

**ITBP PUBLIC SCHOOL, SECTOR-16B, DWARKA, NEW DELHI-78**

**INSTRUCTIONS AND ELIGIBILITY CRITERIA**

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| <b><u>Name of Post</u></b>              | <b><u>PGT (Political science)</u></b>  |
| <b><u>No. of Vacancies</u></b>          | 01 (Contractual)   |
| <b><u>Educational Qualification</u></b> | 1. Master's Degree in concerned subject from a Recognized University<br>2. B.Ed. |
| <b><u>Desirable</u></b>                 | Minimum two to three years experience of teaching in a senior secondary school.  |
| <b><u>Pay Scale</u></b>                 | Rs. 40,000 pm (consolidated)   |
| <b><u>Age Limit</u></b>                 | Not exceeding 36 years.  |

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| <b><u>Name of Post</u></b>              | <b><u>TGT (Special educator teacher)</u></b>  |
| <b><u>No. of Vacancies</u></b>          | 01 (Contractual)  |
| <b><u>Educational Qualification</u></b> | 1. Graduate with B.Ed. (Special Education)<br><b>OR</b><br>B.Ed. with a two years Diploma in Special Education<br><b>OR</b><br>Post Graduate Professional Diploma in Special Education.<br><b>OR</b><br>Any other equivalent qualification approved by Rehabilitation Council of India.<br>2. Central Teacher Eligibility Test (CTET) conducted by the CBSE.<br>3. Registration with Rehabilitation Council of India. |
| <b><u>Desirable</u></b>                 | Preference will be given to experienced candidates.   |
| <b><u>Pay Scale</u></b>                 | Rs. 35,000 pm (consolidated)  |
| <b><u>Age Limit</u></b>                 | Not exceeding 30 years.   |

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| <b><u>Name of Posts</u></b>                           | <b><u>PA to principal</u></b>  |
| <b><u>No. of Vacancies</u></b>                        | 01 (Contractual)   |
| <b><u>Educational and technical Qualification</u></b> | 1. Graduate preferably in English, from a recognised university.<br>2. Proficiency in the shorthand and typing in computer.80 w.p.m shorthand and 30 w.p.m in English on computer. |
| <b><u>Desirable</u></b>                               | Preference will be given to experienced candidates.  |
| <b><u>Pay Scale</u></b>                               | Rs. 25,000 pm (consolidated)   |
| <b><u>Age Limit</u></b>                               | Not exceeding 27 years.  |

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| <b><u>Name of Post</u></b>            | <b><u>LDC (Accounts)</u></b>  |
| <b><u>No. of Vacancies</u></b>        | 01 (Contractual)  |
| <b><u>Essential Qualification</u></b> | 1. Senior School Certificate Examination (10+2) or equivalent with a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on Computer.<br>2. Graduate preferably B. Com from a recognized university.<br>3. Knowledge of school ERP, MS word, MS excel, TDS returns, payroll, and Tax planning etc. |
| <b><u>Desirable</u></b>               | Preference will be given to experienced candidates.   |
| <b><u>Pay Scale</u></b>               | Rs. 20,000 pm (consolidated)  |
| <b><u>Age Limit</u></b>               | Not exceeding 27 years.   |

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| <b><u>Name of Posts</u></b>           | <b><u>Electrician</u></b>  |
| <b><u>No. of Vacancies</u></b>        | 01 (Contractual)   |
| <b><u>Essential Qualification</u></b> | 1. Matriculation or equivalent from recognized board.<br>2. Industrial training institute Diploma in electrical trade. |
| <b><u>Desirable</u></b>               | 01-2 years work experience in similar field.   |
| <b><u>Pay Scale</u></b>               | Rs. 18,000 pm (consolidated)   |

**Documents to be enclosed: -**

1. Self-attested photocopies of all academic & professional qualifications
2. Self-attested photocopies of experience certificates.
3. 02 recent passport size-coloured photographs.

**Note: -**

1. The Management reserves the right to cancel or make any changes in the number of vacancies, alteration/additions/deletions of any clause in the Terms and Conditions for any of the position(s) in the recruitment process, if need arises, without further notice and without assigning any reasons thereof.
2. Applications received without relevant documents/prescribed proforma or application received after the due date will be summarily rejected without any further communication.
3. The application should be addressed to the Principal, ITBP Public School, Sector-16 B, Dwarka, New Delhi-110078. Superscribing on the envelope as "Application for the post

**4. The last date for receipt of the application is 02-08-2021.**