JAWAHAR VIDYA MANDIR
SHYAMALI, RANCHI – 834002

जवाहर विद्या मंदिर, श्यामली, राँची 834002

AFF.NO.-3430004
School No.:-66230
Ph.:2411221,7979072845

Ref. No.-JVM/27-28/T&NT/Ad-01/2026. Date: 12.11.2026

STAFF RECRUITMENT ADVERTISEMENT | SESSION 2027–28

APPLICATIONS ARE INVITED FROM QUALIFIED AND GOOD EXPERIENCED CANDIDATES WITH A STRONG ACADEMIC RECORD AND EXCELLENT COMMUNICATION SKILLS FOR THE FOLLOWING POSITIONS.

IMPORTANT INSTRUCTION:

- Candidates can apply for only one post.
- Applications that do not meet the prescribed eligibility criteria will be rejected.
- Eligibility with regard to qualifications, age and experience will be determined as on the date specified in this advertisement.
- Internal teaching and non-teaching staff of JVM may apply offline for the posts advertised below. For details regarding age relaxation or any other criteria, candidates may contact the School Office.
- Experience acquired after obtaining the requisite qualification will be considered.

1. Position: Post Graduate Teacher (PGT) – English — Vacancies: 1 | Regular

Essential Qualifications

- Master's degree in English with minimum 50% marks from a recognized university.
- Bachelor's degree with English as a major (Hons.) subject with minimum 50% marks.
- B.Ed. from a recognized institution.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- Maximum age: 45 years as on the date of this advertisement.
- (Note- Teacher who have applied previously Ad Reference No.- JVM/26–27/Ad/A-03/2026 dated-07.03.2026 for PGT (Eng) need not to submit DD again. Just mention DD no. in online portal)

2. Position: Post Graduate Teacher (PGT) – Chemistry — Vacancies: 1 | Regular

Essential Qualifications

- Master's degree in Chemistry with minimum 50% marks from a recognized university.
- Bachelor's degree with Chemistry as a major (Hons.) subject with minimum 50% marks.
- B.Ed. from a recognized institution.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- Maximum age: 45 years as on the date of this advertisement.

3. Position: Post Graduate Teacher (PGT) – PHE — Vacancies: 1 | Regular

Essential Qualifications

- Master's of Physical Education (M.P.Ed) with minimum 50% marks from a recognized university.
- Bachelor's of Physical Education (B.P.Ed) with minimum 50% marks from a recognized university.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- Maximum age: 45 years as on the date of this advertisement.

4. Position: Trained Graduate Teacher (TGT) – Sanskrit — Vacancies: 1 | Regular

Essential Qualifications

- Graduation with Sanskrit as a major (Hons.) subject with minimum 50% marks.
- B.Ed. from a recognized university.
- Maximum age: 45 years as on the date of this advertisement.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- **Desirable Qualification: Post-Graduation in Sanskrit.**

5. Position: Trained Graduate Teacher (TGT) – Science (Physics) — Vacancies: 1 | Regular

Essential Qualifications

- Graduation with Physics as a major (Hons.) subject with minimum 50% marks.
- B.Ed. from a recognized university.
- Maximum age: 45 years as on the date of this advertisement.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- **Desirable Qualification: Post-Graduation in Physics.**

6. Position: Trained Graduate Teacher (TGT) – History — Vacancies: 1 | Regular

Essential Qualifications

- Graduation with History as a major (Hons.) subject with minimum 50% marks.
- B.Ed. from a recognized university.
- Maximum age: 45 years as on the date of this advertisement.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- **Desirable Qualification: Post-Graduation in History.**

7. Position: Primary Teacher (PRT) – Physical Education Teacher — Vacancies: 1 | Regular

Essential Qualifications

- Bachelor's of Physical Education (B.P.Ed) with minimum 50% marks from a recognized university.
- A minimum of three years' teaching experience in the relevant subject and post applied for.
- Maximum age: 45 years as on the date of this advertisement.
- **Desirable Qualification: Master's of Physical Education from a recognized university.**

8. Position: Lab Attendant (Biology – Senior Secondary Section) — Vacancies: 1 | Regular

Essential Qualifications

- I.Sc. or 10+2 with Science with Biology/Bio-Technology as one of the subjects, securing a minimum of 40% marks.
- Maximum age: 45 years as on the date of this advertisement.
- A minimum of two years' post-qualification experience as a Biology Teacher/Biology Lab Attendant from a recognized school.
- **Desirable Skill: Proficiency in using digital panels & platforms. Knowledge of CBSE O-Lab or the Diksha portal.**

