

ELIGIBILITY CRITERIA FOR VACANCIES AT NAVY CHILDREN SCHOOL, ARAKKONAM

Vice Principal

1 Academic and Professional Qualifications

- a) Master's Degree in Science/ Mathematics/ Social Sciences completed as a regular course with at least 55% marks from a recognized institution/ university.

AND

- b) Bachelor of Education completed as a regular course with at least 50% marks from a recognized institution/ university.

2 Work Experience

- a) A minimum of Three years of experience as Vice Principal of recognized CBSE secondary stage schools with classes above Xth Standard

OR

- b) A minimum of Five year teaching experience as PGT in recognized CBSE schools

OR

- (c) At least Seven years combined experience of working as PGT and TGT in reputed CBSE schools, of which at least three years should be of teaching as PGT

3. **Desirables**: Excellent English communication skills with ability to converse in Hindi and working knowledge of using Computer Applications/ MS Office/ ERP Software/ AI tools/ Data Sciences in administration of the school. Preferred age limit is 35 to 50 years as on 01 Dec 25.

PGT- (Physics / Mathematics)

1. Master's Degree in Physics/ Mathematics or equivalent completed as regular course with at least 55% marks from a recognized University/ Institution **AND** Bachelor of Education Degree completed as a regular course from a University/ Institution with at least 50% marks.
2. Should have studied the requisite subject at both Senior Secondary and Graduation levels.
3. Preference will be given to candidates having experience of teaching in relevant subject in recognized CBSE School(s).
4. Preferred age limit is between 21 to 50 years as on 01 Dec 25.

TGT (Social Science)

1. Bachelor's Degree in Social Sciences or equivalent studied as a regular course and qualified with at least 55% marks with relevant subject from a recognized university/Institution **AND** Bachelor of Education Degree completed as a regular course with at least 50% marks.
2. Should have studied the requisite subject at Senior Secondary
3. Preference will be given to the candidates having regular Masters' Degree in relevant subject from a recognized university and/or experience of teaching in relevant subject in recognized CBSE school(s)
4. Preferred age limit is 21 to 50 years as on 01 Dec 25

PRT-GENERAL

1. Bachelor's Degree completed as a regular course from any recognized 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 recognized by Govt of India/UGC/AICTE/NCTE with at least 50% marks

Or

2. Senior Secondary (Class XII or its equivalent) from a recognized board with minimum 55% marks aggregate **AND** Two-year diploma in Elementary Education/ Four-year Bachelor of Elementary Education completed as a regular course from a recognized university/ institution with at least 50% marks
3. Preference will be given to candidates having experience of teaching in reputed Foundational and Preparatory stage CBSE school(s)
4. Preferred age limit is 21 to 50 years as on 01 Dec 25

Accountant

1. Bachelor's Degree (or equivalent qualification in Armed Forces) with adequate knowledge of maintenance of accounts
2. Accounting experience of at least three years
3. Good working proficiency in Microsoft Office tools viz Excel, Word and Power Point, Working knowledge of computer applications/ financial management maintenance of cash accounts/ AI tools/ ERP software and should be proficient in using accounting software applications
4. Ability to correspond independently in English (spoken/ written).
5. Preference should be given to the candidates having at least Five year experience in handling of accounts in the rank of PO or above, or equivalent in Army/ IAF
6. Age to be between 30 to 50 years as on 01 Dec 25

Support Staff (Peon, Ayah and Night Watchman)

1. Pass in Matriculation or equivalent from a recognized Board preferred
2. Ability to communicate effectively
3. Age to be between 21 to 35 years as on 01 Dec 25.

Note Candidates meeting the above qualification criteria may download the Application Form from the school website (www.ncsarakkonam.nesnavy.in) and submit the same by post or email latest by 0100pm on 20 Nov 25. The shortlisted candidates for teaching vacancies will be required to undergo a qualifying written test on 06 Dec 25 at the school. The intimation regarding final interview for shortlisted/qualifying candidates will sent subsequently on registered email ids and mobile numbers.

Postal Address:

The Director
Navy Children School
INS Rajali
Arakkonam – 631 006

Email. ncsarakkonam@yahoo.co.in
Phone Number. 9488758004
(Enquiry time 0900 hrs to 1500 hrs)

