

HAL EDUCATION COMMITTEE

Facilities Management Division, Vimanapura Post, HAL, Banagalore-560017

Invites applications for the following posts at our schools.

Job specification

Sl. No.	Name of the post	No of posts	School	Qualification	Division	Regular / Adhoc	Pay scale	Job specification
1	Asst.Mistress (Higher pry.) VI and VII std.	2	HAL East Primary & Girls High School	i)B.A.(English & Social Studies), BEd. - 1 post ii) B.Sc.(PCM), B.Ed.- 1 post	I class in B.A. & B.Ed I class in B.Sc., B.Ed	Regular	Rs.12500-24000	Arts & Science graduate(one post each) should have ability to handle all subjects related to higher primary sections (VI -VII stds.) with minimum of 2 years experience.
2	Nursery Teacher	1	HAL East Primary & Girls High School	Graduate in any discipline with NTT or equivalent	I class Graduates	Regular	Rs.11600-21000	Should handle Nursery classes (LKG & UKG children.) with fluency in English & Kannada. Should be well versed with Rhymes, story telling & activity based learning, drawing & painting with 2 years experience.
3	Asst.Mistress (Lower pry.)	3	HAL East Primary & Girls High School	PUC, TCH / D.Ed	-	Adhoc	Rs.10000/-p.m. (consolidated)	Should be able to teach all the subjects from Std I to V with minimum of 2 years experience.
4	Nursery Teacher	1	HAL East Primary & Girls High School	PUC with NTT or equivalent	-	Adhoc	Rs.8000/- p.m. (consolidated)	Should handle Nursery classes (LKG & UKG children.) with fluency in English & Kannada. Should be well versed with Rhymes, story telling & activity based learning, drawing & painting.
5	Nursery Teacher	1	HAL West Primary School	PUC with NTT or equivalent	-	Adhoc	Rs.8000/- p.m. (consolidated)	Should handle Nursery classes (LKG & UKG children.) with fluency in English & Kannada. Should be well versed with Rhymes, story telling & activity based learning, drawing & painting.

Sl. No.	Name of the post	No of posts	School	Qualification	Division	Regular / Adhoc	Pay scale	Job specification
6	II Divn.Clerk	1	HAL West Primary School	B.Com with certificate course in Computer	I class B.Com Graduate	Regular	Rs.11600-21000	To perform clerical work both accounts and administration, Tally operation, maintenance of accounts books, letter drafting & should be able to handle correspondence independently under the guidance of HM to interact with Education Department Grant aid work. Should be able to translate Kannada letters to English & vice versa.
7	Co-ordinator	1	Vathsalya HAL School for Special Education	B.Com, MBA with knowledge of Computers	-	Regular	Rs.14550-26700	Candidate should have good co-ordination & communication skills with two years experience of working knowledge in Special schools. Online filing of returns in respect of PF, PT, IT etc. Preparing Annual budget, Balance Sheet, Tally operations independently. Cash book (manual), stock maintenance, purchases work, drafting of note & letters, co-ordination for Vocational Training products, arranging AGM / EC meetings, submission of AGM returns and filing of returns with registrar of societies, maintenance of stock registers, collection of school fee etc.

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8	Attender	1	Vathsalya HAL School for Special Education	SSLC Pass	-	Regular	Rs.10400-16400	1) To accompany special children for pickup & drop in the school van 2) To help the teachers in project work. 3) To attend related school work as and when required. 4) Despatch of letters and cheques to various departments i.e. LIC, PF Office, Professional Tax office etc.

CRITERIA

1. Age as on 01.06.2013

- a) 45 yrs & below for all posts.
- b) Age relaxation upto 5 years for experienced candidates.

2. Experience

- a) Candidates should have minimum of 2 years experience in the relevant field.
- b) Candidates should enclose experience certificate in proof of previous employment.

- 3. Candidates should indicate the name of the post as **Regular or Adhoc** and indicate the **name of the school** for which they are applying on the envelope and also in the application against space allotted for. Failing which, application will be rejected.
- 4. **Medium of instruction** should be **English** at all levels for all posts except for the post of attender.
- 5. Candidates applying for the post of Co-ordinator should have minimum of 2 years experience in special schools (Mentally and physically disabled children)
- 6. Candidates applying for the post of attender should be able to speak, read and write Kannada & English and work experience in special schools.
- 7. **Incomplete** information and **late submission** of applications will be rejected.
- 8. Candidates should **enclose the certificates** attested by **Gazetted Officer**.
- 9. Candidates have to apply for **only one post**.
- 10. Applications **without enclosures** will be rejected.

Candidates may **download** the application form & apply along with copies of certificates in **support of qualification, age proof & experience**. The filled in application along with a Demand Draft for Rs.100/- drawn in favour of Secretary, HAL Education Committee and a recent passport size photograph should reach the office of **Secretary, HAL Education Committee, HAL Facilities Management Division, Vimanapura Post, HAL, Bangalore – 560 017** on or before **17.09.2013**.

Please note that the above positions referred pertains to HAL Education Committee a Registered society & not of HAL and the decision of the school management is final on all matters.

Secretary
HAL Education Committee

HAL EDUCATION COMMITTEE
Facilities Management Division
Vimanapura Post, Bangalore - 560017
Ph:080 - 25236066

AFFIX
LATEST
PHOTO

APPLICATION FOR THE POST OF: _____ **(Regular/Ad-hoc)**

NAME OF THE SCHOOL : _____

1	NAME: _____ Sex:M/F (in block letters)						
2	Pin Code: Phone Number:			b) Contact/Mailing Address: Mobile Number: E-mail ID:			
3	a) Date of Birth:			b) Age			
4	a)Father's Name/Husband's Name						
	b)Occupation						
5	a) Nationality: b) State of Domicile: c)Home Town: d) Languages known to speak / read /write						
6	a)Religion:			b)Whether SC/ST/OBC/Gen			
7	Marital Status:						
8	Education Qualification						
	Examination & Year of passing	Name of the Institute & University/ Board	Subjects (Please mention core subjects only)	Max. Marks	Marks obtained	% of Marks	Medium of Instruction
a)	Class 10 Year:		1. 2. 3. 4. 5.				
b)	Class 12/ PUC Year:		1. 2. 3. 4.				
c)	B.A/B.Sc /B.com Year:		1. 2. 3. 4.				
d)	B.Ed Year:		1. 2. 3. 4.				
e)	M.A/M.Sc Year:						

Contd....2/-

9	Experience:								
	Name of the Organisation/ Institution	Designation	Class & Subject taught	Specify Board CBSE/ ICSE	DATE		Total exp. in years	Salary Drawn (in Rs.)	Reasons for leaving
					From	To			
10	(a) Are you related to any employee of HAL?				Yes/No				
	(b) Relationship								
11	Are you an internal candidate? If so, please give details.				Yes/No				
12	How soon would you join if selected?								
13	Any other information which you wish to record?								
14	Have you applied in any of the HAL Schools Before?				Yes/No If yes, kindly specify				
15	DD No. & Date, Name of Bank & Branch								

I hereby declare that the above statements are true, correct and complete to the best of my knowledge and belief. In the event, the information is found to be false/incorrect, my candidature/appointment may be terminated without any notice. I also declare that I am a citizen of India by birth/ domicile.

Place:

Date:

(Signature of Candidate)