

TEACHING AND NON- TEACHING STAFF POSITIONS: JUN 2026

SL NO	VACANT POSITION AND NUMBER OF VACANCIES	ESSENTIAL QUALIFICATIONS	DESIRABLE QUALIFICATIONS	OTHER CRITERIA
01.	PGT HINDI - 01	<p>Master's Degree in Hindi from a recognized university with a minimum of 50% marks in aggregate.</p> <p>Bachelor of Education (B.Ed.) or an equivalent teaching degree from an NCTE-recognized institution is mandatory.</p>	<p>Computer Literacy: Working knowledge of computer applications and teaching software (such as MS Office and virtual teaching tools).</p> <p>Teaching Experience: Min 3 years experience teaching senior secondary classes in a CBSE-affiliated school.</p> <p>Higher Education- M.Phil. or Ph.D. in Hindi literature or linguistics.</p> <p>TET / CTET Qualified</p>	BELOW 40 YEARS BOTH MALE & FEMALE
02.	PGT HISTORY -01	<p>Master's Degree in History from a recognized university with a minimum of 50% marks in aggregate.</p> <p>Bachelor of Education (B.Ed.) or an equivalent teaching degree from an NCTE-recognized institution is mandatory.</p> <p>proficiency in teaching in both English and Hindi medium</p>	<p>Computer Literacy: Working knowledge of computer applications and teaching software (such as MS Office and virtual teaching tools).</p> <p>Teaching Experience: Min 3 years experience teaching senior secondary classes in a CBSE-affiliated school.</p> <p>Higher Education- M.Phil. or Ph.D. in History.</p> <p>Experience in organizing school events, debates, quiz competitions, or educational excursions (trips to historical sites)</p>	BELOW 40 YEARS BOTH MALE & FEMALE

			TET / CTET Qualified	
03.	TGT SCIENCE -01	<p>Bachelor's Degree in Science from a recognized university with a minimum of 50% marks in aggregate. (SUBJECT combination in B. Sc. Physics/ Chemistry/Zoology/ Botany/ Chemistry)</p> <p>Bachelor of Education (B.Ed.) or an equivalent teaching degree from an NCTE-recognized institution is mandatory.</p> <p>proficiency in teaching in both English and Hindi medium</p>	<p>Computer Literacy: Working knowledge of computer applications and teaching software (such as MS Office and virtual teaching tools), virtual labs, smart boards etc.</p> <p>Teaching Experience: Min 3 years experience teaching secondary classes in a CBSE-affiliated school.</p> <p>Lab Management: Practical expertise in handling school laboratory apparatus, managing chemical inventories, and prioritizing student lab safety.</p> <p>Co-curricular Skills: Experience in organizing science exhibitions, STEM clubs, eco-clubs, or guiding students through science fair projects.</p> <p>TET / CTET Qualified</p>	BELOW 40 YEARS BOTH MALE & FEMALE
04.	TGT SOCIAL SCIENCE - 02	<p>Bachelor's Degree BA or equivalent from a recognized university with a minimum of 50% marks in aggregate. Should have studied any two of the following elective subjects during graduation, out of which one must be either History or Geography:</p> <ul style="list-style-type: none"> • History • Geography • Economics 	<p>Computer Literacy: Working knowledge of computer applications and teaching software (such as MS Office and virtual teaching tools), virtual labs, smart boards, resentation software, and digital maps/atlases. etc.</p> <p>Teaching Experience: Min 3 years experience teaching secondary classes in a CBSE-affiliated school.</p> <p>Experience in organizing school</p>	BELOW 40 YEARS BOTH MALE & FEMALE

		<ul style="list-style-type: none"> • Political Science (Civics) Bachelor of Education (B.Ed.) or an equivalent teaching degree from an NCTE-recognized institution is mandatory. <p>proficiency in teaching in both English and Hindi medium</p>	parliaments, mock UN sessions, history exhibitions, field trips, or geographic mapping clubs.	
05.	TGT ENGLISH -02	<p>Bachelor's Degree BA or equivalent from a recognized university with a minimum of 50% marks in aggregate. Should have studied English as a main elective subject in all three years of your graduation course.</p> <p>Bachelor of Education (B.Ed.) or an equivalent teaching degree from an NCTE-recognized institution is mandatory.</p> <p>Fluency and proficiency in teaching and communicating in English medium.</p>	<p>Computer Literacy: Working knowledge of computer applications and teaching software (such as MS Office and virtual teaching tools), language lab software, and multimedia presentation tools.</p> <p>Experience in mentoring students for literary activities such as debates, declamations, creative writing, drama, poetry recitation, or editing the school magazine.</p> <p>Phonetics & Linguistics: Basic training or certified coursework in English phonetics, communication skills, or remedial teaching for slow learners.</p>	BELOW 40 YEARS BOTH MALE & FEMALE
06.	ASST LIBRARIAN-01	A Bachelor of Library Science (B.Lib.Sc.) or Bachelor of Library and Information Science (B.L.I.Sc.) from a recognised university.	<p>Basic knowledge of computer applications, automation tools, and spreadsheets (like MS Excel) for tracking books and logs.</p> <p>Library Management Systems: Familiarity</p>	BELOW 40 YEARS BOTH MALE & FEMALE

