VIJAYANTA SENIOR SECONDARY SCHOOL

AVNL ESTATE,AVADI,CHENNAI-600054

1. Accounts Staff

Qualification: Relevant accounting qualification.

Experience: Minimum 5 years of relevant experience.

Age Limit : Minimum 35 Maximum 45 years.

Technical Skills: Knowledge of Tally, MS Excel, accounting entries, bank reconciliation, fee collection and financial records.

Accuracy: Ability to maintain accounts correctly and meet deadlines.

Communication: Good communication and coordination skills.

Selection Test: Written subject test and Practical computer test.

2. PRT – Tamil

Qualification: B.A. (Tamil), B.Ed., subject to applicable CBSE/NCTE and teacher eligibility requirements.

Age Limit : Minimum 25 Maximum 45 years.

Teaching Skills: Ability to explain lessons clearly to primary students.

Classroom Management: Ability to manage students and conduct engaging lessons.

Selection Test: Written subject test and demo class.

3. Computer Lab Assistant

Qualification: BCA / B.Sc. with basic computer knowledge, as approved for the post.

Age Limit : Minimum 25 Maximum 45 years.

Technical Skills: Basic troubleshooting, computer maintenance and software installation.

Practical Knowledge: Ability to assist students and teachers during computer lab sessions.

Responsibility: Maintaining lab equipment and ensuring proper use of computers.

Selection Test: Written subject test and Practical computer test.