

# 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 ON PURELY TEMPORARY CONTRACTUAL BASIS

Submission of Application	03.10.2023	Till 2:00 PM
Date of Interview	Will be displayed on website from October 05-07, 2023	

### 1. Invitation of Applications:

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

Sr. No.	Name of the post	No. of Posts	Monthly Remuneration
1.	TGT (Mathematics)	1	To be conveyed at the time of interview
2.	TGT (Social science)	1	
3.	PST	2	
4.	Clerk	1	
5.	Receptionist	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.	TGT (Mathematics)	<ul style="list-style-type: none"><li>• Bachelor's degree in Mathematics or a related field from a recognized University with at least 50% marks</li><li>• B. Ed. From a recognized university.</li><li>• Passed the relevant TET or CTET;</li><li>• Basic knowledge of operating computer.</li></ul>
2.	TGT (Social science)	<ul style="list-style-type: none"><li>• Bachelor's degree in Social Science or a related field from a recognized university with at least 50% marks;</li><li>• B. Ed. From a recognized university;</li><li>• Passed the relevant TET or CTET;</li><li>• Basic knowledge of operating computer.</li></ul>
3.	PST	<ul style="list-style-type: none"><li>• A bachelor's degree in any discipline from a recognized University with at least 50% marks;</li></ul>

		<ul style="list-style-type: none"> <li>• D. El. Ed or ETT From a recognized university;</li> <li>• Passed the relevant TET or CTET;</li> <li>• Basic knowledge of operating computer.</li> </ul>
4.	Clerk	<ul style="list-style-type: none"> <li>• Graduation in any discipline</li> <li>• Having minimum speed of English typing @ 60 words per minute on the computer.</li> <li>• Candidate with experience of one year or more of accounting books will be preferred.</li> <li>• Additional knowledge of Punjabi Typing, Shorthand will be preferred.</li> </ul>
5.	Receptionist	<ul style="list-style-type: none"> <li>• Graduation in any discipline.</li> <li>• Multitasking skill.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Organizational Skills.</li> </ul>
<b>Note:</b>		<ul style="list-style-type: none"> <li>• Punjabi upto Matriculation standard is must for all posts.</li> <li>• Computer Proficiency is must for ministerial posts.</li> </ul>

## 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.
- iii) 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 up to 21-37 years as on 01.01.2023.

## 4. Procedure for submission of applications:

- i) Applications along with self-attested copies of all necessary testimonials/ certificates/ documents can be submitted upto 03.10.2023 by 2.00 PM on all school working days at the reception counter of the institution subject to payment of Rs. 500/- as application fee.
- ii) Applications sent through post must be accompanied with self-attested copies of all necessary testimonials/ certificates/ documents and bank draft worth Rs. 500/- as application fee payable in favour of **Guru Nanak Khalsa Senior Secondary School, Sector 30-B** 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 criteria. 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 and signed across the photograph and application. It is also to be ensured that signatures have been affixed at appropriate place on the application form. Also attach two self-attested spare photographs along with application form.
4. The decision of Management Committee of the institution in respect of the recruitment process and recruitment itself 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 agreement and appointment letter.

Sd/  
Manager

## Advertisement

### **Guru Nanak Khalsa Senior Secondary School**



**Sector 30-B, Chandigarh**  
Permanently recognized by UT Administration  
Affiliated with CBSE Ph. 0172-2654693

Applications are invited for the following teaching posts  
on purely temporary contractual basis

Name of the post	No. of posts
TGT (Maths)	1
TGT (Social Studies )	1
Primary Teachers	2
Clerk	1
Receptionist	1

Regarding teaching staff, other conditions as per CBSE norms. Duly filled and signed Application Forms may be submitted on the Reception counter upto 03.10.2023. The Application Forms and other terms and conditions are available on the School website <https://www.gnkschool.info> at 'News Updates' link. Only shortlisted candidates will be called for interview by disseminating list on the School website between October 05 to 07, 2023 alongwith date and time of interview.

Manager