

BSF SENIOR SECONDARY RESIDENTIAL SCHOOL  
P.O.-KADAMTALA (SILIGURI), DIST. – DARJEELING, PIN.- 734 011 (W.B.)  
(Affiliated to C.B.S.E.)

Invites applications for Principal (One post):

1) **QUALIFICATIONS**

**Essential** : i) Master's Degree from recognized University with at least 55% marks aggregate in one of the subject taught in School with CTET/STET.

ii) B. Ed. / M.Ed., candidates having M.Phil and Ph.D alongwith basic degree shall be given weightage.

iii) Three years' experience in administration of educational institution (as Principal / Vice-Principal, House Master of Residential School). Besides, 07 years teaching experience in a recognized Sr. Sec. School / College. **OR** At least 10 years experience as PGT in Sr. Sec. School. High level of proficiency in Hindi & English and good communication skill, quick decision ability, interpersonal skill and judging power.

iv) Experience of organizing / conducting seminars / workshops / symposium etc.

v) Preferably should have attended training programme / training of trainers (TOT) by ZIET.

**Desirable** : i) Experience in organizing Seminars, in-service courses, conferences, sports, cultural and literary meets

ii) Knowledge of Computer Operation.

2) **SALARY / ALLOWANCES**

Previous Pay Band 15600-39100 with GP 7600, Minimum / Initial Rs.78800/-, Pay Level-12 in new Pay Matrix plus other allowances as per BSF Central Education Fund Committee rules.

3) **AGE LIMIT** (As on 30-04-2022) ⇒ 50 years or less, Five years relaxable in case of employees of BSF Schools.

**GENERAL :-**

i) The post is transferable to any other BSF School in India which are located at Shillong, Jalandhar, Jammu & Sriganagar.

ii) The following documents should be attached with the application form :

a) One recent passport size photograph duly signed by the candidate and pasted on the application form.

b) Self **attested copies** of certificates and testimonials in proof of age/date of birth / educational qualification /experience & CCA etc.

iii) Candidates with higher qualification shall be given preference.

iv) Application should be submitted in the **prescribed form only** which may be downloaded from school website [www.bsfschoolkadamtala.org](http://www.bsfschoolkadamtala.org) Application in the prescribed form should be submitted to the Chairman of the school in a **envelope superscribed on the top "Application for the post of PRINCIPAL" within 25 days from the date of advertisement in news papers through Speed / Registered Post only**. School authority shall not be responsible for any postal delay.

v) Submission of application does not vest in the candidate any right to be called for interview and only short listed candidates may be called for interview and no TA/DA will be payable for the same.

vi) Applications received late, found incomplete, over age etc. will be rejected & no further correspondence shall be entertained in this regard.

**PHONE: (0353)2580820**

**CHAIRMAN**

# BSF SENIOR SECONDARY RESIDENTIAL SCHOOL

KADAMTALA, SILIGURI, DISTT- DARJEELING

PIN – 734 011 (WEST BENGAL)

(Make all entries in block letters)

Paste here duly  
self attested  
recent passport  
size colour  
photograph.

1) Post applied for: \_\_\_\_\_

2) Name in full: \_\_\_\_\_

3) Father/ Husband name: \_\_\_\_\_

4) Date of Birth

5) Age (As on 30/04/2022) : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

6) Sex: Male  Female

7) Marital Status: Married  Unmarried

8) Address:

a. Communication Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code:

Mobile No. : (i) \_\_\_\_\_ (ii) \_\_\_\_\_

Email ID, if any : \_\_\_\_\_

9) Educational Qualification

Name of Exam	Year of Passing	Board/ University	Max Marks	Marks Obtained	Percentage of Marks & Division	Subject Taken

## 10) Professional Qualification

Name of Exam	Year of Passing	Board/ University	Max Marks	Marks Obtained	% of Marks & Division	Subject Taken
B.Ed						
M.Ed/ Others						

## 11) Knowledge of Computer

COURSE NAME	DURATION OF COURSE	ORGANISATION	PERCENTAGE OF MARKS/ GRADE

## 12) Experience (Teaching / Administrative)

Name of Institution/Office	Designation	Salary drawn	Period of Service		Classes Taken / Nature of Work
			From	To	

Note: Information in respect of Cols. 04 & 09 to 12 should be supported by self attested copies of certificates & testimonials.

## 13) Language Known:

Name of language	Read ( Yes or No )	Write (Yes or No )	Speak (Yes or No )

I hereby declare that all the statements made above in the application form are true, complete and correct to the best of my knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Full signature of Candidate