ORDNANCE FACTORY HIGHER SECONDARY SCHOOL ORDNANCE FACTORY CHANDA **WALK IN INTERVIEW**

This School intends to engage services of the following posts on honorarium payment basis for a period of One Year (or) till the end of the academic session 2019-20 whichever is earlier at the discretion of the competent authority.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. | Name of the Post | Required | Qualification(s) |  |  |  |  |
| No. |  |  | Number |  |  |  |  |  |  |
| 01 | Teacher | / | 03 | Graduation and two year Diploma |  |
|  | (Primary |  | in Elementary Education / Degree |  |
|  | Secondary) |  | in Education. |  |  |  |  |
| 02 | Physical | Education | 01 | Any Graduate with B.P.Ed., (or) |  |
|  | Teacher Gr-1 |  | M.P.Ed., |  |  |  |  |
| 03 | Physical | Education | 01 |  | --do-- |  |  |  |
|  | Teacher Gr-2 |  |  |  |  |  |  |  |
| 04 | Computer Instructor | 01 | Post | Graduate | in | Computer |  |
|  | Gr-1 |  |  | Science (or) MCA |  |  |  |  |
| 05 | Computer Instructor | 01 | Graduation in Computer Scie ce |  |
|  | Gr-2 |  |  | (or) higher qualificat on |  |  |
| 06 | Art Teacher | 02 | 1) | SSC |  |  |  |  |
|  |  |  |  | 2) | Dipl ma in Art (Drawing) |  |  |
| 07 | Music Teacher | 01 | 1) | SSC |  |  |  |  |
|  |  |  |  | 2) | Diploma / Degree in Music |  |  |
| 08 | Library Assistant | 01 | 1) | Graduation | / | B.Li.Sc., | / |  |
|  |  |  |  | 2) | C.Li.Sc., |  |
|  |  |  |  |  | M.Li.Sc., |  |  |  |  |
| 09 | Lab | Assistant | 01 | Graduation in Biology / Physics |  |
|  | ( Physics) |  |  | Stream |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 10 | Clerk |  | 01 | a) | Graduation |  |  |  |  |
|  |  |  |  | b) | Computer Knowledge | / |  |
|  |  |  |  | c) | Experience | in | School |  |
|  |  |  |  |  | Office administration |  |  |
| 11 | Security Guard | 01 | SSC (or) Equivalent |  |  |  |
| 12 | Office Subordinate | 01 | 10th Class Pass (or) Equivalent |  |  |
| 13 | Care Taker (Female) | 01 |  | --do-- |  |  |  |
| 14 | Gardner |  | 01 |  | --do— |  |  |  |
|  |  |  |  | With experience of Gardening |  |  |
| 15 | Safaiwala (Toilets) | 01 | Primary Pass (or) Equivalent |  |  |
|  |  |  |  | Experience in the same area |  |  |

Interested candidates fulfilling the qualifications prescribed above are requested to present on 09th September, 2019 at 9.30 AM at Ordnance Factory Higher Secondary School, Ordnance Factory Chanda, Bhadrawati with a detailed Resume along with self attested Xerox copies of necessary certificates with original documents and two recent passport size photographs.

**General Conditions**:

1. The engagement to the above post(s) shall be purely on ad-hoc basis and there shall be no claim for continuation or regularization of appointment.
2. In case of absence from duties, proportionate daily deduction is to be affected
3. No TA/DA will be paid to attend the interview
4. Fluency in English is compulsory
5. Principal reserves the right to postpone or cancel the ‘Walk-In-Interview’ without assigning any reason thereof
6. Honorarium / Daily Wages as applicable from time to time.

Sd/-

Principal