

NOIDA AND GREATER NOIDA SHIKSHA SAMITI

Guidelines for Application for the post of "Education Officer"

The NOIDA AND GREATER NOIDA SHIKSHA SAMITI, henceforth mentioned as NGNSS, is a Society registered under the Society Registration Act 1860. Applications are invited in the prescribed format from the Indian Nationals for filling up the Education Officer (01 No.) vacancy in NOIDA AND GREATER NOIDA SHIKSHA SAMITI situated in Noida and Greater Noida notified areas. The society runs inter colleges in Noida & Greater Noida as per details:-

- I. Mahamaya Balika Inter College, Sector -44, Noida-Greater Noida Expressway, Noida. District- Gautam Budh Nagar, UP.
- II. Panchsheel Balak Inter College, Sector -91, Noida, District: Gautam Budh Nagar, UP
- III. Savitri Bai Phule Balika Inter College, Kasna, Greater Noida, District : Gautam Budh Nagar, UP
- IV. Gautam Buddh Balak Inter College, Knowledge Park-V, Greater Noida, District: Gautam Budh Nagar, UP

IMPORTANT

1. APPLICATION FORM :

Candidates must apply in the prescribed Application Form devised by the NGNSS for this purpose and available on the website: www.gbu.ac.in or www.greaternoidaauthority.in


2. LAST DATE FOR RECEIPT OF APPLICATIONS:-31st JULY, 2022:

Candidates must send their applications by speed post/registered post or by hand at the address mention below. The NGNSS will not be responsible for applications sent at any other address (including NGNSS office). Candidates are advised to send the applications well in advance to avoid any postal delay. The applications must reach the office on or before 31st July, 2022 up to 5.00 pm in the office of Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar-201312 UP.

3. ELIGIBILITY OF APPLICANTS:

All applicants must ensure that they fulfill the essential qualifications and age for the post applied for and other conditions stipulated in this advertisement. The Applications of those candidates not fulfilling the essential qualifications and other requirement will be summarily rejected and no correspondence will be made in this regard. The Eligibility/Salary/Age etc. criteria as under:-

Name of Post	Education Officer (01) UR
Essential Qualification	1. Master Degree From any recognized University with consistent good academic records with at least 55% marks in aggregate for General and OBC Category applicants and 45% marks aggregate for SC/ST Category applicants. 2. B.Ed. or Equivalent Teaching Degree. 3. 03 Years teaching/working experience as Principal/Vice Principal or equivalent post of Kendriya Vidhalaya.
Desired Qualification:	Ph.D and/or M.Ed. with consistent good academic records and Knowledge of Computer Applications.
Age	Below 55 Years as on date of advertisement. Relaxation in age limit for SC/ST and other OBC categories applicable as per UP Govt. rules.
Experience	Applicants serving as Principal in any Govt. funded Higher Secondary School in the Six Pay Commission pay scale of PB-3 (Rs 15600-39100) and grade pay of Rs. 6600 (pre revised scale).
Pay Band/GP	Pay Band-3 (15600-39100) Grade Pay Rs. 7600
Special Pay	Rs. 2000/-


27/6/2022

4. **GENERAL INSTRUCTIONS:**

- I. Applications must be submitted in the prescribed format published as on the website : www.gbu.ac.in .
- II. Envelopes containing the application must be super-scribed in bold letters as “APPLICATION FOR THE POST OF EDUCATION OFFICER”.
- III. The application must be addressed to Registrar, Gautam Buddha University and should be sent at fell address Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar, UP
- IV. In case of any ambiguity, the decision of the Competent authority shall be final.

5. **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

- I. Self attested photocopies of all the educational qualifications, academic and professional, mark-sheets for all the years, degree/diploma certificates starting from Senior Secondary/Intermediate to highest academic/professional qualification the candidate possesses.
- II. achievement/distinction in Sports, Literary activities, Scouts & Guides, NCC, NSS etc.,
- III. Aadhar Card & PAN Card Photo Copies
- IV. Class 10th certificate for proof of date of birth,
- V. Caste/category, sub-category certificates issued by the competent authority.
- VI. Reliving certificate & Last Salary drawn certificate (Self attested copy) to be attached.

6. **REASON FOR REJECTION:**

The following are the parameters of rejection of application of candidate:

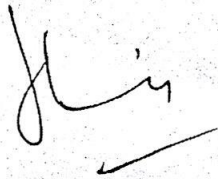
- I. Non-Receipt of any of the documentary proof in the form of self attested photocopies of qualification, mark-sheets, other certificate(s) reliving etc. as per details in point no. 05.
- II. Not possessing the degree/desired qualification as mentioned in Advertisement.
- III. Not fulfilling any of the laid down eligibility criteria.
- IV. Incomplete application or application not received on proper format within due date.

7. **CONTACT:**

For any clarification, applicants may contact Office of the Director (Works), Administrative Building, Room No: F-11 (First Floor), Gautam Buddha University, Greater Noida, District – Gautam Budh Nagar, UP-201312., Phone No.- 0120-2344260/0120-2344252.

8. **NOTE:-**

- I. *The qualification and experience prescribed above are the minimum and mere possession of the same shall not entitle any application to be called for the interview.*
- II. If any of the claims is found to be incorrect, the candidates may render themselves liable to suitable action by the NGNSS in terms of the extent of the rules of the NGNSS on the subject.



