

COCHIN REFINERIES SCHOOL

Kuzhiyara P O, Thiruvaniyoor, Ernakulam District - 682 312, Kerala
(A premier CBSE School of 10+2 pattern, affiliated to CBSE, New Delhi and
managed by Cochin Refineries Educational Aid Society)

ADV.NO:CRS/2024-25/01

Date: 24.04.2024

FRONT OFFICE ASSISTANT ON CONTRACT BASIS - NOTIFICATION

Cochin Refineries School, established in 1966, is situated at Thiruvaniyoor, Ernakulam District, Kerala. The school is run by Cochin Refineries Educational Aid Society. The school is affiliated to the Central Board of Secondary Education, New Delhi and prepares students for Secondary School Examination (SSE) and Senior School Certificate Examination (SSCE).

CRS invites applications from eligible candidates for the following position **on contract basis**:

1. FRONT OFFICE ASSISTANT - 1 Post

I. Qualifications & Experience :

A) Qualifications :

Essential:

- Graduate degree in any subject other than Engineering with minimum 60% marks, after pursuing a period of study of minimum 3 years in a regular college affiliated to a recognized Indian University.
- PGDCA/DCA or equivalent certificate in computer proficiency having minimum 6 months course duration from a recognized university/institute. (Not necessary for graduates who have Computer Applications as a core subject in their degree course, subject to proof for the same).

Desirable:

- A diploma/certificate course in Front Office Management from a recognized university/institute.
- Good IT Skills with sound knowledge of working with MS Office and cloud applications.
- Good Communication skills in English, Hindi & Malayalam.
- Pro-active, highly resourceful and possess good personal image, excellent phone mannerism and enthusiasm in customer service..

B) Experience :

Desirable: 1 (one) year administrative/front-office experience preferably in a recognized educational Institution.

II. Age Limit : Not exceeding 30 years as on 1st June, 2024 (Date of Birth on or after 01.06.1994)

Age relaxation for SC/ST/OBC(NCL)/PwBD candidates for both the above posts shall be as per Government Guidelines.

III. Scale of Pay :

Consolidated payment of Rs. 21,000/- per month, with applicable deductions.

IV. Cut-off Date: The Cut-off date for determining various eligibility criteria viz., Educational Qualifications, Age Limit and Experience etc. will be 01.06.2024.

V. Selection: The selection methodology will comprise of either written test / interview or both. Appointment will be subject to the candidates submitting medical fitness certificate from a registered medical practitioner.

VI. Right to restrict candidates: The Management reserves the right to call for Written Test / 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 numbers of candidates to be called for Interview. Management reserves the right to fill or not to fill the above post without assigning any reason whatsoever.

VII. HOW TO APPLY:

Eligible candidates may apply online from 25th April, 2024 onwards to 08th May, 2024 (17:00hrs) through the link available on <https://bit.ly/recruit-2024-25>

The link is also available on our school website <http://cochinrefineriesschool.ac.in/>

Candidates are advised to duly fill up the details sought in the online application form. Upon submission of the application form, application number shall be generated and 'PDF' copy of the application form shall be sent to the registered e-mail id of the candidates.

Downloaded application form along with self-attested proof of age, qualifications and experience should be received at the following address on or before 15th May, 2024.

**The Principal
Cochin Refineries School
Kuzhiyara P O,
Thiruvaniyoor
Ernakulam District, Kerala - 682 312**

Applications received after the due date as above are liable to be rejected.

Note:

- There is no application fee. All applicants should have a valid/active email-id which should be kept active till this recruitment process is over. Candidates are advised to keep the details and password of their e-mail id fully confidential and do not disclose the same to any other person. School shall not be responsible for any consequences arising out of candidates disclosing their e-mail id related details to any other person.
- Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above post. Candidates are also advised to go through detailed instructions related to the application process.
- Candidates seeking age relaxation as applicable for SC/ST/OBC (NCL), will have to submit the caste/community certificate in the prescribed format by the designated Competent Authority meant for appointment to posts under the Govt. of Kerala indicating clearly the caste, the Act/Order under which the caste/community is recognized as SC / ST / OBC (NCL) and the Village / Town the candidate is ordinarily resident of.
- Candidates would also be required to upload passport size photograph of not more than 1 mb of file size (.jpg or .png) while filling the application form and therefore before applying online, candidates are advised to keep the soft copy of the photograph ready in the system for uploading the same when required in the application form.

- Candidates who submit more than one online application will be disqualified. It is mandatory to send the print-out of the 'pdf' format generated through online mode along with the necessary documents to the above address for consideration of your candidature. If the candidate fails to submit the downloaded form along with necessary documents as above, his/her candidature would be “Rejected”, even if they have submitted the online application.
- Manual applications or Resume sent by any mode including post/courier or in person will not be accepted/considered.
- Application with incomplete information and/or not accompanied with true self attested copies of all certificates and mark-lists/testimonials regarding age, qualifications, experience (nature of experience should be mandatorily specified) *are liable to be rejected*. Also, applications not fulfilling the eligibility criteria would be “Rejected”.
- It is advisable to access the online application form from the place having a reasonably fair network connectivity so that application process is smooth.
- The candidate may cross-check the information furnished in the application form before finally submitting the same as no correction would be possible later. Mere fulfilling of the minimum qualifications and experience will not vest any right on candidates for being called for written test.