		<p>Language Proficiency: Functional working knowledge and ability to read and communicate in both English and Hindi</p>	<p>with standard institutional library management software (such as Koha, Soul, or Libsys) for indexing, cataloging, and managing barcodes.</p> <p>Prior Experience: At least 1 to 2 years of clerical or operational experience in managing shelves, filing documents, or working inside a school or college library. [</p> <p>Student Handling Skills: Good interpersonal skills to coordinate book issues and returns smoothly with younger school children and teaching staff.</p>	
07.	FRONT DESK EXECUTIVE / RECEPTIONIST-01	<p>A Bachelor's Degree (Graduation) in any stream (Arts, Commerce, or Science) from a recognized university.</p> <p>Language Proficiency: Excellent verbal and written communication skills in both English and Hindi.</p> <p>Technical Skills: Proficient in basic computer applications, including MS Office (Word, Excel, PowerPoint), email management, and handling internet browsers.</p> <p>Typing Speed: A good typing speed (typically 30–35 words per</p>	<p>At least 1 to 3 years of experience working as a receptionist, front office executive, or customer service representative, preferably in an educational institution or corporate setup.</p> <p>School Management Software: Familiarity with school ERP software to look up student data, fees, or admission details quickly.</p> <p>Telephone Etiquette: Experience operating an EPABX (Electronic Private Automatic Branch Exchange) system or multi-line telephone networks.</p> <p>Public Relations (PR) Skills: Strong</p>	BELOW 30 YEARS FEMALE ONLY

		<p>minute) to log visitor entries and handle quick email correspondences.</p>	<p>interpersonal skills to handle anxious parents, address grievances politely, and manage multiple visitors simultaneously under pressure.</p> <p>Professional Appearance: A well-groomed, pleasant personality with professional workplace grooming standards.</p>	
08.	LAB ATTENDANT -01	<p>A Class 12 (10+2) pass certificate with the Science stream (Physics, Chemistry, Biology/Mathematics) from a recognized education board.</p> <p>Language Proficiency: Basic operational or conversational knowledge of both English and Hindi to assist teachers and students effectively.</p> <p>formal Certificate or Diploma in Laboratory Technique from a government-recognized institute</p>	<p>Computer Literacy: Basic knowledge of computer applications, spreadsheet software (like MS Excel) to digitalize inventory records, and handling data entries.</p> <p>Prior Experience: 1 to 2 years of experience working as a lab helper or attendant in a school, college, or academic research environment.</p> <p>Technical Skills: Hands-on familiarity with handling standard high school lab apparatus, preparing basic chemical solutions, and organizing specimen slides.</p> <p>Safety Awareness: Comprehensive understanding of first-aid protocols, hazard symbols, safe handling of acidic/alkaline chemicals, and the operation of lab safety tools (like fire extinguishers). [1, 2]</p>	BELOW 30 YEARS MALE ONLY

