

COCHIN REFINERIES SCHOOL

A premier CBSE School
Ambalamukal 682 302, Ernakulam Dist, Kerala
(10+2 pattern School affiliated to CBSE, New Delhi and managed by
Cochin Refineries Educational Aid Society)

REQUIRES

Permanent Basis				
Sl No	Post	No.of Posts	Qualifications	Scale of Pay
1	Primary Teacher (PRT) - Computer Science	1	<p>a) Degree: - First Class in BTech Comp. Sc. /MCA with minimum 60% marks, awarded by a recognized University in India, after pursuing a period of study in a regular college affiliated to the University concerned.</p> <p>b) B.Ed. Degree in any subject with minimum of 55 % marks recognized by NCTE (National Council of Teacher Education) , awarded by a recognized University in India .</p> <p>Desirable :- CTET/KTET</p>	Initial placement will be on a consolidated pay of Rs.30,000/- p.m for one year. On successful completion of 1 year he/she shall be considered for appointment against permanent vacancy of Primary Teacher (PRT) in the Level 6 of the 7 th CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.45,625/- p.m
2	Primary Teacher (PRT) - Sanskrit	1	<p>a) Degree :- First Class Graduate Degree in Sanskrit with minimum 60% marks, awarded by a recognized University in India, after pursuing a period of study of minimum 3 years in a regular college affiliated to the University concerned.</p> <p>b) B.Ed. :- Degree in the subject Sanskrit with minimum of 55 % marks awarded by a recognized University in India after pursuing a period of study of minimum one year, in a regular college affiliated to the University concerned.</p> <p>Desirable: - (i) Working knowledge on Computers. (ii) CTET/KTET</p>	Initial placement will be on a consolidated pay of Rs.30, 000/- p.m for one year. On successful completion of 1 year he/she shall be considered for appointment against permanent vacancy of Primary Teacher (PRT) in the Level 6 of the 7 th CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.45,625/- p.m
3	Kindergarten (KG) Teacher	2	<p>a) Degree: - First Class Graduate Degree in any subject with minimum 60% marks, awarded by a recognized University in India, after pursuing a period of study of minimum 3 years in a regular college affiliated to the University concerned.</p> <p>(b) NTTC/ Montessori Training (for a period of minimum one year) from a recognized institute of repute.</p> <p>Desirable:- i) Working knowledge on Computers. ii) Skill in drawing /art work / craft work/music</p>	Initial placement will be on a consolidated pay of Rs.30,000/- p.m for one year. On successful completion of 1 year he/she shall be considered for appointment against permanent vacancy of Primary Teacher (PRT) in the Level 6 of the 7 th CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.45,625/- p.m

4	Librarian	1	<p>a) Graduate degree in any subject with minimum 60% marks, awarded by a recognized University in India, after pursuing a period of study of minimum 3 years in a regular college affiliated to the University concerned.</p> <p>b) Master degree in Library & Information Science (MLISc) with minimum 60% marks, awarded by a recognized University in India, after pursuing a minimum period of study of one year in a regular college (Regular Course) affiliated to the University concerned.</p> <p>Desirable:-</p> <p>i) Working knowledge on Computers and practical knowledge of Integrated Library Management System(ILS)</p> <p>ii) Knowledge of data base management , keeping of Accession Register etc</p>	Initial placement will be on a consolidated pay of Rs.30,000/- p.m for one year. On successful completion of 1 year he/she shall be considered for appointment against permanent vacancy of Primary Teacher (PRT) in the Level 6 of the 7 th CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.45,625/- p.m
5	Sub Staff (Male)	1	<p>12th Std pass with minimum 50% marks after pursuing a period of study of minimum of 2 years after passing standard 10, in a regular School, affiliated to any State Board / Central Board.</p> <p>Duties & Responsibilities:- The incumbent has to do the job of a school sub staff/ attender, including cleaning/ sweeping etc.</p> <p>Desirable:- Valid two wheeler driving license and ability to read and understand English .</p>	Initial placement will be on a consolidated pay of Rs.15,000/- p.m for one year. On successful completion of 1 year he shall be considered for appointment against permanent vacancy of Sub Staff in the Level 1 of the 7 th CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.23,220/- p.m
Temporary Posts on Contract Basis				
a	Dance	1	<p>Degree / Diploma in Dance from recognized institute / University</p> <p>Duties &Responsibilities:- Handling dance periods in different classes. Preparing / coaching the students for different intra school & inter school competitions / programmes etc & any other reasonably assigned duties by the Principal</p>	Rs.17,000/- consolidated
b	Music	1	<p>BA Music / Ganabhooshanam from a recognized institute / University.</p> <p>Desirable:- Proficiency in Western Music/Instrumental music</p> <p>Duties &Responsibilities:- Handling music periods in different classes. Preparing / coaching the students for different intra school & inter school competitions / programmes etc & any other reasonably assigned duties by the Principal</p>	Rs.17,000/- consolidated

c	KG Ayah / Attender (Female)	1	10 th Std pass, after pursuing a period of study of minimum of 10 years in a regular School, affiliated to any State Board / Central Board.	Rs.13,000/- consolidated
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Age Limit: Not exceeding

Post 1 - 3 : 30 years

Post 4 & 5 : 35 years

Temporary posts : 35 years

as on 01st June 2019 for the above posts. Relaxation / Concession for SC/ST/OBC candidates will be as per Government Guidelines.

