

## INDICATIVE ADVERTISEMENT



### JAWAHAR EDUCATION SOCIETY BLOCK-17, NEYVELI. RECRUITMENT OF OFFICE STAFF AND ATTENDANT

Jawahar Education Society Invites application for the below mentioned post .

Name of the school	Post	No of Vacancies
Jawahar Schools Matric/CBSE and JES office, Neyveli	Office staff	3
Jawahar Education Society, Neyveli	Accounts staff	1
Jawahar Schools Matric and CBSE, Neyveli	Male Attendant	2

Applications open from **02/07/2025** till **22/07/2025**. Interested candidates may visit the website and forward their applications accordingly by super scribing the envelope as “Application for the post of Office Staff / Accounts Staff / Male Attendant” so as to reach The Secretary, Jawahar Education Society, Thiruvalluvar Road, Block-17, Neyveli – 607 801, Cuddalore District. Tamil Nadu.

Please visit our website for detailed Advertisement:

[www.jawaharcbse.in](http://www.jawaharcbse.in)

[www.jawaharmatric.in](http://www.jawaharmatric.in)

[www.jesneyveli.in](http://www.jesneyveli.in)



## JAWAHAR EDUCATION SOCIETY

Thiruvalluvar Road,  
Block-17,  
Neyveli 607801.

### Detailed Advertisement for Recruitment

Jawahar Education Society (JES) Neyveli is running Co-educational Schools and a College in Neyveli Township from the year 1968 in both CBSE & Matriculation pattern.

The Jawahar Education Society is looking for the following for its CBSE School, Matric School and JES office. Interested candidates may apply for the post on fulfilling the following requirements.

Name of the school	Post	No of Vacancies
Jawahar Schools Matric/CBSE and JES office, Neyveli	Office staff	3
Jawahar Education Society, Neyveli	Accounts staff	1
Jawahar Schools Matric and CBSE, Neyveli	Male Attendant	2

#### 1.0 ELIGIBILITY: -

##### Educational requirements for OFFICE STAFF:

Should have completed Bachelor's Degree from a recognized University with at least 45% marks in aggregate. Knowledge of Operation of Computer and handling MS office is essential.

##### Educational requirements for ACCOUNTS STAFF:

Should have completed Bachelor's Degree in Commerce/Accountancy from a recognized University with at least 45% marks in aggregate and should possess TALLY completion certificate.

##### Educational requirements for MALE ATTENDANTS and FEMALE ATTENDANT: -

Male Attendant : - Should have completed S.S.L.C or equivalent with at least 45% marks in aggregate.

## 2.0 EXPERIENCE :-

### Post-Qualified Experience requirements for OFFICE STAFF:

Minimum of 5 years' experience in any organization as office staff and ability to handle office independently.

### Post-Qualified Experience requirements for ACCOUNTS STAFF

Minimum of 5 years' experience in the field of Accounts in any organization in handling Accounts / Tally Software.

### Post-Qualified Experience requirements for

MALE ATTENDANT: - Minimum of 2 years' experience in any organization as Attendant and Assisting with photocopying, filing, and other administrative support.

### Desirable: -

Knowledge of reading and writing Tamil Language.

### Essential Qualities:-

Should be dedicated and Develop good rapport among parents and Teachers

The Age limit for all the post is as indicated below: -

Name of the post	Minimum Age Limit	Maximum age limit
Office staff	26 years	40 years
Account staff	26 years	40 years
Male Attendant	20 years	40 years

## 3.0 CRUCIAL DATE: -

The crucial date for determining the age and Experience shall be 01/07/2025.

## 4.0 TERMS & COMPENSATION: -

Monthly compensation will be regulated by Jawahar Education Society.

## 5.0 METHOD OF SELECTION: -

Selection will be based on the interview of candidates found eligible in meeting all requirements.

## 6.0 HOW TO APPLY: -

Interested candidates meeting the above requirements may forward their applications super scribing the post they have applied for along with the copy of following certificates to Jawahar Education Society.

6.1.1 Recent passport size Colour photograph, taken after 01/01/2025.

6.1.2 Proof for Date of Birth (Birth Certificate (or) SSLC / Matriculation / HSC Mark Sheet).

6.1.3 Copy of AADHAR Card./Pan card.

6.1.4 Proof for possessing notified Educational Qualifications – Degree Certificate along with the copies of the mark sheets.

6.1.5 Community Certificate in case of candidates belonging to SC/ST/OBC if applicable.

6.1.6 Proof of experience certificate as per para 2.0 along with Provident Fund number or UAN Number required (if available).

6.1 Candidates are requested to ensure that only legible self-attested documents are to be forwarded.

6.2 Failure on the part of candidates to enclose the requisite documents would lead to rejection of the candidature.

6.3 The Last date for receipt of the application shall be 22/07/2025. Application received after last date will not be entertained.

6.4 The Applications are to be forwarded to the Secretary, Jawahar Education Society, Tiruvalluvar Road, Block 17, Neyveli 607801.

## 7 ACCOMMODATION:

Unfurnished Residential accommodation will be provided by JES as per eligibility and based on availability in Neyveli Township to the selected candidates and they should reside in Neyveli Township only.

## 8 GENERAL CONDITIONS:-

8.1 Only Indian Nationals are eligible to apply.

8.2 Candidates can contact the Helpline No.04142-211123 between 10:00 Hours and 16.00 Hours on all working days. Candidates are hereby advised not to contact telephone numbers of any other officials.

8.3 The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards and they will be required to produce a Medical Fitness Certificate from a Government Registered Medical Practitioner.

8.4 Candidature of any candidate is liable to be rejected at any stage of selection process or after selection or on joining, if any information provided by the candidate is false or if not found to be in conformity with the eligibility criteria mentioned in the notification.

8.5 Selected candidates will be engaged for a period of up to the age of 60 years and will be governed by JES.

8.6 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.

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## APPLICANT'S DATA SHEET

1. **Full Name** : \_\_\_\_\_
2. **Father's / Husband's Name:** \_\_\_\_\_
3. **Date of Birth** : \_\_\_\_ / \_\_\_\_ / \_\_\_\_
4. **Age (as on today)** : \_\_\_\_\_ Years
5. **Gender** : ☐ Male ☐ Female ☐ Other
6. **Nationality** : \_\_\_\_\_
7. **Marital Status** : ☐ Single ☐ Married ☐ Other
8. **Aadhar No:** \_\_\_\_\_ **PAN No:** \_\_\_\_\_
9. **Address for Communication:**
- \_\_\_\_\_
- \_\_\_\_\_
10. **Contact No:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_
11. **Educational Qualification** :

[illegible]

12. Experience if any (should be supported by Documentary evidence) :

S.No	Organization	Location	Designation	Period	Experience (in years)

Signature of the Applicant