



Plot no 111(p) & 112 (p), Haridamada
Near IIT Bhubaneswar, Jatani-752050, Khordha

RECRUITMENT NOTICE

The school is an endeavour of Subhadra Charitable Trust which aims to provide progressive and holistic education to students. We provide CBSE curriculum from Nursery to Class XII and are making use of modern teaching methodologies to offer best in class education.

Applications are invited from candidates for the following teaching and non-teaching positions. Please share your latest CV with covering letter & recent passport size photo for the following positions and candidate must fulfil following requirements-

Discipline	Educational Qualification, Experience and Skill set
PRINCIPAL	<p><u>Qualification:</u> Must be Ph.D / M.Sc / M.A./MPhil, M. Ed/B.Ed from a recognised University/ College, Excellent communication skills with passion for work and ability to develop & maintain effective working relationships. Excellent academic track record. Post Graduate in any Teaching subject with Professional degree in Education and preferably with good management acumen. Academic qualifications from reputed Institutions preferred.</p> <p><u>Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To develop and deploy appropriate Strategies, Action Plans- Short Term and Long Term to take forward the vision of the school and build a world class CBSE School. 2. Have experience in creating new processes and implementing them effectively. 3. Expert knowledge of CBSE regulatory, academic, affiliation and procedural issues. 4. Pedigree of experience in good CBSE Schools. 5. To provide Leadership to build a strong scholastic & co- scholastic team along with sound administration to enhance the overall performance of the school. 6. Responsible for continuous assessment, benchmarking, innovation and implementation of appropriate processes for continuous improvement.
Director Academic	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Master's degree or equivalent • Minimum of three years administrative and Sr. secondary classroom experience. • Experience in handling coaching requirements for IIT/JEE and NEET. • Experience in the supervision of faculty members • Thorough knowledge of state standards and requirements for Sr. secondary school education • Proficiency in curriculum development • Experience in coaching and training adults

	<ul style="list-style-type: none"> • Administrative experience • Ability to assess data and use it to drive instruction <p>Responsibilities:</p> <ul style="list-style-type: none"> • Supervise teachers. Arrange smooth conduct of Parents Teachers Meeting. • Participate in hiring, managing, training and developing the academic staff • Develop and oversee the curriculum, instruction, and assessment programs • Collaborate in collecting, analysing and revision of all academic data analysis and intervention programs • Lead teacher training and professional development • Assist with student admission process: marketing, advertising, strategic plan • Participate in the development of a personal education plan for students. • Assessment Management: maintain calendar, content and school data • Oversee and manage school wide curriculum & assessment • Contracted Service Management: Special Education services and curriculum services • Manage school professional development in accordance with the induction program • Familiar and follow school rules, regulations & procedures.
ASSISTANT PROFESSORS (Phy, Chem, Maths, Botany & Zoology)	<p>M.Sc. / M.Tech. / B.Tech / equivalent in respective subject</p> <p>Minimum teaching experience of 3-5 years in Engineering/Medical institutes/colleges</p> <p>Must be fully acquainted with taking classes on online & offline mode</p> <p>Expertise in guiding students for exams like CBSE, NEET, AIIMS, JEE (Main/Advanced), other State Medical & Engineering Entrance Exams, National & International level Olympiads (NSO, IMO, INAO, INBO, NSEJS, NSEC, NSEP, NSEB, NSEA) and Scholarship Exams (NTSE, KVPY, JSTS).</p>
Education Development Officers	<p>Graduate with a minimum work experience of 5 years in a similar role. Looking for proactive persons who should possess excellent communications, interpersonal skills, counselling skills, loves travelling for education programs with sound computer knowledge. Should be below 40 years with fluency in English, Hindi & Odia.</p>
HR Manager	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor's/Master degree in human resources • 3+ years in human resources or recruitment • Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset • Adept to problem-solving and conflict resolution • Extensive knowledge of HR policies and systems • Familiarity with HR software and working knowledge of MS Office • Experience working in HR

- Detail-oriented and organizational nature

Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall school strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

**Public
Relation
Officers
(PROs)**

Good working knowledge in MS Office & Internet. • Should be of Pleasing Personality. • Good written and verbal communication skills. (Fluency in English/Hindi/Oriya) • Highly organized and mature with respect to human relationships.

Responsibilities:

Counselling Students and parents about various courses • Champion entire student cycle: Prospecting, Counselling, Admission, Orientation, Support, •Satisfaction, Retention and Productive Output • Interaction with students and parents on routine basis • Clarification of doubts of students and parents.

