

**Mewat Model Schools Society, Nuh**

**Advertisement for Education Officer**

Mewat Model Schools Society (MMSS), Nuh is running Eight Mewat Model Schools in Mewat area. For the monitoring of Mewat Model Schools, an Education Officer is required. The Education Officer will supervise the work of Principals and provide all such directions and inputs to improve the quality of education in Mewat Model Schools.

Applications in the prescribed performa are invited from eligible candidates for filling up a post of Education Officer purely on contract basis for an initial period of one year extendable on year to year basis based on satisfactory performance and mutual consent in the Mewat Model Schools Society, Nuh, as per details given below:

1.	Essential Qualification	Post Graduate atleast 55% with B.Ed. Preference will be given to the candidates having higher qualification.
2.	Essential Experience	10 years as a Principal of Sr. Secondary School Or Equivalent Or Posts Senior than that in Education Department.
3.	Consolidated pay	Rs. 68,000/- per month with 10% increase per annum. Last pay drawn minus pension in case of retired person.
4.	Age Limit	35 to 50 yrs. 35 to 65 yrs. in case of retired persons.

**Terms and Conditions:**

1. The candidates should send their application form in prescribed proforma through e-mail: [mmssmewat@gmail.com](mailto:mmssmewat@gmail.com) upto 26.6.2019 alongwith detailed bio-data listing the educational qualifications, experience, self attested photocopies of educational certificates, mark sheets and experience.
2. The shortlisted candidates will be called for interview. The date, time and venue of the interview will be conveyed.
3. The contract can be terminated at any time without assigning any reason or prior notice and shall have no right to claim either regularization or any other benefits.
4. The incomplete application form will be rejected.
5. The Mewat Model Schools Society, Nuh reserves the right to reject any or all the applications without assigning any reason.

Sd/-  
Vice Chairman,  
Mewat Model Schools Society,  
Nuh.

**Mewat Model Schools Society, Nuh**

**Application Performa**

**Application for the Post of : Education Officer**

1. Name of Applicant: \_\_\_\_\_ Photo
2. Father/Husband Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Gender: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Language Known: \_\_\_\_\_
7. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Mobile No (Mandatory) \_\_\_\_\_
- E-mail id (Mandatory) \_\_\_\_\_
8. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Demand Draft No. & Bank: Not required.

10. Educational Qualifications:

S.N.	Name of Exam	Year of Passing	Board/University	Total Marks	Marks Obtained	% age of marks

11. Details of Experience in the chronological order (enclose a separate sheet, if space below is insufficient :

S.N.	Name of Organization	Designation	Key Job area & responsibilities	Duration		Total experience
				From	To	

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

Declaration: I do affirm that all the informations given above are true to the best of my knowledge.

Date:

Place:

(Signature of Applicant)