9. Position: Balvatika Teachers (I, II & III) — Vacancies: 6 | Regular

Essential Qualifications

- Graduation from a recognized university with minimum 50% marks.
- Diploma in Nursery Teacher Education / Pre-School Education / Early Childhood Education Programme (D.E.C.Ed.)/D.El.Ed or a B. Ed from an NCTE-recognized institution.
- Language proficiency: Ability to teach effectively in both Hindi and English.
- A minimum of three years' post-qualification experience as a NTT/ Mother Teacher in a recognized school.
- Maximum age: 40 years as on the date of this advertisement.
- **Desirable Skill: Knowledge of computer applications & Digital Smart Boards.**

10. Position: Assistant Balvatika Teachers (Only for Balvatika-I) — Vacancies: 1 | Regular

Essential Qualifications

- Graduation from a recognized university with minimum 50% marks.
- Diploma in Nursery Teacher Education / Pre-School Education / Early Childhood Education Programme (D.E.C.Ed.)/D.El.Ed or a B.Ed. from an NCTE-recognized institution.
- A minimum of three years' post-qualification experience as a NTT/ Mother Teacher in a recognized school.

- Language proficiency: Ability to teach effectively in both Hindi and English.
- Maximum age: 40 years as on the date of this advertisement.
- **Desirable Skill: Knowledge of computer applications & Digital Smart Boards.**

11. Position: Administrative Officer (A.O.) Vacancies: 1 | Regular

Essential Qualifications

- PG Degree/ PG Diploma/ MBA/ MSW/ M.A with specialization in HRM/ Personnel Management/ IR/ Labour Management/Organizational Development in regular mode (Full Time) from a recognised university/instituition with minimum 50% marks.
- A minimum of five years' relevant HR/ Administrative experience, preferably in a reputed CBSE/ICSE school, educational institution, PSU, corporate organisation or established institution.
- Experience in school administration, HR, staff service matters, staff recruitment, staff pay fixation, attendance, leave, contracts, statutory compliance and office procedures.
- Strong administrative, organisational and coordination skills.
- Proficiency in MS Office, email and digital record-management systems.
- A good command in English and Hindi communication, letter drafting and handling digital platforms.
- Ability to independently handle HR/Administrative matters and official records.
- Maximum age: 45 years as on the date of this advertisement.
- **Desirable qualification: LL.B. from a recognized university/institution.**

12. Position: Administrative Assistant (UDC) Vacancies: 1 | Regular

Essential Qualifications

- Graduate in any discipline.
- A minimum of five years' relevant administrative experience, preferably in a reputed CBSE/ICSE school or educational institution.
- A minimum of three years' teaching experience in a recognized school.
- Experience in school administration, HR, staff service matters, recruitment, attendance, leave, contracts, statutory compliance and office procedures will be preferred.
- Proficiency in MS Office, ERP, email, digital record-management systems and data entry.
- A good command in English and Hindi communication, letter drafting and handling digital platforms.
- Maximum age: 45 years as on the date of this advertisement.
- **Desirable Qualification: Graduation / Certification in Computer from any recognized university. Knowledge of ERP, Data Entry , LMS etc.**

13. Position: Academic Assistant (UDC) Vacancies: 1 | Regular

Essential Qualifications

- Graduate in any discipline.
- A minimum of three years' relevant administrative experience, preferably in a reputed CBSE/ICSE school or educational institution.
- A minimum of five years' teaching experience in a recognized school.
- Proficiency in MS Office, email and digital record-management systems.
- A good command in English and Hindi communication , letter drafting and handling digital platforms.
- Ability to independently handle administrative matters and official records.
- Maximum age: 45 years as on the date of this advertisement.
- **Desirable Qualification: Certification in POCSO/POSH/Counselor/Special Educator. Experience in Academic Incharge / Coordinator.**