**Graphic/Web
Designer**

Graduate with prior experience in desktop publishing. Graphic designers/artists **design graphics for use in media products** such as magazines, web, labels, advertising, Prospectus and signage/developing concepts, graphics and layouts for product illustrations, company logos and websites. determining size and arrangement of copy and illustrative material, as well as font style and size. • Expertise in the following software/ packages:

- Corel Draw • Web Design • Digital Media • Graphic Design • HTML • CSS
- jQuery • JavaScript • Adobe Suite – Page maker, Photoshop, Illustrator, In Design • API web integration
- Experience in User Experience (UX) and User Interface (UI)

<p>Teachers</p>	<p style="text-align: center;"><u>Post Graduate Teacher (PGT)</u></p> <ul style="list-style-type: none"> • Two years' Integrated Post Graduate M.Sc /M.A./M.Com/MCA Course of Regional College of Education of NCERT in the concerned subject; Or Master's Degree from a recognized University with at least 70% marks in aggregate in the concerned subject • B.Ed./M.Ed or equivalent degree from recognized university • Proficiency in teaching in English. • Desirable Qualifications: Knowledge of Computer Applications. • Minimum 2-3 years teaching experience. <p style="text-align: center;"><u>Trained Graduate Teacher (TGT)</u></p> <ul style="list-style-type: none"> • Two years' Integrated Post Graduate B.Sc /B.A./B.Com/BCA Course of Regional College of Education of NCERT in the concerned subject; Or Master Degree from a recognized University with atleast 70% marks in aggregate in the concern subjects • B.Ed. or equivalent degree from recognized university • Proficiency in teaching in English. • Desirable Qualifications: Knowledge of Computer Applications. • Minimum 2-3 years teaching experience. <p style="text-align: center;"><u>Primary Teacher (PRT)</u></p> <ul style="list-style-type: none"> • Graduate (or its equivalent) with at least 70% marks and 2-year Diploma in Elementary Education or Senior Secondary (or its equivalent) with at least 70% marks and 4-year Bachelor of Elementary Education (B. El. Ed.) or Senior Secondary (or its equivalent) with at least 70% marks and 2-year Diploma in Education (Special Education) or Graduation with at least 70% marks and Bachelor of Education (B.Ed) • Qualified in the Central Teacher Eligibility Test • Proficiency to teach through English • Desirable: Knowledge of Computer Applications. <p style="text-align: center;"><u>NURSERY TEACHERS</u></p> <p>The minimum eligibility criterion to become a preschool teacher is graduation. Following graduation, Basic Training Certificate (BTC), NTT, Diploma in Education (D. Ed) and Teacher Training Certificate (TTC)</p> <ul style="list-style-type: none"> • should support the development of children's basic skills, including physical coordination, speech and communication; encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play.
<p>Hostel Superintendent</p>	<p>A Graduate with minimum 10 years relevant experience in reputed educational institution. Preferable Ex-service man.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Mature and passionate about students and education • Experience in handling emotional, psychological issues of students • Good administrative & operational skills • Creative, open to learning and willing to work in the team • Good knowledge of written and spoken English, Hindi and Odia. • Ability to operate a computer and working knowledge of MS Office.

Hostel Wardens (Male/Female)	<p>Graduate with 4-6 years of experience working in any reputed fully residential school/educational institution campus.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • They have a fine balance between enforcing discipline as well as supporting and bonding with students. • must be approachable and available to all students. • must be able to respect confidentiality. Be empathetic and patient. • Wardens must be proactive and take personal responsibility, have the ability to go beyond the call of duty. • They should be open to learning new skills. • Ability to work in a team. • Very good communication skills, with fluency in both English and Hindi. • Basic computer skills. Knowledge of MS Word and Excel. • Good writing skills to capture data, collect feedback, design reports and conduct surveys.
Accounts Officer	<ul style="list-style-type: none"> • Bachelor's/Master's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience • 2-5 years of accounting/finance experience • Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications • Strong analytical and problem-solving skills • Experience with accounting software • Excellent interpersonal skills to communicate effectively across the organization • Thorough knowledge of general ledger accounting and account reconciliation
Drivers	<p>10+2 with 4-6 years of driving experience. Having valid driving licence, Responsible for transporting children</p> <ul style="list-style-type: none"> • Pick up children along scheduled route and ensure they remain in their seats until they reach their destination • Maintain a clean and mechanically-sound bus at all times • Obey all traffic laws • Perform inspections of the bus before and after each route • Ensure safety of all students • Discipline children when required to maintain a safe and healthy environment • Assist students with getting on and off the bus when required

APPLICATION PROCESS:

1. Applicants should send their updated resumes clearly marking on the subject line of the mail:
- Application for the position ____ (mention respective subject)/Application for Manager to career20cis@gmail.com latest by 5:00 P.M. of 18 January 2022.
2. For any queries, please contact Mobile-7077775311 or reach us at:

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