

Sarvepalli Radhakrishnan School

HANSI ROAD, BHIWANI – 127 021 (HARYANA)

(Run by Dr.S. Radhakrishnan Siksha Samiti, Bhiwani)

(Set up and supported by Board of School Education Haryana, Bhiwani)

in technical collaboration with The Shri Ram School, New Delhi & Gurgaon

Applications are invited from the eligible candidates for the following posts :

(Non-Teaching Staff)

(A.) Librarian=01 Post

Pay Rs 14430+DA+HRA+Medical Allowance

- i) Ist Class B.Lib. from recognized Institution with two years experience as Librarian/Assistant Librarian of University/Institution affiliated with University. Must have working exposure of Digital Library.
- ii) Must be conversant with techniques of Digital Storage/Maintaining of Digital Copies must be competent to use Library Softwares.
- iii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.

Desirable Qualification:-

B.Ed. Degree from a recognized university.

(B.) Accounts Clerk=03 Post

Pay Rs 7580+DA+HRA+Medical Allowance

- i) B.Com with at least 50% marks from a recognized university.
- ii) Shall be required to pass a test in English typing at speed 35 words per minute on computer.
- iii) Basic computer knowledge with Tally.
- iv) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject.
- v) Consistent good academic record.

(C) Lab Attendant=04 Post

Pay Rs 6050+DA+HRA+Medical Allowance

- i) B.Sc. with at least 50% marks from a recognized University; and
- ii) Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subject : and
- iii) Knowledge of computer application
- iv) One year experience from Govt/recognized/ progressive public School.

N.B. :-

1. Posts are to be filled in on contract basis for one year which is likely to be extended.
2. Application form can be downloaded from Board's website "<http://hbse.nic.in>"
3. Applications not in the prescribed format / proforma shall be rejected.
4. Applications duly supported with attested copies of certificates should reach the office of Deputy Secretary (Administration), Board of School Education Haryana, Bhiwani – 127021 by **07-5-2012**
5. Separate applications are required for each post & the candidates who have applied earlier for the above mentioned posts should apply afresh.
6. Incomplete applications & received after last date shall be rejected.
7. The Samiti reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.

Chief Executive Director

for Dr.S. Radhakrishnan Siksha Samiti, Bhiwani

SARVEPALLI RADHAKRISHNAN SCHOOL
HANSI ROAD, BHIWANI-127021(HARYANA)
APPLICATION FORM

Name of the Post.

1. Candidate's Name in capital letters (in English)

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2. Father's Name in capital letters (in English)

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3. Date of Birth:

Date

Month.

Year

(Signature of Candidate)

4. Age as on eligibility date :

Years

Months

Days

5. Gender:

Male

Female

6. Nationality:

Indian

Other

7. Category:

Gen

BC A

BC B

SC

ESM Gen

ESM BCA

8. Write Name and complete mailing address, in block letters, with black ball pen only:-

Name:

Address:

Telephone /Mobile:

E-Mail address :

Pin Code.

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9. **Educational qualifications:-**

Educational qualifications	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/ University	Subjects
10 th (Secondary)							
10+2(Senior Secondary)							
B.Sc./B.Com./B.Lib.							
M.Sc./M.Com/M.Lib.							
B.Ed/M.Ed							
DIPLOMA if any							

10. Any other qualification _____

11. Experience:

Years

Months

Days

PLACE: _____

DATE: _____

SIGNATURE OF THE CANDIDATE
(unsigned application will be rejected)

List of enclosures:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____