

## 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)

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ADV.NO:CRS/2025-26/03

Date: 28.01.2026

### RECRUITMENT NOTIFICATION – KINDERGARTEN TEACHER & OFFICE ASSISTANT

Cochin Refineries School (CRS), 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 maintains a holistic approach to education with respect to academics, co-curricular activities and core human ethics & values. CRS has won a multitude of accolades in academics, as well as in extra-curricular activities in interschool, state and national levels.

CRS invites applications from eligible candidates having good communication skills and who can create value in real-world learning and teaching for permanent posts of **KINDERGARTEN TEACHER** and candidates having good interpersonal skills and multitasking abilities for the permanent post of **OFFICE ASSISTANT**.

#### I. Qualifications & Experience :

##### 1. KINDERGARTEN (KG) TEACHER - 2 Posts

###### A) Qualifications :

**Essential:** Graduate Degree in any subject with minimum 60% marks, after pursuing a period of study of minimum 3 years' in a regular college affiliated to a recognized Indian University.

NTTC / Montessori Training, after pursuing a period of study of minimum 1 year from a recognized reputed Institute.

**Desirable :** i) Proficient in Computer Applications; ii) Skill in drawing / art work / craft work.

###### B) Experience :

Minimum 2 years' teaching experience as a KG / Pre-KG teacher in a recognized CBSE/ ICSE/ State school.

## 2. OFFICE ASSISTANT - 1 Post

### A) Qualifications :

**Essential :** 12<sup>th</sup> Std pass after pursuing studies in a regular School, affiliated to any State Board / Central Board.

### B) Experience :

**Essential :** Minimum 2 years' experience as Office Assistant / Attender / Peon in a recognized CBSE / ICSE / State school.

**II. Age Limit :** For the post of KINDERGARTEN (KG) TEACHER - Not exceeding 45 years as on 1<sup>st</sup> June, 2026 (Date of Birth on or after 01.06.1981).

For the post of OFFICE ASSISTANT - Not exceeding 35 years as on 1<sup>st</sup> June, 2026 (Date of Birth on or after 01.06.1991).

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

### III. Scale of Pay : For the post of KINDERGARTEN (KG) TEACHER

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 the permanent vacancy of Kindergarten (KG) Teacher, in Level 6 (Rs.35400-112400) of the 7<sup>th</sup> CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.63,012/- p.m.

### For the post of OFFICE ASSISTANT

Initial placement will be on a consolidated pay of Rs.20,000/- p. m. for one year. On successful completion of 1 year, he/she shall be considered for appointment against the permanent vacancy of Office Assistant, in Level 1 (Rs. 18000-56900) of the 7<sup>th</sup> CPC. Gross emoluments in the minimum of the pay scale at the current rate of allowances would be Rs.32,040/- p.m.

**IV. Cut off Date :** The Cut-off date for determining various eligibility criteria viz., Educational Qualifications, Age Limit, Experience etc. will be 01.06.2026.

**V. Selection :** The selection methodology for permanent teaching post will comprise of written test, Demonstration Class/Group Discussion and Interview. Candidates shortlisted in the written test will be called for Demonstration Class/Group Discussion and Interview. The selection methodology for permanent non-teaching post will comprise of written test and Interview. Appointment will be subject to the candidates clearing the medical examination. The selected candidate for the position of **Office Assistant** must complete a **First Aid certification (classroom training course) from a recognized institute** and should familiarize with School Infirmary / Sick Room related activities within six months from the date of joining.

**VI. 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 numbers 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. Accordingly, merely fulfilling the minimum qualifications and experience will not vest any right on candidates for being considered for the selection process.

## VII. HOW TO APPLY:

Eligible candidates may apply online from **28<sup>th</sup> January, 2026 (10:00hrs) onwards to 14<sup>th</sup> February, 2026 (17:00hrs)** through the link

[https://crs.insightse.com/recruitment\\_application/](https://crs.insightse.com/recruitment_application/)

Candidates are advised to duly fill up the details sought in the online application form. Upon online submission of the application form, the 'PDF' copy of the application form along with an application number shall be auto - generated.

**The downloaded application form along with self-attested proof of age, qualifications and experience shall be mailed to the following address, so as to reach us on or before 21<sup>st</sup> February, 2026 (16.00 hrs).**

**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 shall not disclose the same to any other person. CRS 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 (Non-Creamy Layer), 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. PwBD (Persons with Benchmark Disabilities) candidates seeking age relaxation are required to submit a certificate issued by a medical board with a minimum of three members constituted by Central / State government.
- Candidates are required to upload passport size photograph of not more than 1 mb of file size (.jpg or .png) while filling the online application form. Before applying online, candidates are advised to keep the soft copy of the photograph ready in the system for easy uploading, when required in the application form.
- Candidates are mandatorily required to submit the hard-copy of the application generated through online mode in 'pdf' format along with the necessary documents to the above address within the due date, 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.**

- Candidates who submit more than one online application will be disqualified.
- Manual applications or Resume without online application, 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 a location having a reasonably fair network connectivity so that the online 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.
- Applications submitted/received after the cut-off dates as above will not be considered.

#### **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.

- SSLC/SSC/Matriculation pass certificate.
- Std XII/equivalent Certificate.
- Degree Mark List/ Certificate **(for KG Teacher Post only)**. Wherever CGPA or Grade is awarded in the Graduation Degree, necessary proof for its equivalent percentage of marks conversion as per the norms adopted by the applicable Board/Institute/University must be mandatorily submitted.
- NTTC/Montessori Training certificate and Mark list, **(for KG Teacher Post only)**.
- Certificate and Mark List of higher qualifications, if any.
- Copies of all the Experience Certificates mentioned in the online application form.
- SC/ST/OBC caste/community certificate / PwBD medical certificate, 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/ NTTC examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by the applicable Board/Institute/University.
- 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 at the time of personal appearance. The candidates are also required to carry along with them, 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 in all stages 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](mailto: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 networks issues.
- i) Candidates are advised to regularly visit our website [www.cochinrefineriesschool.ac.in](http://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) Shortlisting 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 :**

<b>Opening date of online application</b>	<b>:</b>	<b>28.01.2026 (10.00 hrs)</b>
<b>Last date for submission of online application</b>	<b>:</b>	<b>14.02.2026 (17.00 hrs)</b>
<b>Last date for receiving hard copy of the application along with applicable documents</b>	<b>:</b>	<b>21.02.2026 (16.00 hrs)</b>

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.**