Maximum qualifying age of 50 Years as on 1st April 2018. However for internal candidates, the maximum age limit would be relaxed by 5yrs. 	
Desirable Requirements	<ol style="list-style-type: none"> 1. Good Academic record i.e throughout first class in all qualifying examinations. 2. Contribution through creativity/ activity based learning process. 3. Fluency in use of Technology 4. Outstanding achievements/ awards 5. Membership of professional bodies/ exposure to Seminars/ workshops/ Training Programs related to School Administration/ Management 6. Strong Faith in values & ethics. 	
Salary & Allowances	. Basic Pay & DA,(As per 7 th pay Commission) Gratuity, PF and HRA. Other Allowances (Medical, Mediclaim, Group Insurance, Family Welfare etc.) and perks are payable as per the norm of ChinmayaVidyalaya. Higher salary may be considered for outstanding candidate.	
Selection Process	Screening/ Selection process may comprise any or combination of written test/ aptitude/ psychometric test, group discussion, two level interviews etc. after shortlisting	

Applications alongwith Demand Draft of Rs 500/- (only for external candidate) payable to ChinmayaVidyalaya, B S City supported by self-attested documents may be submitted to the Secretary, ChinmayaVidyalaya, Sector V, B S City, Pin - 827006 latest by 20th Feb, 2018 in the format which may be downloaded from our website www.chinmayabokaro.com. No TA/DA would be payable to the candidates to participate in the selection process.

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For Office Use

Regd.No.....

Year :



**CHINMAYA VIDYALAYA
BOKARO STEEL CITY**

RECRUITMENT APPLICATION FORM

Photograph

Post Applied for :(Plz tick on only one)

Primary

Middle

Secondary

Sr. Secondary

Admin

Office

I. PERSONAL CONTOUR

Sl No		Name in Full	Cell No.	Contact details & Email	Address	
					Local	Permanent
1.	Name of the Candidate					
2.	Father's Name					
3.	Mother's Name					
4.	Spouse Name					

5. Religion :

6. Category : SC/ST/OBC/General :

7.(a) Date of Birth : (in figures)

..... (in words)

(b) Place of Birth :

8.(a) Height : (b) Weight : (c) Blood Group :

(d) Power of the glass (if wearing glass) : Left : Right :

9. Are you suffering from any disease? If yes, give details :

.....

10. Personal Mark for Identification :

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11. (a) Voter ID Card No. : (b) PAN Card No.

(c) Driving License No. : (d) Aadhar Card No.(Mandatory)..... :.....

12. (a) Marital Status :(Married/Unmarried).

II. FAMILY HISTORY :

Sl. No .	Name of the Member	Relationship (Mother/ Father, In-laws/ Children/ Spouse	Date of Birth	Full Name & Address of the Institute/Organizati on studying/working	Annual Income (Rs)	Contact No. Email	Remarks
1.							
2.							
3.							
4.							
5.							
6.							

13. Are you related to any VMC/ BOMof Chinmaya Vidyalaya, Bokaro Members –

(Yes/ No).....

(If yes – Please write the relationship).....

III. EDUCATIONAL QUALIFICATIONS :

1. (Please write in full form):--

Title/ Degree	School/College	Board/Univ.	Subjects		Year of Passing	Percent age
			Main	Subsidiary		
Matric						
+2						
Grad						
Post Grad						
B.Ed.						
Special Training (If any)						
Any Other Diploma/ Degree						

2.Highlights/AdditionalCompetencies:

.....

3.. Languages Known :

Sl.No.	Language	Can read	Can write	Can speak fluently
1.	English			
2.	Hindi			
3.				
4.				

5.Hobbies&Interests:

IV. WORK EXPERIENCE

A. Teaching Assignment (For Teachers)

Sl. No	From	To	Name of the School/College	Pl. tick	Classes Taught	Subjects Taught	scale	Salary Drawn
1.				PGT,TGT, PRT/UTT/Others				
2.				PGT,TGT, PRT/UTT/Others				
3.				PGT,TGT, PRT/UTT/Others				
4.				PGT,TGT, PRT/UTT/Others				

(If You have been involved in Admin /Managerial Assignments / Supervisory)—Please write the details

Sl No	Name of the Post	Organisation	From	To	Details of present assignment

3. a. The subjects/ classes you would like to teach efficiently

b. Key Areas of activities for Managerial / Administrative Assignment .(For Teacher):--

.....

.....

B. For Office/ Administration/ Managerial Post :-- (*Applicable for Non- Teaching Assignments*)

Sl No	Date		Name of the Organization	Post	Key Areas	Scale	Salary
	From	To					

4. Key Areas where you would like to work efficiently :--
 (For Office/ Admin/ Managerial post)

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V. RECORD OF SEMINAR/WORKSHOPS/TRAINING PROGRAMMES ATTENDED :

Sl.No.	Name of Agency Address	Theme of Course	Duration		Remarks
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					

7.					
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VI. AREA OF CONTRIBUTION (OTHER THAN ROUTINE WORK) :

1. Your contribution so far :
(a)
(b)
(c)
(d)
2. How would you like to contribute in future :
(a)
(b)
(c)
(d)

VII. DETAILS OF APPRECIATION/AWARD :

A. APPRECIATION/AWARDS :

Sl.No.	Appreciation/Award	Name of Authority/Organization	Date/Year	Remarks
1.				
2.				
3.				
4.				
5.				

VIII REFERENCES: (Mandatory)

Sl.No.	Name	Designation	Address	Email ID	Phone/Cell No.

Date :

(Signature) :

IX. PROFESSIONAL SNAPSHOT :

A. YOUR STRENGTHS :

- 1.
- 2.
- 3.
- 4.
- 5.

X. BENCH MARK AND ROADMAP :

Your vision of a good school? (in 100 words)

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.....

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XI. INSIGHT :

- 1. I am already aware that the appointment to the post is completely discretion of the Management of CV and I have no right to claim for it.
- 2. I shall be available for a personal interview at the convenience of the CV along with self attested photocopies of/and original documents.

XII. DECLARATION : I ,hereby declare that the statement given above regarding my candidature is true to the best of my knowledge and belief. If any thing is found wrong, I shall be liable for legal action and to be terminated without any notice.

Date :

Full Signature :

**XII. List of Self Attested Certificates/Documents attached
(Put tick mark wherever applicable)**

1. Class X (a) Marksheet (b) Passing Certificate
2. Class XII (a) Marksheet (b) Passing Certificate
3. Graduation (a) Marksheet (b) Passing Certificate
4. Post Graduation (a) Marksheet (b) Passing Certificate
5. B.Ed. (a) Marksheet Passing Certificate
6. M.Phil/Ph.D/Doctorate(a) Marksheet Passing Certificate
7. Any Other Degree/
Diploma (a) Marksheet Passing Certificate
8. CTET/JTET/NET (a) Marksheet Passing Certificate
9. Experience Certificate (a) Marksheet Passing Certificate
10. Aadhar Card Bank Statement
(Last 3 months)
- Salary Slip
(Last 3 months)

Candidate's Signature.....

(FOR OFFICE USE ONLY)

Date of Receipt :

Signature of the Receiver :

Called for an Interview :

Call	Date	Time	Called By (Sign.)	Remark
I				
II				
III				

Date :

Name & Signature of the Authority :