09.	<p>CHILD PSYCHOLOGIST (PART TIME) -01</p> <p>Operational Scope: As a part-time professional, responsibilities focus primarily on crisis intervention, identifying behaviour anomalies, conducting teacher/parent sensitization workshops, and establishing basic mental health screening parameters</p>	<p>Bachelor's or Master's Degree in Psychology from a recognized university.</p> <p>Alternative Core Degrees: A Master's degree in Social Work (with a specialization in mental health or counselling) or a Postgraduate degree in Child Development is also accepted</p> <p>Specialized Diploma (If applicable): If your graduation or post-graduation is in a non-psychology stream, you must have a recognized Postgraduate Diploma in School Counselling, Guidance & Counselling, or Child Guidance</p> <p>Mandatory Board Upskilling: Completion of (or willingness to clear) the 50-hour CBSE-recognized Capacity Building Programme (CBP) focused on socio-emotional learning, crisis intervention, and mental health identification.</p> <p>Language Proficiency: Fluency in</p>	<p>Clinical/Advanced Specialization: A Master's Degree (M.A./M.Sc.) specifically in Child Psychology, Applied Psychology, or Clinical Psychology.</p> <p>Rehabilitation Council of India (RCI) Certification: An active RCI registration as a guidance counsellor or rehabilitation psychologist particularly for handling students with special learning needs (CWSN) or developmental disabilities.</p> <p>Socio-Emotional Assessment Skills: Practical training in performing standard behavioural, developmental, and psychometric assessments suitable for school-aged children.</p> <p>Tech-Savviness: Competency in managing digital tracking tools, online session scheduling, and mental wellness presentations for virtual or smart classrooms.</p>	<p>BELOW 40 YEARS BOTH MALE & FEMALE</p>
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		communicating effectively in both English and Hindi to facilitate student workshops, parent orientations, and one-on-one sessions.		
10.	BOXING COACH (PART TIME) -01	<p>A minimum of a Class 12 (10+2) pass certificate or a Bachelor's Degree in any stream from a recognized board or university.</p> <p>Sports Certification: A Diploma in Sports Coaching (Boxing) from NS NIS (Netaji Subhas National Institute of Sports) or an equivalent certification from a government-recognized sports institute.</p> <p><i>Alternative Player Qualification:</i> Representation at the National or International level in Boxing championships.</p> <p>Language Proficiency: Ability to communicate effectively in Hindi and English to deliver instructions and safety protocols clearly.</p>	<p>Professional Degree: A Bachelor of Physical Education (B.P.Ed.) or Master of Physical Education (M.P.Ed.) from an NCTE-recognized institution.</p> <p>Prior Experience: At least 1 to 2 years of experience coaching school-aged children, holding training camps, or managing a boxing club.</p> <p>Officiating Credentials: Certified as a referee or judge by the BFI or state boxing associations.</p> <p>First Aid Certification: Valid certification in First Aid, CPR, and sports injury management, which is critical for high-contact combat sports.</p> <p>Soft Skills: Ability to foster discipline, mental resilience, and strict sportsmanship while ensuring student safety inside the ring.</p>	BELOW 30 YEARS MALE ONLY
11.	ARCHERY COACH (PART TIME)- 01	A minimum of a Class 12 (10+2) pass certificate or a Bachelor's	Professional Degree: A Bachelor of Physical Education (B.P.Ed.) or Master of	BELOW 30 YEARS MALE ONLY

	<p>As a part-time coach, you will typically manage early morning or late afternoon training sessions.</p>	<p>Degree in any stream from a recognized board or university.</p> <p>Sports Certification: A Diploma in Sports Coaching (ARCHERY) from NS NIS (Netaji Subhas National Institute of Sports) or an equivalent certification from a government-recognized sports institute.</p> <p><i>Alternative Player Qualification:</i> Representation at the National or International level in ARCHERY championships.</p> <p>Language Proficiency: Ability to communicate effectively in Hindi and English to deliver instructions and safety protocols clearly.</p>	<p>Physical Education (M.P.Ed.) from an NCTE-recognized institution.</p> <p>Prior Experience: At least 1 to 2 years of experience coaching school-aged children, holding training camps, or managing a boxing club.</p> <p>Equipment Maintenance: Practical expertise in assembling, tuning, and repairing recurve or compound bows, arrows, and target butts.</p> <p>First Aid Certification: Valid certification in First Aid, CPR, and managing outdoor sports injuries.</p> <p>Mental Conditioning Skills: Experience in teaching mindfulness, focus techniques, and breath control, which are vital for accuracy in archery.</p> <p>Soft Skills: Ability to foster discipline, mental resilience, and strict sportsmanship while ensuring student safety inside the ring.</p>	
12.	SPORTS & YOGA TEACHER (FOR PRIMARY WING)	<p>A Bachelor of Physical Education (B.P.Ed) with min 50% marks in aggregate.</p> <p>Language Proficiency: Absolute</p>	<p>A certification from the Yoga Certification Board (YCB) under the Ministry of Ayush</p>	BELOW 25 YEARS FEMALE ONLY

		<p>competence to deliver physical drill instructions and communicate effectively in both English and Hindi.</p> <p>minimum 1-year regular Diploma or Degree in Yoga Training from a government-recognized university or national institution</p>		
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**PARMESHWARI DEVI DHANUKA SARASWATI VIDYA MANDIR
SR SEC SCHOOL (RESIDENTIAL) GAUSHALA NAGAR VRINDAVAN**
Email: pdd_svidyamandir@yahoo.com, contact : 9760617614, 9760617615