14. Position: Purchase & Contract Staff (LDC) — Vacancies: 1 | Regular

Essential Qualifications

- Graduate degree from a recognised university/institution in Commerce.
- Minimum 3 years' relevant accounts/procurement experience, including experience in institutional purchasing, procurement documentation, vendor management, contract administration, cash collection, quotations/tenders, purchase orders, invoice and payment administration etc. in a school, college, university or educational institution.
- Handles day-to-day bookkeeping, financial records, and administrative accounting support under the guidance of accountant.
- Proficiency in MS Office, Tally, ERP, email and digital record-management systems.
- A good command in English and Hindi letter drafting. Knowledge of tendering process and handling digital platforms.
- Ability to independently handle procurement/contractual matters.
- Maximum age: 40 years as on the date of this advertisement.
- **Desirable Qualification: M. Com, Certificate in Tally/ Procurement / DCA / Supply Chain Management / Contracts Management or a related field.**

15. Position: Supervisor (Civil) — Vacancies: 1 | Contract

Essential Qualifications

- **Diploma in Civil / Structural Engineering/ Construction Management from a recognised university / institution / Certificate Courses in Civil/ Structural Engineering/ Construction Management.**
- **Work Experience: 3 to 5 years of relevant experience in building construction, site execution, quality control, and labor management, supervision of contractors, estimation & documentation, safety and site management, infrastructure inspection, material inspection etc. in schools, educational institution.**
- Proficiency in MS Office, email and digital record-management systems.
- A good command in English and Hindi letter drafting/ Tender paper drafting and handling different digital platforms.
- Maximum age: 65 years as on the date of this advertisement.
- **Desirable qualification: Bachelor's Degree (B.E. / B.Tech) in Civil Engineering** / Construction Management & **Basic estimation skills and knowledge of AutoCAD.**

Remuneration and Benefits

Remuneration will be as per the 7th Central Pay Commission Pay Matrix, with applicable DA, HRA and other benefits in accordance with JVM Shyamali service rules:

- PGT – Level 08
- Administrative Officer- Level 08
- TGT – Level 07
- PRT- Level 06
- Balvatika Teacher- Level 06
- Assistant Balvatika Teacher- Level 4
- Administrative Assistant (UDC)- Level 4
- Academic Assistant (UDC)- Level 4
- Purchase & Contract Staff (LDC)- Level 2
- Lab Attendant – Level 01
- Supervisor (Civil)- Rs. 40,000/- (Consolidated)

Desirable Qualifications (for Teaching Staff)

- CTET qualification as per NCTE guidelines:
- CTET -Paper I (PRT) and Paper II (TGT).
- Non-CTET candidates must qualify within the probation period for confirmation.
- Basic computer skills and familiarity with Digital Boards/Panels, ERP systems, MS Word, and Excel and handling digital platforms.

Application Procedure

1. **Application Fee**
A non-refundable application fee of ₹1,000 is payable by Demand Draft drawn in favour of Jawahar Vidya Mandir, payable at Ranchi.

2. How to Apply

- Visit the "Careers" section of www.jvmshyamali.com and complete the online application form using the link provided.
- Download and complete the application format attached to the advertisement.
- Submit the signed application form along with the following documents:
- One recent passport-sized photograph, affixed to the application form.
- Self-attested copies of all relevant certificates, including experience certificates.
- The Demand Draft for ₹1,000 (non-refundable).

Send the complete application by Registered Post, Speed Post or courier to the following address:

The Principal
Jawahar Vidya Mandir, Shyamali
P.O. Doranda, Ranchi – 834002 (Jharkhand)

- Superscribe the envelope with the following: **"Application for the post of _____, JVM Shyamali"**
- **Last date for receipt:** The completed application must reach the address above by 2:00 p.m. on 30.11.2026 (Monday). Late applications will not be considered.

Important Note: In addition to submitting the hard copy, candidates must email self-attested copies of all testimonials to jvmstaff18@gmail.com.

Selection Process

1. Shortlisting based on essential qualifications and minimum experience as advertised.
2. Written Test for shortlisted candidates.
3. Class Demonstration/Skill Test and Personal Interview for those qualifying the written test.
4. Communication regarding test/interview will be made via email or phone.
5. No telephonic queries regarding selection will be entertained.

General Conditions

- The School Management Committee reserves the right to modify, add or cancel any post or candidature at any stage.
- Canvassing in any form will lead to disqualification.
- Proof of experience (e.g., Experience Certificate/Appointment Letter /Salary Slip) is mandatory.
- Selected candidates will be placed on probation for one year. Confirmation of service will be subject to satisfactory performance.
- No TA/DA will be provided for attending the selection process.

Sd-
(PRINCIPAL)
Jawahar Vidya Mandir, Shyamali.

Scan the given QR below to fill the online form-