

APPLICATIONS ARE INVITED FOR VARIOUS POSTS
AT NAVAL KINDERGARTEN, NAVY NAGAR,
NEAR FORT RAILWAY STATION CHENNAI
FOR ACADEMIC YEAR 2025-26

Naval Kindergarten, Chennai invites Applications for the Post of HM, BVT (Balvatika Teacher), Accountant, Clerk and Support Staff (MTS). The age criteria, Academic and professional qualification etc for various posts are placed at **Enclosure 1**

- (a) No accommodation and TA/DA is admissible for any candidate who may be shortlisted for attending the interview and may be subsequently selected for the appointment.
- (b) It is neither a Central Govt. nor a State Govt. job.
- (c) Appointment will be with effect from end Apr 2025 onwards.

2. Interested candidates may forward duly filled-in applications (application form available on the school's website <https://nkgadyar.nesnavy.in/>) along with detailed CV and testimonials by REGD POST /SPEED POST / HAND as follows :-

- (a) Applications sent by REGD/SPEED POST/ HAND are to be clearly super scribed in bold capital letters on the envelope as "**APPLICATION FOR THE POST OF _____ AT NKG CHENNAI**" and addressed to:

THE SENIOR EDUCATION OFFICER
INS ADYAR,
VARUNA SALAI,
CHENNAI - 600 009

- (b) Last Date for receipt of duly filled Applications is **28 Mar 25 (Friday)**

(APPLICATIONS SENT BY ANY OTHER MEANS OR FORWARDED TO ANY OTHER ADDRESS WILL NOT BE ACCEPTED)

Note :-

- (a) Duly filled application form is to be submitted along with self-attested copies of testimonials of educational/ professional qualifications, experience, achievements etc by **REGD POST /SPEED POST/ HAND** so as to reach at the above-mentioned address on or before **28 Mar 25**.
- (b) Candidates are to ensure correctness of personal particulars, email id and mobile number while filling up the application form. All communication from the office or school (if any and as applicable) will be made only to the email id and mobile number provided by the candidate.
- (c) Applications incomplete in any respect will be summarily rejected and no correspondence in this regard will be entertained.
- (d) Applications received after due date will not be considered under any circumstances whatsoever and will be rejected.

- (e) The School administration reserves the right to cancel/ amend any vacancies for administrative reasons.
- (f) Short listed candidate will be informed by email/telephonically by the school for interview.
- (g) The probable date of interview is scheduled on April 2025.



(VP Senthil)
Commander
Senior Education Officer
Vice Chairperson

VACANCIES AT NAVAL KINDERGARTEN, CHENNAI – AY 2025-26

Ser	Name of the Post	Age	Qualification (Academics/Experience)
1	HM	30 to 50 years as on 01 Jul 25	<p>(i) <u>Academic and Professional Qualifications</u> (aa) Bachelor's degree completed as a regular course with at least 55% from a recognised university. (ab) <u>For Foundational Stage School.</u> Diploma in Nursery Teacher Education/Pre-school Education/Early Childhood Education Programme of duration of not less than 2-years Or B.Ed (Nursery) with at least 50% marks from a recognised university/institution.</p> <p>(ii) <u>Experience.</u> At least three years as Head of Foundation/ Preparatory Stage school, as applicable.</p> <p style="text-align: center;">Or</p> <p>Combined teaching experience of at least five years in Foundational/Preparatory Stage in CBSE Schools.</p> <p>(iii) <u>Desirable.</u> Excellent communication skills in English with ability to converse in Hindi; and working knowledge of using Computer Applications/MS Office/ERP Software/ AI tools / Data Sciences in administration of the school.</p>
2	BVT (Balvatika Teacher)	21 to 50 years as on 01 Jul 25	<p>(i) Senior Secondary Class (Class XII or its equivalent) from a recognized board with minimum 55% marks aggregate. (ii) 2 year Diploma in Nursery Teacher Education/Pre-school Education/Early Childhood Education programme or equivalent Or B.Ed (Nursery) completed as a regular course with at least 50 % marks from a recognised university/institution.</p>

3	Accountant	30 to 50 years as on 01 Jul 25	<p>(aa) Bachelor's Degree (or equivalent qualification in Armed Forces) with adequate knowledge of maintenance of accounts.</p> <p>(ab) Accounting experience of at least three years.</p> <p>(ac) Good working proficiency in Microsoft Office tools viz Excel, Word and Power Point. Working knowledge of computer applications/financial management/maintenance of cash accounts/ AI tools/ ERP software/ and will be proficient in using accounting software applications.</p> <p>(ad) Ability to correspond independently in English (spoken/written).</p> <p>(ae) Preference will be given to the candidates having at least five years' experience in handling of accounts in the rank of PO or above, or equivalent in the Army/ IAF.</p>
4	Clerk	21 to 50 years as on Jul 25	<p>(aa) Bachelor's Degree (or Equivalent qualification in Armed Forces) with adequate knowledge of clerical duties.</p> <p>(ab) Typing speed of 40 words per minute. Ability to correspond independently in English.</p> <p>(ac) Three years' experience in handling of office work. Preference will be given to the candidates having relevant experience in the rank of PO or above, or equivalent in Army/IAF.</p> <p>(ad) Computer proficiency in MS Office/Office Automation/AI tool ERP Software.</p>
5	Support Staff (MTS)	21 to 35 years as on 01 Jul 25	<p>(aa) Pass in Matriculation or equivalent from a recognised Board.</p> <p>(ab) Ability to communicate effectively.</p>

Note: The upper age limit for ex-Naval School staff (except Support staff) will be relaxed by the number of years of their carried forward experience of working in previous Naval School, subject to the individuals age **not exceeding 55 years**.