Experience as given below is mandatory for the all posts:-

Post 1 - 4 : Teaching experience of minimum 2 years in a recognized CBSE/ICSE school.

Post 5 : 2 years' experience as an Attender/Peon/Sub staff/Office boy in a school

Post a & b : One year teaching experience in a recognized school

Post c : 1 year experience in a school

Fluency in English : Ability to communicate well with fluency in English language is essential for all posts.

Selection: The selection methodology for permanent teaching posts (Post 1 - 3) will comprise of written test, Demonstration Class, Group Discussion and Interview. Posts 4 & 5 will comprise of written test & interview. The candidates short listed in the written test will be required to appear for interview for final selection. Appointment will be subject to the candidates clearing the medical examination. For all the temporary posts the selection methodology will be based on interview.

Right to restrict candidates: The Management reserves the right to call for Written Test / Demonstration / Interview only those who in its opinion are likely to be suitable. Management may at its discretion, raise / relax the eligibility standard to restrict the number of candidates or to make available sufficient number of candidates to be called for Test / Demonstration / Interview. Management reserves the right to fill or not to fill the above post without assigning any reason whatsoever.

How to Apply ? Duly filled in Application in the prescribed format (to be downloaded from the web site) with true copies of certificates of qualifications & experience should be sent in an envelope super scribed as "**Application for the post of _____**", to the **PRINCIPAL, COCHIN REFINERIES SCHOOL, AMBALAMUKAL P O, ERNAKULAM DISTRICT, KERALA, PIN - 682 302.**

Last date for receipt of completed application (in the prescribed format available on the website) is 11th March, 2019.

We do not have any agent and have not engaged any Agency to render support in this selection process and therefore any form of canvassing for any position by a candidate will render his / her candidature invalid.

If approached by any person / agent with the job offer, kindly contact Principal & the nearest Police Station immediately.

Ambalamukal/27th February, 2019

**PRINCIPAL,
Cochin Refineries School**

COCHIN REFINERIES SCHOOL

Ambalamukal, Ernakulam

Requires

On Permanent Basis

1. PRT Computer Science - 1
2. PRT - Sanskrit - 1
3. Kindergarten Teacher - 2
4. Librarian - 1
5. Sub Staff (Male) - 1

On Contract Basis

- a. Dance Teacher - 1
- b. Music Teacher - 1
- c. KG Ayah / Attender - 1

For details visit www.cochinrefineriesschool.ac.in

Last date: 11th March '19

Any form of canvassing will disqualify a candidate. If approached by any person / agent with the job offer, kindly contact Principal & the nearest Police Station immediately.

Ambalamukal
27.02.19

Principal, C R School

**Cochin Refineries School
Ambalamukal**

Application No.
(For office use)

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Affix recent
Passport size
Photograph
here

APPLICATION FORMAT
(must be filled in own handwriting)

1.	Post applied for													
2.	Name of the candidate (In Block letters)													
3.	Gender	Male / Female				4.	Marital Status	Married / Unmarried						
5.	Date of birth*	DD			MM			YYYY			Age in completed yrs as on 01.06.2019			
6.	Father's Name													
7.a)	Religion						b)	Category	Gen/SC/ST/OBC			c) Nationality:		
8.	Mailing Address						9.	Permanent Address						
	Pin Code							Pin Code						
10.	Contact Telephone Nos.													
11.	e-mail ID													

12. Educational Qualifications. (Higher qualifications to Lower - up to Std X).

Examination passed	Subject / Specialization	Board / University	Name of the College /School/Institute /University Dept where studied	Year of passing	Course Duration	Whether regular / distant / correspondence course	% of marks

13. Have you qualified SET / CTET / TET / NET ? (If yes specify)

14. Experience (In chronological order) * copies of experience certificates must be attached

School's Name with brief address	Whether CBSE /ICSE/ Others (specify)	CBSE / ICSE Affi. No	Posts held	Duration (exact dates to be given)		Classes taught, Nature of Duties & Responsibilities held
				From	To	

14.	Are you a computer literate? If yes, state the skills
15.	Languages in which you are able to converse?
16.	Extra curricular / Co curricular activities :-
17.	Achievements / prizes or awards won / papers published etc (if required additional sheet may be attached)

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge. If at any stage of the selection process, or later, any of the above statement/s is/are found to be false or incomplete, I understand that my candidature will stand cancelled / my service is liable to be terminated

Date : _____

Signature : _____

* Additional sheets may be added if necessary