

HT – DECEMBER 15, 2020

**MATA JAI KAUR PUBLIC SCHOOL
& JASPAL KAUR PUBLIC SCHOOL**

REQUIRE :

**1. PGT - BIOLOGY, HISTORY,
CHEMISTRY**

PG with 1st or 2nd Div. & B.Ed. from a recognized University.

**2. TGT - SOCIAL SCIENCE,
HINDI, ENGLISH**

PG/ Graduation with 1st or 2nd Division & B.Ed. from a recognized University.

**3. PRT - GENERAL, HINDI, MATHS,
PHYSICAL EDUCATION**

PG/Graduate with 1st or 2nd Division & B.Ed./B.El.Ed. and Relevant qualifications from a recognized University.

4. NTT

Graduate with 1st or 2nd Division & 2 years Nursery Teacher Training from SCERT/Govt. recognized Institute.

5. OFFICE SUPERINTENDENT

Post/Graduate Conversant with School office procedure, capable of handling administrative, HR matters and correspondence efficiently. Must have proficiency in English language and computer operation. Exp of 3 years in a public school of repute.

6. SPECIAL EDUCATOR

PG/Graduate with B.Ed in Special Education from a recognised University. Min. 2 yrs. Exp., Must be registered with Rehabilitation Council of India.

**7. VOCAL MUSIC/WESTERN MUSIC/
ART/DANCE/YOGA/BAND/TABLA
FACULTIES**

PG/Graduation/Diploma from a recognized University / Vocational Institute.

8. OFFICE ASSISTANT (ADMIN)

Graduate with proficiency in MS Office & Internet and good typing speed. Work experience in Public School preferred.

9. OFFICE ASSISTANT (ACCOUNTS)

B.Com with proficiency in Tally, MS Office & Internet. Exp. in Public School Accounting preferred.

10. ESTATE SUPERVISOR

Graduate having relevant experience, computer skill, proficient in procurement and inventory system. Competent in maintaining estate and sound in liasoning work. Experience in public school of repute preferred.

SALARY As per 7th Pay Commission and Govt. Rules as applicable.

Application on standard form available on school website duly completed should reach within 10 days by post/ courier/email with job title in the subject line to :

THE CHAIRMAN

MATA JAI KAUR PUBLIC SCHOOL

Ashok Vihar, Phase-III, Delhi-110052. Ph: 27244590

Email : mjgpsrecruit@gmail.com, Web : www.mjgpsdelhi.com, www.jkps.org