NOIDA GREATER NOIDA SHIKSHA SAMITI

Guidelines for Applicants for the post of Principal

The NOIDA GREATER NOIDA SHIKSHA SAMITI, henceforth mentioned as NGNSS, is a Society registered under the Society Registration Act, 1860. Applications are invited in the prescribed format from the Indian Nationals for **filling up the Post of Principal (Female-UR) for Savitri Bai Phule Balika Inter College, Kasna, Greater Noida, District: Gautam Budh Nagar, UP) run by the NOIDA & GREATER NOIDA SHIKSHA SAMITI situated in Greater Noida notified area.**

IMPORTANT

1. APPLICATION FORM:

Candidates may must apply in the prescribed Application Form devised by the NGNSS for this purpose and available on the websites: www.gbu.ac.in or www.greaternoidaauthority.in

2. LAST DATE FOR RECEIPT OF APPLICATIONS:- 31st JULY, 2022.

Candidates must send their applications by speed post/registered post or by hand at the address mention below. The NGNSS will not be responsible for applications sent at any other address (including NGNSS office) Candidates are advised to send the applications well in advance to avoid any postal delay. The application must reach the office on or before Last Date 31st July, 2022 up to 5.00 pm in the office of The Registrar, Gautam Buddha University, Greater Noida Gautam Budh Nagar- 201312 U.P.

3. ELIGIBILITY OF APPLICANTS

All applicants must ensure that they fulfill the essential qualifications and age for the post applied for and other conditions stipulated in this advertisement. The Applications of those candidates not fulfilling the essential qualifications and other requirement will be summarily rejected and no correspondence will be made in this regard.

Name of Post	Principal -01 (Female- UR)
Qualifications	<ol style="list-style-type: none">1. Master Degree from any recognized University with consistent good academic records (at least 55% marks in aggregate for General and OBC Category applicants and 45% marks aggregate for SC/ST Category applicants)2. B.Ed. or Equivalent Teaching Degree.3. Desirable Qualification Ph.D and/or M.Ed. with consistent good academic records and Knowledge of Computer Applications.
Experience	Applicants serving as Principal in any Govt. funded Higher Secondary School in the six pay commission pay scale of PB-3 (Rs 15600-39100) and grade pay of Rs. 6600 (pre revised scale) OR having not less than 10 years of teaching experience with 6 years of experience as Post Graduate Teacher are eligible for the post.
Age	Below 55 Years as on date of advertisement. Relaxation in age limit for SC/ST and OBC categories applicable as per UP Govt. rules.
Pay Band/GP	Pay Band-3 (15600-39100) Grade Pay Rs. 7600/-

4. RESRVATION AND AGE RELAXATION

Reservation and Relaxation in upper age limit will be as per the UP Govt. rules issued from time to time.

[Handwritten Signature]
27/6/2022

5. GENERAL INSTRUCTIONS

- I. Applications must be submitted in the prescribed format published as on the website: www.gbu.ac.in OR www.greaternoidaauthority.in
- II. Candidates serving in any recognized Institution/Organization/Autonomous body/Central Govt./State Govt. and CBSE affiliated +2 Schools must apply 'Through Proper Channel'. Applications sent through proper channel should reach to **The Registrar, Gautam Buddha University, Greater Noida Gautam Budh Nagar (U.P.) 201312**. However, candidates may send an advance copy so as to reach the above-mentioned address before the last date. The advance applications will be considered provisionally subject to the condition that the applications sent through proper channel are invariably received before the date of interview.
- III. Envelopes containing the applications must be super-scribed in bold letters as "**APPLICATION FOR THE POST OF _____**"
- IV. In case of any ambiguity, the decision of the competent authority shall be final.

6. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

- I. Self attested photocopies of all the educational qualifications.
- II. Academic and professional, mark-sheets for all the years.
- III. Degree/diploma certificates starting from Senior Secondary/Intermediate to highest academic/professional qualification the candidate possesses.
- IV. All certificates in claim of CCA, achievements/distinction in Sports, Literary activities, Scouts & Guides, NCC, NSS etc.
- V. Class X certificate for proof of date of birth.
- VI. Caste/category, sub-category certificates issued by the competent authority.

7. REASONS FOR REJECTION

The following are the parameters of rejection of application of a candidate:

- I. Non-receipt of any of the documentary proof in the form of self attested photocopies of qualification, mark-sheets, other certificate (s) etc. as per point no. 6
- II. Non-receipt of caste certificate/ sub-category certificate, wherever applicable.
- III. Not possessing the degree/ desired qualification as mentioned in Advertisement.
- IV. Not fulfilling any of the laid down eligibility criteria.
- V. Incomplete application or application not received on proper format within due date.
- VI. Non-receipt of applications through proper channel.

08. All the received application will be scrutinized and the selected applicant will be called for interview. The date of interview will be informed to the all applicant through letter/e-mail/mobile.

09. CONTACT

Office of The Director (Works), Noida and Greater Noida Education Society, Administrative Building Room No: F-11, (First Floor) Gautam Buddha University, Greater Noida, Distt: Gautam Budh Nagar, UP-201312. Phone 0120-2344253/01202344252

Note: 1.

1. The qualification and experience prescribed above are the minimum and mere possession of the same shall not entitle any applicant to be called for the interview.
2. If any of the claims is found to be incorrect, the candidates may render themselves liable to suitable action by the NGNSS in terms of the extent of the rules of the NGNSS on the subject.