VIII. LIST OF DOCUMENTS TO BE PRODUCED:

Candidates are required to send the self-attested copies of the following documents along with the print out of PDF format of the ONLINE APPLICATION to the address mentioned above.

- Birth Certificate issued by Local Administration OR SSLC/SSC/Matriculation pass certificate.
- Certificate and Mark List of all qualifications, mentioned in the online application form.
- Copies of all the Experience Certificates mentioned in the online application form.
- SC/ST/OBC (NCL) caste / community certificate / PwBD medical certificate, if applicable.
- No Objection Certificate from present employer, if applicable.

Applications submitted without attaching the above documents are liable to be rejected.

IX. GENERAL INSTRUCTIONS:

- a) Candidates currently employed in Government/Aided schools/colleges will have to produce ‘No Objection Certificate’ at the time of further selection process and ‘Release Order’ from their employer at the time of joining. In case the candidate fails to do so, his/her candidature will not be considered.
- b) Wherever CGPA or Grade is awarded in the Graduation examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by the applicable Board/Institute/University. Also, candidates having Computer Application as a core subject in the degree course, proof for the same is to be submitted.
- c) Candidates fulfilling the criterion (based on the details submitted in the application form) and shortlisted for further selection process will be informed through email.
- d) Candidates shortlisted for further selection process will be required to produce the downloaded printed PDF application form along with originals of all the documents pertaining to age, qualification and experience which will be suitably intimated to shortlisted candidates. The candidates are also required to carry any one of the following (original and one photocopy) as a valid identity proof along with them - Aadhar Card, PAN Card, Driving License, Voters ID or Passport at the time of written test, failing which they will not be allowed to appear for further selection process. Any other identity proof will not be accepted.

- e) Candidates have to make their own arrangement for lodging and boarding for appearing for any stage of the selection process.
- f) The candidature of the applicant shall be provisional and subject to subsequent verification of antecedents/certificates/testimonials. In case it is found/ known at any stage of selection/recruitment process or thereafter that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect/ misleading / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to the School are found to be untrue, inaccurate or incorrect at any stage before or after his selection, then the same shall amount to misrepresentation/ fraud and his/her services shall be liable to be terminated unilaterally by the School, at any time.
- g) The decision of School will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full etc. Filling up of the post is solely at the discretion of the School and also subject to the suitability of candidates & School's requirement and no claim will arise for selection. School reserves the right to call only those candidates for various stages of selection process who in its opinion are likely to be suitable. School may at its discretion, alter the minimum eligibility standard/criteria/cut-off to restrict the number of candidates or to make available sufficient number of candidates to be called for written test or for subsequent stages. No enquiry or correspondence will be entertained in this regard.
- h) For any other general queries pertaining to this recruitment advertisement please email to staffrecruitcrs@cochinrefineriesschool.ac.in Correspondence/ Communication in any other manner will not be entertained. Candidates are advised to mention their application number in the subject of the mail while corresponding on any information/query related to this recruitment notification and related details. Candidates are also advised to mention their correct e-mail ids and contact no. /mobile number (10 digits) and keep checking their e-mail messages. School shall not be responsible for any delay or non-delivery of messages in the email ID, either on account of incorrect entry in the online application or network issues.
- i) Candidates are advised to regularly visit our website www.cochinrefineriesschool.ac.in for updates about the recruitment process or for any communication on dates/ corrigendum/addendum/other modalities. Post notification all the correspondence would be through website/e-mail only.
- j) Court of jurisdiction, for any dispute related to this selection process will be at Kochi.
- k) Short listing for selection process or empanelment after the selection process shall not confer any right of appointment to the applicants.
- l) Canvassing in any form will be considered as a disqualification.
- m) School reserves the right to change/ modify/ cancel/ amend the selection/ recruitment process or procedure thereof at its sole discretion without assigning any reason. Decision of the School on any such matters would be final.

X. IMPORTANT DATES :

Opening date of online application : 25.04.2024 (10.00 hrs)
Last date for submission of online application : 08.05.2024 (17.00 hrs)
Last date for receiving hard copy of the application
along with applicable documents : 15.05.2024 (16.00 hrs)

Principal CR School

>>>END OF THE DOCUMENT<<<

CAUTION!

ANY FORM OF CANVASSING WILL DISQUALIFY A CANDIDATE

PLEASE BEWARE OF IMPOSTERS/ AGENTS PRETENDING TO REPRESENT US. WE DO NOT ENGAGE ANYONE TO HANDLE OUR RECRUITMENT PROCESS.

FOR ANY UPDATES ON THIS POSTING, CANDIDATES ARE ADVISED TO REFER TO THE CONTENTS PUBLISHED ON OUR OFFICIAL WEBSITE ONLY AND NOT BE MISGUIDED OR MISLED BY ANY CONTENT PUBLISHED IN ANY OTHER WEBSITE/BLOG ETC.