APPLICATION FORM FOR TEACHING & NON-TEACHING POSTS

Important Instructions:

1. Fill out the form in block letters using a blue or black ballpoint pen.
2. Attach self-attested photocopies of all educational qualifications, experience certificates, and a recent passport-size photograph.
3. Submit your Application form along with all the relevant documents through school e- mail OR directly in school office **on or before 26 Jun 2026**.
4. **Written Test / Demo on 27 Jun 2026 (08:30 to 01:00) and Interview on 28 Jun 2026 (10 AM to 2 PM)**

1. POST & POSITION DETAILS

- **Post Applied For**.....
(e.g., PGT Hindi, PGT History, TGT English, TGT Social Science, TGT Science, Assistant Librarian, Receptionist, Lab Attendant, Yoga Teacher, child Psychologist, Part Time Coaches etc.)

2. PERSONAL DETAILS

- **Full Name (In Block Letters):** _____
 - **Father's / Husband's Name:** _____
 - **Date of Birth (DD/MM/YYYY):** _____ **Age (as on date):** ____ Years
 - **Gender:** Male/ Female-----
 - **Marital Status:** Single / Married
 - **Permanent Address:** _____
_____ **Pin Code:** _____
 - **Mobile Number:** _____ **Alternative No:** _____
 - **Email Address:** _____
 - **AADHAAR NO:**.....
 - **PAN NUMBER**.....
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3. ACADEMIC & PROFESSIONAL QUALIFICATIONS (Chronological Order)

Qualification	Name of Degree/Diploma	Board / University	Year of Passing	Core Subjects Studied	Marks Obtained / Total	Percentage / CGPA	Medium of Instruction
Secondary (Class 10)							
Sr. Secondary (Class 12)							
Graduation (B.A/B.Sc/b.com)							
Post-Graduation (M.A/M.Sc/etc)							
Professional (B.Ed/B.P.Ed/etc)							
Any Other Qualification							
Technical Qualifications / Skills							
Co-curricular / sports skills							
Language proficiency							

8. DECLARATION

I hereby declare that all the statements and entries made in this application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found false, misleading, or incorrect at any stage, my candidature/services are liable to be terminated without any prior notice.

Date: _____

Place: _____

Full Signature of the Applicant: _____

**VIDYA BHARATI VIDYALAYA
PARMESHWARI DEVI DHANUKA SARASWATI VIDYA MANDIR
SR SECONDARY SCHOOL (RESIDENTIAL) GAUSHALA NAGAR VRINDAVAN
GAUSHALA NAGAR VRINDAVAN DIST-MATHURA (UP) PIN- 281121
(A Leading English Medium Senior Secondary School Affiliated to CBSE)**

Email: pdd_svidyamandir@yahoo.com
Website: www.pddsvm.org

Contact: 9760617614, 9760617615

WANTED TEACHING & NON-TEACHING STAFF

Applications are invited from dynamic, qualified, and experienced candidates with excellent communication skills for the following positions:

1. TEACHING STAFF (FULL-TIME) (Both male & female)

- **PGT:** Hindi (01), History (01)
- **TGT:** English (02), Social Science (02), Science (01)
- **PRT:** Sports & Yoga Teacher for Primary Wing (01)

2. NON-TEACHING & PART-TIME STAFF

- **Assistant Librarian:** (01) (Both male & female)
- **Lab Attendant:** 01 (male only)
- **Front Desk Executive/ Receptionist:** 01 (female only)
- **Part-Time Coaches:** Boxing (01), Archery (01) (male only)
- **Part-Time Child Psychologist:** (01) (Both male & female)

ELIGIBILITY & CRITERIA

- **Qualifications:** As per CBSE guidelines and institutional norms for respective positions. (CTET Paper-II mandatory for TGT posts).
- **Skills:** Proficiency in teaching/working in English medium and basic computer literacy are essential.
- **Salary:** Highly attractive and negotiable for deserving candidates.

SELECTION SCHEDULE & PROCESS

- **Written Test & Demo Classes:** Saturday, 27th June 2026 (at 09:00 AM)
- **Personal Interview:** Sunday, 28th June 2026 (For shortlisted candidates)

HOW TO APPLY

Interested candidates must download the Common Application Form from school website and mail the completely filled form along with self-attested copies of all relevant educational degrees, certificates, and experience documents to email ID **[school-email@email.com]** on or before **26th June 2026**. Application can also be submitted at school reception.

Note: Only shortlisted candidates will be called for the recruitment process. Please bring all original testimonials and a passport-size photograph at the time of the test.

Shivendra Gautam
Manager
