

N.I.T.K ENGLISH MEDIUM SCHOOL, SRINIVASNAGAR, SURATHKAL -575025

Phone: 0824-2474850, website: www.ems.nitk.ac.in, e-mail: nitkschool45296@gmail.com

Notification No.: 001/ NITK-EMS/Rec-TeaNT/ 2023-24

Date:19-04-2023

Requires Principal , Teachers(CBSE)and Non-Teaching Staff– Permanent / Part-time /Contract

NITK English Medium School requires a self-motivated result oriented, dynamic, charismatic and visionary Principal & teachers from LKG to high school to teach CBSE /NCERT syllabus. We are also looking for motivated non-teaching staff. The candidates should have good command over the English language (both oral and written communication). Salary is not a constraint for the right candidate. Selection would be based on the qualification and performance in the written test/interview/demo. Preference will be given to the candidates who possess leadership qualities. Candidate must have the vision to evolve and implement innovative and best pedagogical practices, good administration insight, and should be familiar with NEP 2020.

Sl No	Post (Subject)	Vacancy
1	Principal	01
2	KG Teacher	01
3	PRT (English)	01
4	PRT (Science)	01
5	TGT (English)	01
6	Yoga Teacher (Part time)	01
7	Counsellor (Part time)	01
8	Office Assistant (MTS)	01

For eligibility criteria and further information kindly refer our website www.ems.nitk.ac.in and apply before **10th May 2023**.

Sd./-

**Secretary
NITK EMS Trust Board**

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Notification No.: 001/ NITK-EMS/Rec-TeaNT/ 2023-24

Date: 21-04-2023

Requires Teachers (CBSE) and Non Teaching Staff- Permanent / Part-time /Contract

NITK English medium school, with a history of more than 50 education years, is a pioneer and trendsetter in offering world-class education with the vision of creating "Global Citizens." We at NITKEMS embrace a child centered philosophy that promotes creative thinking and life-long learning. Our educators are highly motivated and dedicated to achieving standards in all endeavours as they progress their journey with us. We uniquely partner with parents and strive to make every academic dream a reality.

Requirements:

Sl No	Name of the Post and vacancy	Educational Qualification
1	Principal	Post Graduate degree with either B.Ed. or M.Ed Desirable: 1. He/she should be a self-motivated, dynamic and visionary leader. He/she should know CBSE affiliation bye-laws. The candidate must have the vision to implement innovative pedagogical practices and be familiar with modern teaching methods and the best practices. 2. Minimum 3 years of administrative experience in CBSE/ICSE Schools. or 6 years of administrative experience in reputed school/college
2	KG Teacher	Graduate/ PUC with NTT/PPTT/Montessori
3	PRT (English)	Graduate with B.Ed
4	PRT (Science)	Graduate with B.Ed.
5	TGT (English)	Post Graduate / Graduate with B.Ed.
6	Yoga Teacher (Part time)	At least one year training of Yoga from a recognized Institution
7	Counsellor (Part time)	Graduate/ Post Graduate in Psychology or Post Graduate in child development Graduate/ Post Graduate with Diploma in career guidance and counselling.
8	Office Assistant (MTS - Multi Tasking Staff) (01 No.)	1) B.Com/ BBM obtained from a recognised university of the State or Central Government with at least 50% marks 2) Working knowledge of English, Kannada and Hindi. 3) Knowledge of working on Computer with all the Microsoft office products, Tally Accounting Software, Internet etc., Desirable: 1. Three years' experience as an Office Assistant in CBSE School

Sd./-

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NITK English Medium School is an unaided private school affiliated with CBSE Delhi. It invites applications from eligible Indian Nationals for the post of Teachers and Non-Teaching staff on a permanent Part-time or Temporary Contractual basis.

How to apply:

Kindly refer to the instructions and eligibility criteria. The filled application form only should be scanned and submitted before **06-05-2023** to the email id jobsnitkems@gmail.com. The original filled application form with self-attested copies of relevant papers/documents/certificates should be sent to “**The Secretary, NITK English Medium School, Srinivasnagar Post, Mangaluru, Dakshina Kannada, Karnataka, PIN:575025**” and should reach us before **10-05-2023**.

General Instructions:

1. Only Filled Application Form must be scanned and sent to the secretary’s email id : jobsnitkems@gmail.com before **06-05-2023**.
2. The original application form with self-attested copies of related documents shall be sent by speed post or by courier, addressed to “**The Secretary, NITK English Medium School, Srinivasnagar Post, Mangaluru, Dakshina Kannada, Karnataka, PIN :575025**” and should reach us before **06-05-2023**.
3. The Essential Documents are :
 - a) Degree Certificates and Mark sheets from 10th class onwards.
 - b) Experience certificates issued by the Competent Authorities, testimonials etc.
 - c) Training undergone or conducted and extra-curricular certificates
 - d) Certificate of Awards or ranks obtained in district or state or national level.
 - e) Medical fitness certificate from a Government or ESI hospital or from reputed private hospital.
 - f) Latest Two references: One from a local public representative and the other from an educationists or from one of candidate’s mentor. (Both referrers should not be a relative to the candidate)
4. The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing any false information and/or suppression/ concealment of facts shall lead to rejection/ cancellation of selection/ recruitment. If it is found, at a later date that any information given in the application is incorrect / false or any fake documents submitted, the candidature/ appointment is liable to be cancelled/ terminated and legal action would be initiated against the candidate.
5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/ recruitment shall result in disqualification of candidature.
6. Only shortlisted candidates will be called for interview and an invitation to interview or appearance for the interview does not provide any entitlement to the candidate or selection.
7. No TA / DA would be provided to any selected applicant for the interview. All expenses should be borne by the candidate itself.
8. Selected candidate should be prepared to join the duty within the time granted and will be informed over phone or by e-mail only. So all applicant shall provide their valid phone number & e-mail Id. In case a candidate does not respond within 3 days, the next in the panel will be given chance and the candidature of the first candidate will stand forfeited.
9. No correspondence/ interim/ personal inquires will be entertained from the candidates in connection with the process of selection/ interview.
10. NITK English Medium School has the right to cancel this advertisement or any post/s without giving any notice at any time and reserves the right to fill or not to fill all or any of the vacancy/ies.

