

Kind attention is invited to the advertisement given in Times of India, Mathrubhumi & Malayala Manorama newspapers on 15th January 2025, inviting applications for the post of Principal, Vice-Principal, Chief Executive, Office Staff, Dance Teacher, Nursery Teacher, Art Education Teacher and Wardens. The Qualifications and other requirements for the above posts are given below;

1. Principal for Chinmaya Vidyalaya, Kolazhy, Thrissur

Chinmaya Vidyalaya, Kolazhy, Thrissur is a 45 year old Higher Secondary school with CBSE Syllabus, has around 1600 students on its rolls.

*** Minimum Qualification**

Post graduate with B.Ed/M.Ed

*** Experience**

Minimum 15 years of teaching experience in Senior Secondary classes in CBSE affiliated schools out of which minimum 3 years' experience as a Principal.

*** Other Requirements**

1. Applicants must be exceptionally talented, innovative and ambitious to drive a strong team.
2. Proficiency in academic and administrative policies.
3. Excellent communication skills in English.
4. Knowledge in Computer.
5. Well versed in NEP and NCF.
6. Preferably a Resource person for CBSE - CBP
7. Proven track record of leadership in academic and Institutional development.

8. Vision for the growth of the institution.

2. Vice - Principal for Chinmaya Vidyalaya, Kolazhy, Thrissur

*** Qualifications**

Post graduate with B.Ed /M.Ed

*** Experience**

Minimum 15 years of teaching experience in Senior Secondary classes in CBSE affiliated schools out of which preferably 3 years of experience as a Vice Principal.

*** Other Requirements**

1. Highly talented with an ability to carry out the academic and administrative responsibilities.
2. Proficiency in academic and administrative policies.
3. Excellent communication skills in English.
4. Knowledge in Computer.
5. Well versed in NEP and NCF.
6. Experience in handling sessions for teachers.
7. Vision for the growth of the institution.

3. CHIEF EXECUTIVE

- * It is a full time job
- * To coordinate the functioning of the various institutions of Chinmaya Mission Educational & Cultural Trust, Thrissur – [Chinmaya Vidyalaya, Chinmaya Mission College, Chinmaya Bhajana Madhom etc.]
- * To provide strategic leadership
- * To oversee academic, administrative operations and activities.

*** Qualification and Experience**

1. Degree / Masters degree in any discipline
2. Minimum 15 years' experience as head in any leading institution.
3. Excellent interpersonal communication and decision making skills.

4. Office Staff for Chinmaya Vidyalaya, Kolazhy.

- Degree / Masters degree in any discipline
- Well versed in Microsoft Word/Excel/Google Form
- Good in letter drafting
- Knowledge in Tally Accounting.
- Account Maintenance and Handling
- Stock and file management
- Record Maintenance

5. Dance Teacher for Chinmaya Vidyalaya, Kolazhy.

*** Key Responsibilities:**

1. Plan and conduct engaging dance lessons for students of all age groups
2. Teach various dance forms such as classical, contemporary and modern styles.
3. Prepare students for cultural programs, competitions, and annual events.
4. Collaborate with other faculty members to integrate dance into school celebrations and activities.

*** Qualifications and Requirements**

1. Master's degree in Dance or Performing Arts.
2. Proficient in multiple dance forms (Indian classical, folk, and modern styles preferred).
3. Flexibility to work beyond school hours during event preparations.

6. Nursery Teacher

- * Are you passionate about nurturing young minds? If yes, our Kindergarten is the best place for you.
- * We are looking for a dedicated and enthusiastic Kindergarten teacher who can shape young minds and foster emotional and social feelings in them.

Qualifications & Experience

- * Graduate /Post graduate with Nursery training.
- * Minimum 5 years of teaching experience as Kindergarten teacher.

7. Art Education Teacher

*** Minimum Qualifications**

1. Bachelor's Degree in Fine Arts or related field.
2. 2 years experience in teaching drawing and painting in school.

*** Requirements**

3. Conduct drawing and painting classes for children in the school.
4. Prepare the children for inter school competition.

8. Hostel Wardens (Male & Female)

- * We are seeking a responsible and experienced individual to serve as Warden for our school hostels (Boys & Girls).
- * Minimum Qualification
 1. S.S.L.C
 2. Two years' experience in a similar role
 3. Excellent interpersonal communication skill

* Responsibilities

1. Supervise and guide students in the hostel.
2. Maintain discipline and order in the hostel.
3. Record keeping and reporting.
4. Collaborate with teachers and other staff members to support students well-being.

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Salary commensurate with Qualifications and experience

Send detailed CV with copies of academic and professional credentials on or before 31st January in the address given below.

**“Chief Executive
Chinmaya Mission Educational & Cultural Trust
Neeranjali, Round North, Thrissur – 680020”
Mobile No. 7306381706**

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