

Guru Nanak Khalsa Sr. Sec. School

(Aided & Permanently recognized School by U.T. Chandigarh)

Sector-30B, Chandigarh-160030

☎ 0172-2654693

RECRUITMENT NOTICE FOR APPOINTMENT OF UNAIDED TEACHING AND NON TEACHING STAFF

Advertisement No. 01/2023

Dated: 08.06.2023

Opening date of submission of Application	08.06.2023	09:00 AM
Closing date of Application	16.06.2023	01:00 PM
Date of Interview	19.06.2023	11:00 AM

1. Invitation of Applications:

Applications are invited from eligible candidates to fill up following unaided posts of Teaching and Non-teaching staff on temporary contractual basis by the School Management Committee: -

Sr. No.	Name of the post	No. of Posts	Monthly Remuneration
1.	PGT (Information Technology)	1	To be conveyed at the time of interview
2.	Counselor-Psychology	1	
3.	Sports Teacher (PRT)	1	
4.	Clerk	1	

Note: Number of posts may vary as per discretion of the Management.

Educational Qualification and Experience:

Sr. No.	Name of the Post	Educational Qualification and Experience and other requirements, if any
1.	PGT (Information Technology)	BE (CS/IT) or M.Sc Computer/ IT or MCA
2.	Counselor-Psychology	MA Psychology or Post Graduate in Child Development preferably with B.Ed.
3.	Sports Teacher (PRT)	Graduate (Physical Education) or Graduate with one year BP.Ed. diploma
4.	Clerk	<ul style="list-style-type: none">• Graduation having at least 50% marks.• Having minimum speed of English typing @ 60 words per minute on the computer.• Candidate with experience of one year or more of accounting books will be preferred.
Note:	Punjabi upto Matriculation standard is must for all posts	

2. Selection Criteria:

- i) Selection will be made by a duly constituted Selection Committee.
- ii) All the candidates will have to produce original documents/certificates for scrutiny at the time of interview. And in case, the documents are found not in order, the candidate will not be allowed to attend the interview and he/she would have no claim of any manner whatsoever.

Note:

Selection will be made as per above criteria and simply appearing in the interview does not give any right to the candidate for appointment.

3. Age Limit:

Age of the candidates must be upto 21-37 years as on 01.01.2023.

4. Procedure for submission of applications:

- i) Applications alongwith self-attested copies of all necessary testimonials/ documents can be submitted from 08.06.2023 (09.00 AM onwards) to 16.06.2023 (upto 01.00 PM) on all school working days at the reception counter of the institution subject to payment of Rs. 200/- as Application fee.
- ii) Applications sent through post must be accompanied with self-attested copies of all necessary testimonials/ documents and bank draft worth Rs. 200/- as Application fee payable in favour of **Guru Nanak Khalsa Senior Secondary School, Sector 30-B** and payable at **Chandigarh**.
- iii) Application fee once paid will be non-refundable
- iv) Change in schedule etc., if any will be uploaded on the website link i.e. <http://www.gnkschool.info> as such, candidates are advised to visit the site on regular basis. No separate individual intimation through post will be sent.

GENERAL INSTRUCTIONS:

1. The candidates applying for the posts should ensure that they fulfill the eligibility conditions. Their candidature will be at all provisional.
2. Mere calling for interview or scrutiny of original documents does not imply that candidate is eligible for the post applied for. In case, any information is found wrong at any stage even after joining, the candidature will be cancelled without any notice.
3. The candidates are advised to ensure that photograph affixed by them on the application form is latest. It is also to be ensured that signatures have been

affixed at appropriate place. Also attach two self-attested photographs alongwith application form.

4. The decision of Management Committee of the Institution shall be final and binding. No correspondence will be entertained in this regard.
5. After selection, the services of the candidates will be governed by the applicable service rules as well as terms and condition of appointment letter.

Sd/-
Asstt. Manager, Finance
for Manager