

## JOB Vacancies at Jindal Vidya Mandir, Vasind

Sr. No	Name of the post	Qualification	Experience (Minimum)
1	Vice Principal	<p>We are seeking for a Passionate, self driven candidate for the role of Vice Principal with minimum 10 years of work experience in academics with minimum 5 years of work experience as a Coordinator/Head of Department in a reputed educational institution.</p> <ol style="list-style-type: none"> <li>a. Post Graduate - Any Specialization</li> <li>b. B.Ed - Education) or M. Ed or MA- Education</li> <li>c. CTET/STET qualified</li> <li>d. Candidate should be well versed with NEP – 2020, National curriculum Framework and CBSE affiliation by Laws and CBSE affiliation processes.</li> </ol> <p><b><u>Role and responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.</li> <li>• Supporting committees of staff and parent that function to improve the learning and social environment of the school for the students.</li> <li>• Teaching classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.</li> <li>• Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.</li> <li>• Directing assemblies and other special gatherings of students for events throughout the year.</li> <li>• Developing emergency response plans for schools as required by state and other education agencies. Filing reports and updating as required.</li> <li>• Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.</li> <li>• Acting as academic head of the school</li> <li>• Supporting teachers and coordinators on the content / curriculum / modules, their usage, applicability etc.</li> <li>• Monitoring the application of the developed content/ method/ technique in class rooms by regular checking of student notebooks/ diaries / logbooks etc.</li> <li>• Providing timely feedback to the coordinators in terms of scope of improvement</li> <li>• Scheduling periodic meeting with the coordinators/ principal</li> <li>• Responsible for the supervision and general discipline of the school</li> <li>• Monitoring Sports and Performing activities on a regular basis and plan and execute actions for improvement.</li> <li>• Monitoring the registers maintained by the coordinators</li> <li>• Organizing annual functions, external competitions and external examinations.</li> <li>• Interacting with parents/ guardians, as and when required</li> <li>• Coordinating with the admin team for organizing events/programs etc</li> </ul>	10 years of work experience in academics with minimum 5 years of work experience as a Coordinator/Head of Department in a reputed educational institution.

2	TGT- Mathematics	<p>a. Bachelor's Degree in Mathematics Subject with at least 50% marks from any recognized University /Institute.</p> <p>b. The candidate should have studied Maths in all the years of graduation with any two subjects out of Physics, Chemistry, Electronics, Computer Science, Statistics.</p> <p>c. B.Ed. or equivalent or Integrated B.Ed. from RIE</p> <p>d. Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>e. Competence to teach through English media</p>	2 Year
3	TGT- Social Science	<p>a. Bachelor's Degree in Commerce with at least 50% marks from any recognized University /Institute.</p> <p>b. History with at least 50% marks in aggregate and one subject out of Geography/Economics/Political Science with at least 50% marks in aggregate and also at least 50% marks in graduation.</p> <p>c. B.Ed. or equivalent or Integrated B.Ed. from RIE</p> <p>d. Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>e. Competence to teach through English media</p>	2 Year
4	Educational Counselor	<p>Essential: - B.A./B.Sc. (Psychology) with Certificate of Diploma in Counseling from a recognized Institute/College or University</p> <p>Desirable: - Minimum of One Year Experience in providing career educational counseling to students at schools.</p> <p style="text-align: center;">OR</p> <p>Working knowledge and experience in placement bureaus,</p> <p style="text-align: center;">OR</p> <p>Registration with rehabilitation council of India as vocational counselor</p>	1 Year
5	PPRT (Pre- Primary Teacher)	<p>a. Bachelor's Degree with at least 50% marks from any recognized University /Institute.</p> <p>b. Early Childhood Care &amp; Education Diploma (ECCED) regular Preference will be given to the experienced candidates.</p>	Fresher can also apply

Note:

Pay Scale: Negotiable

Last Date for applying: 2nd January 2025