

# **COAST GUARD PUBLIC SCHOOL**

## **(CBSE AFFILIATED SCHOOL)**

Airport Road, Dalwada, Nani Daman-396210

Tel: 0260 -2221188, 2221407 Email : [hr.cgpsdaman@gmail.com](mailto:hr.cgpsdaman@gmail.com)

### **TEACHERS REQUIRED**

#### **Post to be filled up for the Academic Year 2023-24.**

##### **1. Post Graduate Teacher (PGT) – Mathematics**

**Qualification:** Post Graduate in Mathematics with Bachelor in Education from recognized university and desirable 3 years of teaching experience in Senior Secondary School. Freshers from the respective field are also eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

##### **2. Trained Graduate Teacher (TGT) – Mathematics**

**Qualification:** Graduate in Mathematics with Bachelor in Education and desirable 3 years of teaching experience in secondary classes. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

#### **Selection Procedure for Teaching staff**

1. a. Written Test (02 Hrs.)  
b. A Class Demonstration of 30 Minutes for Teachers.  
c. Final Interview with Panel Members.
2. Fluency in English Language both in written and verbal is must.
3. Salary commensurate to Qualification, Experience and Skills. Salary not constraint for the right candidates.

#### **How to Apply:**

1. The interested candidates to download the application form from [www.cgpsdaman.in](http://www.cgpsdaman.in) and must fill in the details in their own hand writing. The scanned application form along with CV must be sent to [hr.cgpsdaman@gmail.com](mailto:hr.cgpsdaman@gmail.com) or to the CGPS School Window by **05 Nov 2023**. The selection process commences on receipt of application form with the CV.

#### **2. Following documents to be submitted:**

1. Educational Certificate from class X onwards
2. Aadhar Card
3. Experience Certificate should include
  - (a) Name of School
  - (b) Classes Taught
  - (c) Post Held
  - (d) Period of Experience with Date
  - (e) Signature, Name & Post held by the person issuing certificate



3. Dates for the selection will be informed to the applicants once the eligible list is prepared. The applicants will be informed of dates for selection process telephonically & through E-mail.

4. If selected, the candidates will be required to join from **01 Dec 2023** for the academic session 2023-24.

5. Scan the QR code to get the application form.



### **Post to be filled up for the Academic Year 2024-25.**

**1. Post Graduate Teacher (PGT) – English, Physics, Mathematics, Political Science, Economics, Accountancy, Biology, Business Studies, History.**

**Qualification:** Post Graduate in respective subjects with Bachelor in Education from recognized university and desirable 3 years of teaching experience in Senior Secondary School. Freshers from the respective field are also eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

**1.1 Post Graduate Teacher (PGT) – Informatics Practices**

**Qualification:** Masters in Computer Application with Bachelor in Education from recognized university and desirable 3 years of teaching experience in Senior Secondary School. Freshers from the respective field are also eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

**2. Trained Graduate Teacher (TGT)- Social Science.**

**Qualification:** Graduate with any two subjects as mentioned below with Bachelor in Education from recognized university. Fresher's from the respective field are also eligible to apply.

History, Geography, Economics & Political Science of which one must be either History or Geography. Desirable 3 years of teaching experience in Senior Secondary School. Applicants should have scored at least 55% marks throughout his/her academic career.

**2.1 Trained Graduate Teacher (TGT): - Music**

**Qualification:** Graduate in Music subject from recognized university and minimum of 01 Year of teaching experience. Freshers from the respective field are also eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic year.

**2.2 Trained Graduate Teacher (TGT): - Hindi , Sanskrit, Science, Maths.**

**Qualification:** Graduate in the respective subjects with Bachelor in Education and desirable 3 years of teaching experience in secondary classes. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.



### **3. Primary Teacher (PRT) - English, Maths, Physical Education, Hindi, Science.**

**Qualification:** Graduate in respective subjects with Bachelor in Education from a recognized university and desirable 1 year of teaching experience in Primary Classes. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

### **4. Pre-Primary Teachers:**

**Qualification:** HSC with ECCED/Montessori with desirable of 03-05 years of work experience of Pre-Primary Classes. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

### **5. COUNSELLOR AND SPECIAL EDUCATOR**

**Qualification:** Bachelor of Arts in Psychology with Diploma in counseling, preferable 2 years' experience in Counselling. Applicants should have scored at least 55% marks throughout his/her academic career.

### **NON TEACHING STAFF REQUIRED**

#### **6. UDC**

**Qualification:** Graduate from a Recognized University with Knowledge of Shorthand typing and hands on computer expertise with experience in correspondence, keeping of files and other office works. Desirable of 02 years Clerical Experience in a CBSE School and command on English Language is must. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

#### **7. LDC**

**Qualification:** Higher Secondary/Senior Secondary/Intermediate with proficiency in typing with desirable 03 years of experience. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

#### **8. Accountant**

**Qualification:** Graduate in commerce with desirable 02 years of experience in account work, Knowledge of Tally ERP and Computer work. The role includes to maintain and keep proper record of establishment, including making proper entries in ledger, should be able to generate income – expenditure of the Institution through financial statement. Freshers from the respective field are eligible to apply. Applicants should have scored at least 55% marks throughout his/her academic career.

#### **9. LIBRARIAN:**

Graduate with Diploma in Library Science from a recognized University. Preferably 01 year experience. Should have knowledge to handle e-Library. Applicants should have scored at least 55% marks throughout his/her academic career.

**10. Multi-Tasking Staff MTS:** (a) V standard or equivalent. (b) Below 30 Years of age.

### **SELECTION PROCEDURE FOR TEACHING STAFF**

1. a. Written Test (02 Hrs.)  
b. A Class Demonstration of 30 Minutes for Teachers.  
c. Final Interview with Panel Members.
2. Fluency in English Language both in written and verbal is must.



3. Salary commensurate to Qualification, Experience and Skills. Salary not constraint for the right candidates.

### **SELECTION PROCEDURE FOR NON-TEACHING STAFF**

1. a. Written Test (02 Hrs.)
  - b. The practical test for (UDC/LDC) are as follows:
    1. A typing Test for 10 Minutes
    2. Letter Writing in Ms. Word
    3. Making of Sheets in Ms. Excel
    4. A PPT in Ms. PowerPoint
    5. Tally ERP 9
  - c. Final Interview with Panel Members.
2. Fluency in English Language both in written and verbal is must.
3. Salary commensurate to Qualification, Experience and Skills. Salary not constraint for the right candidates.

### **HOW TO APPLY:**

1. The interested candidates to download the application form from [www.cgpsdaman.in](http://www.cgpsdaman.in) and must fill in the details in their own hand writing. The scanned application form along with CV must be sent to [hr.cgpsdaman@gmail.com](mailto:hr.cgpsdaman@gmail.com) or to the CGPS School Window by **26 November 2023**. The selection process commences on receipt of application form with the CV.
2. **FOLLOWING DOCUMENTS TO BE SUBMITTED:**
  1. Educational Certificate from class X onwards
  2. Aadhar Card
  3. Experience Certificate should include
    - (a) Name of School
    - (b) Classes Taught
    - (c) Post Held
    - (d) Period of Experience with Date
    - (e) Signature, Name & Post held by the person issuing certificate
    - (f) Duly signed last salary slip
3. Dates for the selection will be informed to the applicants once the eligible list is prepared. The applicants will be informed of dates for selection process telephonically & through E-mail.
4. If selected, the candidates will be required to join from **01 April 2024** for the academic session 2024-25.
5. Scan the QR code to get the application form.

