

The Sri Sri Sai Gurukul Vidya Mandir, Udala, 757041 Odisha
The-SSSGVM-HRA-1/10142023/1830/01, Date: 14 October 2023

Recruitment Notice for The SSSGVM, English Medium School (Academic Year 2023-24)

Last Date of Receipt of Application: Saturday ,17 February 2024.

Applications are invited in the prescribed Performa from eligible candidates for filling up various required positions on Temporary BASIS for the academic year 2022-23 at The Sri Sri Sai Gurukul Vidya Mandir (The SSSGVM) Udala. The essential qualification, age, experience etc. required for applying for these posts are as under:

Sl. No	Name of Post	No. of Post	Qualification	Age	Experience
1	Mistress, Head	01	Trained Graduate/Post Graduate having good command over English	30-50 Years	Candidates having experience in Academic & Administration as Principal/ Academic Heads with minimum 3-5 Years.
2	Asst. Teacher	03	Graduate, Trained Graduate/Continuing, PTT, TET, CTET Qualified or Equivalent. Masters Degree/Continuing is Additional Weightage	20-45 Years	Teaching and/or Pre-School Experience, Computer Education is Additional Weightage.
3	Office Asst(Administration)	02	10+2+3 Or Above Or Minimum of 3 Years similar level work experience	20 - 45 Years	Economics, Accounting Specialization Or equivalent, Computer Education and Experience in General Administration is an added advantage.

NOTE:

1. The SSSGVM is a Non-Profit and Selfless Service based Education System mainly focused with the vision to serve deprived and economically backward students. The pay/salary will be purely based on selfless service commitments & mutual agreement between applicants and The SSSGVM Management.
2. All ages are in reference with the last day of receipt of application. Age Relaxation would be considered for experienced and exceptional candidates. Experience in each of the categories is an added advantage.
3. The SSSGVM Management Committee & Core Governance Board reserves the right to vary the vacancies or cancel the recruitment, at any stage of the process without assigning any reason thereof.
4. The initial period of service commitment shall be purely temporary & commonly be two years from date of start with Temporary basis and the same will be regulated as per The SSSGVM guidelines as and when modified.
5. The SSSGVM Udala reserves the right to conduct single/multiple written test(s) and/or single/multiple rounds interviews to shortlist/select the candidates for any post as mentioned in the notification.

The candidates who fulfill the above qualifications/eligibility email or may submit their application (copy enclosed) in the attached application form to the address given below on or before 05:00 PM as on last date as mentioned above (next working day in case of any holiday on the last date of submission), by Speed Post/Registered Post/By Hand/Management only:

For and clarification, enquiries contact to:

- **Email:** sssgvm-hr@srisaidivyaseva.org; sssgvm-admin@srisaidivyaseva.org
- **Contact No.:** +91-7064421210/+91-9778989004/+91-8480635686/+91-7681068989
- **Address:** The Sri Sri Sai Gurukul Vidya Mandir, Ward No 11, Udala, Mayurbhanj 757041, Odisha INDIA.

Tower Lead,
Human Resource Administration (The SSSGVM SMC)
The Sri Sri Sai Gurukul Vidya Mandir,
Udala, Mayurbhanj 757041, Odisha INDIA

Sd/-
Head, Human Resource Administration
Core Governance Board,
The Sri Sri Sai Gurukul Vidya Mandir, INDIA

The Sri Sri Sai Gurukul Vidya Mandir, Udala 757041 Odisha INDIA

Application Invitation for The SSSGVM, English Medium School for Multiple Positions

Letter/Adv No: The-SSSGVM-HRA-1/1014/2023/1830/01

Applications are invited for different positions at The Sri Sri Sai Gurukul Vidya Mandir(The SSSGVM) English Medium School, Udala. For more details, please visit <https://sssgvm.srisaidivyaseva.org/important-notifications/>. The last day of application is 5:00 PM IST, Saturday, 17 Feb 2024.

Sd/- Head, Human Resource Administration,

Special Instructions:

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE RECRUITMENT PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Last Name:	First Name & Middle Name:	Affix Passport/Stamp Size Photo
Contact No (Cell):	Contact No (Home):	
Current Address:	Permanent Address:	Office Address:
Current Occupation:	Age Last Date of the Application:	Email Id:
Total Years of Experience	Academic Experience:	Non-Academic Experience:

Qualifications

Degree/Level	Board/University	Year of Passing	Specialization/Subjects	Marks/CGPA

Employment History

Employer Name & Address	Dates of Employment (From-To)	Job Title	Final Salary	Reason of Leaving

Regular/Special Training

Notes/Special Comments

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SPECIAL REQUIREMENTS

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

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VERIFICATION OF INFORMATION

I declare that all information which I have provided is correct. I understand that any false information given may result in an offer being withdrawn or my service commitments terminated. I also understand and accept that the decision and approval of my service engagement in The Sri Sri Sai Gurukul Vidya Mandir by the recruitment board & management committee is complete and final. There is no conflict or issues standing from my side for any reason if my job application is accepted or rejected at any stage of the recruitment & management’s approval process.

Sign:

Date:

Office Use Only:

Application Receipt Information

Applicant No:		
Position Applied		
Adv/Notice No:		
Closing Date		
Date & Time Received		
Mode of Receipt	By Hand/Post/Email	
Receiver’s Signature	Name:	Sign:
Scrutinize-I Verified	Yes/No, Name:	Sign:
Scrutinize-II Verified	Yes/No, Name:	Sign: