



Besant Theosophical Higher Secondary School
(A unit of Kalakshetra Foundation)
No. 2 Arundale Beach Road, Besant Nagar, Chennai 600090
Ph. 044-24913445

Walk in interview for Office staff

Eligible and desiring candidates are requested to appear before Secretary, BTHS School for walk-in interview at **11.00 AM on 29.10.2019 (Tuesday)** at the above address with all testimonials in original and one photocopy. The selected candidate will be engaged through an outsourcing agency, as a 'Skilled Worker' and payment will be as per minimum wages under Central Government. The average salary is around Rs.19,000/- per month. The engagement is need based and may be terminated at any time. Application as appended below may be filled in and may be brought at the time of walk in interview.

Retired officials who have experience in administration of Schools/Education Department / State Government Departments up to the age of 60 years may also apply.

Qualifications required for engagement as Office Staff [status : Skilled Worker]

- i) Any degree from a recognized University/ Institution
- ii) Knowledge of MS Word
- iii) Good in English typing
- iv) Knowledge of Tamil Typing will be an added advantage
- v) Age limit: up to 60 years
- vi) Retired Govt. employees may also apply up to the age of 60 years of age.
- vii) Experience of working in schools/ education department will be added advantage

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Application for engagement for office staff [status: skilled worker]

1. Name (in Block Letters):

Affix
Recent
passport
size
photograph

2. Father's Name

3. Mother's Name

4. Address:

5. Mobile No. & E-mail i.d.

6. PAN/Aadhar No

7. Date of Birth (In Christian era):

8. Educational Qualification:
(Photo copies to be enclosed)

SNo	Qualification	Board / University	Year of Passing	% of marks
a)				
b)				
c)				
d)				

9. Details of Experience (In chronological order):

SN	Designation	Name of the institution	Period		Nature of work performed
			From	To	
i)					
ii)					
iii)					

10. Any other information:

Declaration

I do hereby declare that the above particulars are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.

Place:

Signature of Candidate

Date: