



DELHI PUBLIC SCHOOL NALCO NAGAR, ANGUL

RECRUITMENT-2025

Recruitment of purely Temporary Staff members (Teaching and Non-Teaching) for the session 2025-26.

Part-A: Subject wise Vacancy position with required qualification and experience.

Sl. No.	Vacancy Subjects	No. of Post(s)	Essential Qualification	Desirable Experience
1	Physics	01	Graduate (Physics Hons.)/Post-Graduate in Physics with minimum 50% marks and B.Ed. from a recognised university with OTET(Paper-II)/OSSTET/ CTET(Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
2	Comp. Science	01	Graduate/Post-Graduate in Computer Science/MCA with minimum 50% marks and B.Ed. from a recognised university.	Minimum 2 years of teaching experience in an affiliated CBSE school.
3	Hindi	03	Graduate in Hindi (Hindi as a subject in all three years)/ Post-Graduate in Hindi with minimum 50% marks and B.Ed. from recognised university with OTET(Paper-II)/OSSTET/ CTET(Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
4	Odia	02	Graduate (Odia Hons.)/Post-Graduate in Odia with minimum 50% marks and B.Ed. from a recognised university with OTET(Paper-II)/OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
5	English	02	Graduate (English Hons.)/Post-Graduate in English with minimum 50% marks and B.Ed. from a recognised university with OTET(Paper-II)/OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
6	Physical Education Teacher (PET)	02	Graduate (B.P. Ed.) /Post-Graduate (M.P.Ed.) with minimum 50% marks and CTET qualified.	Minimum 2 years of teaching experience in an affiliated CBSE school.
7	Music (Vocal-2 nos. & Instrumental-1 no.)	2+1	Graduate in Music (Vocal /Instrumental)/Post-Graduate in Music with minimum 50% marks from a recognised university (with reference to Appendix-7 of CBSE Bye Laws).	Minimum 2 years of teaching experience in an affiliated CBSE school.
8	Geography	01	Graduate (Geography Hons.)/Post-Graduate in Geography with minimum 50% marks and B.Ed from a recognised university with OTET(Paper-II)/ OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
9	Dance	01	Post-Graduate in Dance with minimum 50% from a recognised university (with reference to Appendix-7 of CBSE Bye Laws).	Minimum 2 years of teaching experience in an affiliated CBSE school.
10	Sanskrit	01	Graduate in Sanskrit/Post-Graduate in Sanskrit with minimum 50% and B.Ed. from a recognised university with OTET(Paper-II)/ OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
11	Economics	01	Graduate (Economics Hons.)/Post-Graduate in Economics with minimum 50% and B.Ed. from a recognised university.	Minimum 2 years of teaching experience in an affiliated CBSE school.
12	Mathematics	02	Graduate (Maths. Hons.)/Post-Graduate in Mathematics with minimum 50% marks and B.Ed. from a recognised university with OTET(Paper-II)/ OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.

13	Biology	02	Graduate (With Hons.)/Post-Graduate in Botany/Zoology with minimum 50% marks and B.Ed. from recognised a university with OTET(Paper-II)/OSSTET/ CTET (Paper-II).	Minimum 2 years of teaching experience in an affiliated CBSE school.
14	Fine Arts	01	Graduate in Fine Arts/Post-Graduate in Fine Arts (with Painting) with minimum 50% from recognised university (with reference to Appendix-7 of CBSE Bye Laws).	Minimum 2 years of teaching experience in an affiliated CBSE school.
15	Balvatika Teacher	04	Graduate/Post-Graduate in any discipline with minimum 50% marks and NTT with OTET(Paper-I/Paper-II) from recognised institution. B.Ed. from a recognised university carries added advantage.	Minimum 2 years of teaching experience in an affiliated CBSE school.
16	Accounts Assistant (Grade-1)	01	Graduate/Post-Graduate in Commerce with minimum 50% marks, preferably CA(Inter) / CMA (Inter) qualified.	Knowledge of Income Tax & other Taxes, EPF, ESI, ERP and knowledge of Tally software, ASP[dot]NET and should have expertise of all Govt. rules & regulations. Minimum 3 years of work experience.
17	Office Assistant (Grade-1)	02	Graduate/Post-Graduate in any discipline with minimum 50% marks and working knowledge of computers along with typing speed of 30 w.p.m. including proficiency in Microsoft Office applications, and familiarity with operating systems like Windows, Excel, AI etc. An MBA qualification will carry added advantage.	Having prior administrative experience with communication, Organisational and computer and software skills, and proficiency in handling confidential information. Minimum 3 years of work experience.
Total Vacancy		30	(Teaching staff: 27 & Non-Teaching staff :03)	

Note: Interested candidates can send their application in the prescribed format (available in the school website- www.dpsnalconagar.org) to the Principal, DPS Nalco Nagar through Speed Post/Registered Post /by hand, giving their details, supported by copies of certificates (self-attested) and a passport size colour photograph within seven (07) days from the date of the advertisement and it should reach the school on or before 5.00 P.M. of the scheduled date.

