



# GAIL D.A.V. PUBLIC SCHOOL

(An English Medium, Co-educational, Senior Secondary School, Affiliated to CBSE, New Delhi)

Affiliation No. 2130336

GAIL Gaon, Dibiyapur, Distt. – Auraiya (U.P.) Pin – 206 244

e-mail id: [gaildavrecruitment@gmail.com](mailto:gaildavrecruitment@gmail.com) web site: [www.gaildav.in](http://www.gaildav.in)

Date:

GAIL D.A.V. Public School is managed by D.A.V. College Managing Committee, New Delhi and sponsored by GAIL (India) Ltd., a Maharatna Public Sector Unit of Govt. of India. Accredited with International School Award by British Council, the school imparts value based ultra-modern quality education to its more than 1300 'future world citizens' laying emphasis on high academic, ethical and social standards. It is located at GAIL Gaon, Dibiyapur, Dist.– Auraiya (U.P.) – 206 244. Phaphund is the nearest Railway Station on Delhi-Kanpur- Howrah main railway line between Etawah and Kanpur.

## VACANCIES FOR TEACHING STAFF

Session-2024-2025

S.No	NAME OF POST & No. OF VACANCY	DETAILS
01	Post Graduate Teacher : (PGT) Mathematics :01	<p><b><u>Nature of Appointment – On Regular basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation &amp; Post Graduation in the relevant subject (with a minimum of 50% marks at all academic levels from 10<sup>th</sup> to PG &amp; B.Ed.) from recognized university.</p> <p><b>Mandatory qualification : DAV CBT Qualified</b></p> <p><b>Minimum Experience:</b> Two years of teaching experience at Sr. Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>
02	Post Graduate Teacher : (PGT) Biology :01	<p><b><u>Nature of Appointment – On Regular basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation &amp; Post Graduation in the relevant subject (with a minimum of 50% marks at all academic levels from 10<sup>th</sup> to PG &amp; B.Ed.) from recognized university.</p> <p><b>Mandatory qualification : DAV CBT Qualified</b></p> <p><b>Minimum Experience:</b> Two years of teaching experience at Sr. Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>
03	Trained Graduate Teachers : (TGT) Mathematics : 01	<p><b><u>Nature of Appointment – On Regular basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation &amp; Post Graduation in the relevant subject (with a minimum of 50% marks at all academic levels from 10<sup>th</sup> to PG &amp; B.Ed.) from recognized university, Central Teacher Eligibility Test (CTET – Level II) / State Teacher Eligibility Test (STET- Level-II) qualification is essential in accordance with the Guidelines framed by the N.C.T.E. for the purpose.</p> <p><b>Mandatory qualification : DAV CBT Qualified</b></p> <p><b>Minimum Experience:</b> One year of teaching experience at Sr.Secondary/ Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>

04	<b>PRT Sanskrit</b> : 01	<p><b><u>Nature of Appointment – On Regular basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation /Post Graduation in the relevant subject (with a minimum of 50% marks at all academic levels from 10<sup>th</sup> to PG &amp; B.Ed.) from recognized university. Central Teacher Eligibility Test (CTET – Level I) / State Teacher Eligibility Test (STET- Level-I) qualification is essential in accordance with the Guidelines framed by the N.C.T.E. for the purpose.</p> <p><b>Mandatory qualification : DAV CBT Qualified</b></p> <p><b>Minimum Experience:</b> One year of teaching experience at Primary/ Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>
05	<b>PRT English</b> : 01	<p><b><u>Nature of Appointment – On Regular basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation /Post Graduation in the relevant subject (with a minimum of 50% marks at all academic levels from 10<sup>th</sup> to PG &amp; B.Ed.) from recognized university, Central Teacher Eligibility Test (CTET – Level I) / State Teacher Eligibility Test (STET- Level-I) qualification is essential in accordance with the Guidelines framed by the N.C.T.E. for the purpose.</p> <p><b>Mandatory qualification : DAV CBT PEC Qualified</b></p> <p><b>Minimum Experience:</b> One year of teaching experience at Primary/ Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>
06	<b>Special Educator</b> : 01	<p><b><u>Nature of Appointment – Purely on contractual basis</u></b></p> <p><b>Minimum Qualification and Experience:</b> Graduation (with a minimum of 50% marks) with B.Ed (Spl. Education) from recognized institute along with CTET. OR Graduate, B.Ed. (General) along with Diploma in Special Education with CTET. OR Graduate, B.Ed. (General) with Post Graduate Professional Diploma in Special Education with CTET. OR Any other equivalent qualification approved by Rehabilitation Council of India (RCI) with CTET.</p> <p><b>Mandatory qualification : DAV CBT Qualified</b></p> <p><b>Minimum Experience:</b> One year of relevant experience at Primary/ Secondary level in English medium C.B.S.E. / I.C.S.E. affiliated Schools.</p>
10	<b>Part Time coach</b> Taekwondo :01	<p><b><u>Nature of Appointment – Part time basis</u></b></p> <p>NIS certificate holder /National or state level player in Taekwondo. OR Bachelor Degree in Physical education from reputed &amp; recognised university.</p> <p><b><u>Relevant experience is desirable.</u></b></p>
11	<b>Part Time coach</b> Football :01	<p><b><u>Nature of Appointment – Part time basis</u></b></p> <p>NIS certificate holder /National or state level player in Football. OR Bachelor Degree in Physical education from reputed &amp; recognised university.</p> <p><b><u>Relevant experience is desirable.</u></b></p>

**VACANCIES FOR NON- TEACHING STAFF**

**Session-2024-25**

<b>13</b>	<b>Upper Divisional Clerk : 01</b>	<b><u>Minimum Qualifications:</u></b> Graduation (preferably in commerce) with knowledge of typing (English & Hindi) & Computer S/W like MS-Office etc and knowledge of noting and drafting is essential. Desired qualification : Working knowledge of accounting softwares, like Tally.  <b><i>Mandatory qualification : DAV CBT Qualified</i></b>  <b><i>Minimum Experience: Minimum two years of relevant experience.</i></b>
<b>14</b>	<b>Receptionist :01 (Preferably Female)</b>	<b><u>Nature of Appointment – Part time basis</u></b> <b><u>Minimum Qualification and Experience:</u></b> Graduation (with a minimum of 50% marks). Knowledge of Computer and Communication Skills in English. Letter/Email drafting etc <b><i>Preferred Qualification : DAV CBT Qualified</i></b> <b><i>Minimum Experience: One year of relevant experience at English medium C.B.S.E. / I.C.S.E. affiliated Schools.</i></b>

**Note:**

1. The candidates must have excellent communication skill in spoken & written English & Proficiency in computer operation & be prepared to actively participate in co-curricular/sports activities beyond school hours.
2. Candidates should have acquired all academic/professional qualification in regular mode. Only short-listed candidates will be called for interview.
3. Mere submission of application and fulfilment of the minimum prescribed qualifications & experience will not vest any right on a candidate for being called for interview. The management reserves the right to call or not to call any of the candidates, to fill or not to fill any of the vacancies without intimation to the candidates.
4. Regular DAV employees must apply through proper channel and their applications will be scrutinized as per DAV CMC rules and while the candidates who have worked on contractual basis in GAIL D.A.V. Public School may get an age relaxation up to the period of their services in GAIL D.A.V. Public School.

**6. Age Limit -**

- **Upper Age limit: 35 years as on 1<sup>st</sup> April, 2024 (PRT/TGT)**
- **Upper Age limit: 40 years as on 1<sup>st</sup> April, 2024 (PGT)**
- **Upper Age Limit (Part time coaches/ Non Vocational Staff) : 35 years as on 1<sup>st</sup> April, 2024**

7. Nature of Engagement may change based on the suitability of the candidate and is at the sole discretion of the Selection committee.

**Salary & Other Benefits:**

- For regular posts as per VII Pay Commission Pay Scales and allowances as per prevailing DAV norms. Free education up to two children, reimbursement of medical expenses as per school rules are applicable to regular employees.
- Suitable bachelor /family accommodation at GAIL colony will be provided subject to availability at nominal rent / HRA as per rules.
- Part time / guest faculty posts, remuneration as per the DAV CMC norms.
- Non CBT candidate may apply for part time posts.

**Terms & Conditions:-**

- **No TA/ DA for attending the interview.**
- **Job is transferable.**
- **DAV CBT Provisional Eligibility Card is mandatory for regular/contractual posts**
- **Basic Computer Knowledge & good communication skills (spoken English) is preferred.**

## How to Apply

### Steps to Fill Out an Application Form

#### **Step 1: Read the Detailed Advertisement Available on the School Website ([www.gaildav.in](http://www.gaildav.in))**

- **Qualification:** Check the educational qualifications required for the post.
- **Age:** Ensure you meet the age criteria specified.
- **Experience:** Verify if you have the necessary teaching experience and other relevant experiences mentioned.

#### **Step 2: Download the Application Form**

- Visit the official website ([www.gaildav.in/notice](http://www.gaildav.in/notice)) of the school.
- Find the Notice Board section.
- Download the application form provided for the vacant posts.

#### **Step 3: Fill Out the Application Form**

- **Personal Details:** Enter your full name, contact information, date of birth, and address.
- **Educational Qualifications:** List your degrees, certifications, and relevant academic achievements.
- **Professional Experience:** Detail your teaching experience, including the institutions you've worked at, your roles, and the duration of your employment.
- **Additional Information:** Provide any other information requested, such as skills, extracurricular activities, and references.
- **Signature:** Sign the application form where required.
- **Photo:** Attach a recently clicked passport size photograph.

#### **Step 4: Attach Necessary Documents**

- Copies of your educational certificates.
- **DAV CBT PEC Score Card. (Non-CBT Candidate may apply for Part Time posts)**
- Proof of age (birth certificate, passport, etc.).
- Experience certificates from previous employers.
- Any other documents specified in the advertisement.

#### **Step 5: Submit the Application (Choose one of the following methods to submit your application form)**

##### **1. By Speed Post:**

- Place the filled application form and attached documents in an envelope.
- **Address it to:**  
**The Principal,**  
**GAIL DAV Public School,**  
**GAIL Gaon,**  
**Dibiyapur, District – Auraiya (U.P),**  
**Pin-206244.**
- Ensure you send it via speed post before the **last date of application.**

##### **2. By Email:**

- Scan the filled application form and all the necessary documents.
- Attach them to an email [gaildavrecruitment@gmail.com](mailto:gaildavrecruitment@gmail.com), mentioning the post applied for in the subject line and send it to the provided email address before the **last date of application.**

##### **3. Google form:**

Click on the link to fill up the google form to apply-

[https://docs.google.com/forms/d/e/1FAIpQLSeq56dyFHY8uEtbX4kHZRPZelYrAue-uZQspdSqVEjVUMEmxw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeq56dyFHY8uEtbX4kHZRPZelYrAue-uZQspdSqVEjVUMEmxw/viewform?usp=sf_link)

#### **Step 6: Follow Up**

- Keep a copy of the application form and all documents for your records.  
Ensure you complete all steps before the application deadline specified in the advertisement.

#### **Note:**

- **Applications received after the due date will not be entertained.**
- **Applications without proof of qualification and experience, DAV CBT PEC Score Card, or incomplete in any other respect will be rejected without any intimation.**

**PRINCIPAL**