Sd./-

**Secretary
NITK EMS Trust Board**

APPLICATION
(To be filled in by the candidate)

Notification Number& date:		Affix recent passport size photo here and attest (Do not staple)

S. No.	Particulars	Details	Proof Encl. No.
1	Name (In capital letters)		
2	Father's / Husband's Name		
3	Date of Birth		
4	Place of Birth		
5	Age (as on 01-05-2022)		
6	Sex (Male / Female /others)		
7	Marital Status		
8	Nationality		
9	Religion		
10	Address for correspondence		
	PIN Code		
	Mobile Number		
	Email id		
11	Permanent Address		
	PIN Code		
	Mobile Number		

12	Academic Qualifications (Secondary School Examination onwards)							
	Examination/ Degree	Board/ University	Subject/ Specialization	Year of passing	CGPA/ % Marks	Division	Proof Encl. no.	
	High School/ Secondary							
	Sr. Secondary							
	Degree							
	Master Degree							
	B.Ed							
Others								
13	Detail of experience in academic institution(s)/ organization (s) [Chronological order]							
	Post Held	Organization	Period			Pay Scale	Gross	Proof Encl. no.
			From	To	Duration			
14	Details of Scholarships/ Awards/ Honour/ with proof (Attach separate sheet if required)							
15	Details of Academic achievements with proof (Attach separate sheet if required)							
16	Developed/ Participation in production of educational programs / affiliations with proof (Attach separate sheet if required)						Proof Encl. no.	
17	Conducted Short Term/ Continuing Education Programmes/ Other Courses with proof (Attach separate sheet if required)							

18	Conferences/ Workshops/ Symposium etc. attended (Attach separate sheet if required)					
19	Special Training/ Assignment (Attach separate sheet if required)					
20	Publications					
	Text Books / educational books					
	Title	Published (Nos.)	Accepted (Nos.)	Communicated (Nos.)	Remarks	
	Lower Primary Level					
	Higher Primary					
	Secondary Level					
21	Membership/ Fellowship of Professional Bodies/ Societies					
22	Administrative responsibilities held in chronological order (attach separate list if required)					
	Position Held	Organization	Nature of responsibility	Period		Proof Encl. no.
				From	To	
23	Working Knowledge of Computers , Internet, Online teaching /activities, Artificial Intelligence etc.					
	Computers and Internet					
	Online teaching /activities					
	Artificial Intelligence					
	Others					
Provide name, designation and address of at least two referees, One from a local public representative and the other from an educationist or from one of your mentor. Both referrers						

24	should not be a relative to you but well acquainted with your academic and administrative performance and conduct. (Attach certificates)					
	(i)		(ii)			
	Email Id:		Email Id:			
	Mobile No.		Mobile No.			
25	Details of Present Employer					
	Name & Address	Contact Number (Phone/ Mobile / email id)	Nature of Present Post [Mark]	Present Pay Details		
				Pay Scale	Other Allowances	Total Emoluments
			Permanent			
		Temporary				
		Ad-hoc				
		Contractual				
26	If appointed, minimum time you will require to join on the post?					
27	Any other information you wish to give. (Attach extra sheet if required)					

Declaration by the candidate

I _____ S/o _____ hereby declare that the information given by me in this application form is true to the best of my knowledge and belief. If, at any time, I am found to have concealed any material / information or given any false information or produced fake certificates, my candidature / appointment may be summarily rejected / terminated without any notice or compensation and I am liable for legal action against me.

Signature of Applicant

Place:

Date:

This certificate is to be issued in the School / institute / organization official letter head.

(This certificate must be signed by the employer in case of the candidate already in service whether in permanent / ad-hoc / temporary capacity)

Note: This certificate is optional

CERTIFICATE FROM THE PRESENT EMPLOYER

Ref No. _____

Date: _____

Forwarded, Shri./Smt. /Dr. _____ bearing the designation of _____ holds the post in our institute / organization in permanent / ad-hoc / temporary / contractual capacity.

He / She is drawing the pay in the pay-band / scale _____ with allowances _____ and the total emoluments is Rs.. This School /institution / organization has no objection to the candidature of the applicant being considered for appointment to the post of in NITK English Medium School.

Signature of the Employer with seal

Name: _____

Designation: _____

Place: _____

Date: _____