Part-B: General Instructions:

- The appointment is purely on temporary basis for a period up to 30th of April,2026. During this period, the candidates will be paid a consolidated salary of Rs. 35,400/- per month (Teaching staff/Sl.No.1-15) and Rs.25,500/-per month (Non-Teaching staff/Sl.No.16 & 17).
- The candidates will not make any claim as a permanent employee of the institution in future, after completion of the term of their service.
- To go ahead with the selection process in a subject, at least three (03) eligible applicants should be available for the Written Test.
- If any candidate applies for more than one post then his/her applications will be rejected.
- The Management reserves the right to cancel the recruitment process without issuing any further notice or assigning any reason thereto, if it is felt so on valid grounds.

Part-C: General Guidelines for the candidates:

1) Recruitment process will start with Screening of the Application Forms. Written Test will be conducted for different subjects according to the schedule, which will be intimated through the school website beforehand. Written Test carries 70 Marks (including Current Affairs, General English and Concerned Subject).

2) After the Written Test, the short-listed candidates will be required to proceed for a Demo Class followed by the Personal Interview for preparing a panel of purely temporary staff.

3) Maximum age limit:

Maximum age is 40 years (As on 01/04/2025 i.e., Age must not be more than 40 years as on 1/04/2025). Relaxation in age limit may be considered for the experienced and deserving candidates.

4) Applicants should bring Original Certificates with them and if selected, they are required to submit the same for verification purpose after the interview.

5) No TA/DA will be paid to the candidates for attending the Written Test or Interview or otherwise, in connection to the recruitment/selection process.

6) Candidates are advised to check the eligibility criteria, before applying for the job. If a candidate does not possess the requisite qualification and experience, she/he will not be invited for the Written Test. Even if interviewed, if found ineligible at later stage, the candidate will not be placed in the Panel of selected candidates. If wrong information is furnished and it is noticed at a later stage during the service, services of such candidate(s) will be terminated and appropriate disciplinary action will be initiated against such candidates.

7) Temporary teaching staff will not be paid for the summer vacations, if the situation arises so /service breaks. They are not entitled to other service benefits, like EL/LTC/Puja Advance/Uniform allowance etc. However, the provisions applicable for the Temporary teachers will be followed by the school.

8) Services of temporary teachers will be evaluated by the Principal/HM during performance of the job and their services will be terminated if the performance is not up to the desired mark.

9) A temporary teacher, if appointed, and later wants to discontinue the service for any reason, at least fifteen (15) days' notice must be given to the employer in advance. In case the selected candidate does not want to accept the job offer, he/she must inform to the school about such decision within two (02) days of the receipt of the job offer letter.

10) Before end of the contract or before quitting the job with fifteen (15) days' notice, the contractual teacher must produce 'No Dues' certificate, failing which the salary due will be withheld till submission of such declaration.

11) Temporary teacher, if appointed shall maintain absolute integrity towards his/her profession and justify his/her services. The students must be benefited with classroom transaction/any allied academic activity. He /She should take utmost care of students under his/her care, as the safety and security of the students is paramount. He/she should not resort to corporal punishment. He/she should maintain himself/herself in such a way as the society expects from a teacher. They should follow the Code of Conduct for Teachers as per CBSE guidelines.

- 12) He/she should perform all the assignments/tasks allotted by Principal/HM, from time to time based on exigency/need of the school.
- 13) Classes will be allotted depending upon need of the school and no temporary teacher can force the employer to allot classes according to their choice.
- 14) Candidates if selected, are advised not to request for extension of joining date. They will get ten (10) days' time to produce the NOC (if applicable), if not submitted beforehand or at the time of joining the duty.
- 15) Canvassing to the functionaries/persons associated with the recruitment or the school authority in any form, will lead to the disqualification of the candidature.
- 16) Identification proof like Aadhar card/Pan card/Voter ID etc. will be verified in original after the final selection and photocopy of the same (self-attested) should be submitted to the school as well as acceptance to the T&C of the appointment has to be given to the school before getting the appointment letter.



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