

HAL SECONDARY SCHOOL
HYDERABAD-TELANGANA – 500 042
 ENGLISH MEDIUM SECONDARY SCHOOL AFFILIATED TO CBSE

Applications are invited from eligible candidates for the following posts on adhoc basis in HAL Secondary School, Hyderabad that imparts co-education to approximately 1300 students.

Sl. No.	Post	No. of Posts	Minimum Educational Qualification	Minimum Experience	Max Age limit As on 31/03/2022	Approximate starting salary P.M.
1.	PRT	4	1. Graduation with at least 50% aggregate marks. 2. B.Ed. 3. At least 60% marks in Central/State level Teachers Eligibility Test	1 year in teaching English/Maths/Science /Social in recognized School	40 years	Rs.20,000/-
2.	TGT (Science)	1	1. Graduation with Botany and Zoology as the main subjects. With at least 55% in main subjects and also 55% aggregate marks. 2.B.Ed 3. At least 60% marks in Central/State level Teachers Eligibility Test	2 years of teaching Botany and Zoology in High School in a recognized School.	40	Rs.22,000/-
3.	TGT (Social Science)	1	1. Graduate (BA, B COM) with at least 55% in main subjects and also 55% aggregate marks. 2. B.Ed. With social as one of the methodology 3. At least 60% marks in Central/State level Teachers Eligibility Test	2 years of teaching Social Science in High School in a recognized School.	40	Rs.22,000/-
4.	Dance Teacher	1	1.Dip/Degree in Dance from a recognized University	1 year relevant experience in School	40	Rs.19,000/-
5.	Music Teacher	1	1.Dip/Degree in Music from a recognized University	1 year relevant experience in School	40	Rs.19,000/-
6.	Counselor	1	1. Dip/Degree in Psychology from a recognized University. 2.Preference is given to candidates with certificate course in Education of children with Special needs from a recognized Institute	1 year relevant experience in School	40	Rs.19,000/-
7.	Administrative Support Clerk	1	1. Commerce Graduate.	5 years experience of working in a recognized School in office administration work.	38	Rs.19,000/-
8.	Nursery Teacher	1	1.Graduate with NTT/Montessori trained or Equivalent	2 years relevant experience in a recognized School.	35	Rs.19,000/-
9.	Physical Education Teacher PRT (Female)	1	1. Graduate in Physical Education from a recognized University.	2 years of relevant experience of work in a recognized School .	35	Rs.20,000/-
10.	IT Technical Assistant	1	1. Graduate with BCA or equivalent from a recognized University.	2 years of experience of handling IT related administrative work in CBSE recognized School	35	Rs.19,000/-

APPLICATION FORMAT

Passport size
photograph

1. Post applied for _____
2. Name of the candidate _____
3. Father's /Mother's/Spouse's Name: _____
4. Date of Birth _____
5. Age as on 31.03.2022: _____
6. Present Address _____
7. Permanent Address: _____

8. Languages Known: _____
9. Contact No. (Landline with STD code): _____
(Mobile): _____
10. E-mail id: _____

A. Academic Qualifications: (Please enclose certificates)

S.No	Education Level	Course/Exam Name	Institution/University	Year of Passing	% Marks/CGPA	Remarks ,if any
1.	Post-Graduation					
2.	Graduation					
3.	B.Ed					
4.	CTET/STET	CTET/STET				
5.	Any Other (Pl.Specify)					
6.	Computer Knowledge					

B. Post Qualification Teaching Experience: (Please enclose certificates)

Sl.No	Designation	Scale of Pay and Total emoluments	Classes taught	From Date dd/mm/yy	To date dd/mm/yy	Duration(in no. of months/years)	School/Institution

C. Administrative Experience (For Administrative Support Clerk/ IT Technical Assistant) : (Please enclose certificates)

Sl.No	Designation	Scale of Pay and Total emoluments	From Date dd/mm/yy	To date dd/mm/yy	Duration(in no. of months/years)	School/Institution

C. Achievements / Awards if any:

D. Declaration:

I hereby declare that all the information furnished above is correct and accurate to the best of my knowledge. If any of the information furnished by me is found to be false, my candidature will be liable to be cancelled.

Place: _____

Date: _____

(Applicant's Signature)

- Fluency in English for all the posts is mandatory.
- Interested candidates may send their applications in the attached format, along with one self-addressed envelope and photo copies of certificates in support of claim regarding their age, educational qualification, experience etc., so as to reach The Principal, HAL Secondary School, HAL Township, Balanagar, Hyderabad-500042 latest by 22/03/2022, 3.00 pm.
- Short listed candidates will be called for written test, demonstration and personal interview.

OTHERS:

- Applications not having the required details or those received after last date will not be considered. School is not responsible for any postal delay.
- Subscribe on envelope post applied for.
- All these posts are on adhoc basis for a period of one year. It may be extended further, based on the satisfactory performance (candidates recruited should continue till the end of the academic year).
- Canvassing in any form will disqualify the candidates.
- The candidates will be governed by the rules and regulations of Aeronautics Township Education Committee (A.T.E.C).
- No TA/DA shall be paid for attending written test/ interview.
- Management reserves the right to increase or decrease the number of posts or cancel the posts. The decision of A.T.E.C is final on all matters. It is to be noted that the above positions pertains to HAL Secondary School & not that of H.A.L Division.

Sd/
Principal,
HAL Secondary School,
HAL Township, Balanaar,
Hyderabad-500 042