

CLRI NURSERY AND PRIMARY SCHOOL
CLRI Staff Quarters, ADYAR, CHENNAI-600020

(Recognized by Government of Tamil Nadu, Registration No.01/118/2005)

CNPS NOTIFICATION No. 01 / 2022

Walk-in-Interview

Date & Time of Walk-in Interview - **10.06.2022 at 09.00 am**
Venue - **Heritage Hall, Main Building, CLRI, Adyar, Chennai.**

The CLRI Nursery and Primary School is located in the Staff Quarters of Central Leather Research Institute [CLRI], Adyar, Chennai. It is being managed by CLRI Nursery and Primary School Management Committee.

2. The Management of CLRI Nursery and Primary School invites application from eligible Indian nationals, to fill up the following vacancies immediately as per details given below. Candidates who are interested in applying for the posts are requested to attend the Walk-in-Interview on 10.06.2022.

SI No	Post Post Code	Number of Posts	Basic Pay (total emoluments)	Upper Age Limit	Essential Qualification	Desirable Qualification	Job Requirement
1	Ayah A 001	01	Rs 5000/- (Rs 7750/-) *	45 Years	8 th Class Pass with minimum one year's experience as School Ayah	Basic knowledge of English. First Aid Course Certificate	To take care of the cleanliness of children and administer First Aid in emergencies
2	Clerk C 001	01	Rs. 8500 /- (Rs 13,025) *	45 Years	Graduate in Commerce from a recognized University / Institute	Working knowledge in computers. Basic knowledge of Tamil, English and Hindi)	To take care of Accounts and Administrative work of school

* Approximate emoluments including HRA, DA etc as per School norms.

3. The appointees will be entitled to benefits such as Leave, Annual Increment and other such benefits as may be decided and fixed by the Management Committee, from time to time.

4. **Walk-in Interview:** Candidates fulfilling the above mentioned qualification, age, experience etc., may attend the **Walk-in Interview scheduled on 10.06.2022 at 09:00 AM onwards at the Heritage Hall, Main Building, CSIR-Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai – 600020** along with application form and supporting documents.

5. **Application Form** is given at the end of this Notification. Candidates should attend the Walk-in Interview with duly filled in Application Form with self-attested photocopies of requisite certificates/documents (viz. Date of Birth certificate, school certificate, Graduation certificate, experience proof (if applicable) etc.) along with original certificates for verification, a photo id proof like Aadhar Card, Voter I-Card or any other Photo ID Card issued by any Government Agency and 03 Recent Passport size colour photographs (not more than 3 months old) .

6. **General Terms and Conditions:**

- a) The applicant must be a citizen of India.
- b) The position is purely temporary for the school. It will not confer any right on the appointee for permanent appointment in CSIR- CLRI.
- c) It may be noted that this appointment is not in CSIR-CLRI, but for the school managed by a separate Management Committee. This Management Committee is in no way connected to CSIR-CLRI.
- d) The date of determining qualification, age and experience shall be the date of Walk-in Interview ie 10.06.2022.
- e) Applications submitted in any other format than in the enclosed prescribed Application Form will NOT be considered.
- f) Candidates are requested **NOT** to send their applications form by post / Speed Post/ Courier.
- g) The prescribed qualifications should have been obtained through recognized Universities/ Institutions.
- h) Incomplete application form without requisite information, certificates / documents, photograph / signature of the candidate, is liable to be rejected.
- i) The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification duly supported with documents / certificates.
- j) Date of Birth filled by the candidate in the application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by the Management for determining the age and no subsequent request for change will be considered or granted.
- k) The period of experience, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for the position.
- l) In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- m) Any discrepancy found in the information provided in the application and that which is evident in original documents will make the candidate ineligible for appearing for interview.
- n) If at any subsequent date it is detected / found that the candidates have provided incorrect information or has withheld certain information or does not fulfill the eligibility criteria; their candidature / service shall be cancelled / terminated forthwith without assigning any reason whatsoever.
- o) The candidates attending interview should bring alongwith them the duly signed application form, accompanied with self-attested photo copies of all the requisite certificates, marksheets in support of age, educational qualifications, experience (if applicable), and submit the same alongwith original certificates, marksheets, at the time of attending interview for verification.
- p) The candidates will not be allowed to attend the interview if they do not bring their application form and or requisite certificates/ marksheets.

- q) Candidates reaching for Walk-in-Interview beyond 11:00 A.M on the date of interview will not be allowed to appear for interview.
- r) No travelling allowance will be paid for attending Walk-in Interview.
- s) Candidates attending interviews must follow COVID related protocols/ SOPs.
- t) All applicants must fulfil the essential qualifications of the position and other conditions stipulated in the notification as on the date of interview. They are advised to satisfy themselves before appearing for interview that they possess the essential qualifications laid down for the position they are applying. No enquiry asking for advice as to eligibility will be entertained.
- u) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- v) Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the position.
- w) In case of selection, Original certificates must be again produced for verification at the time of joining.
- x) The appointee at the time of joining is required to submit an undertaking that he/she will not be claim for any regularisation at CSIR-CLRI.
- y) The Management Committee reserves the right to cancel the notification without assigning any reason thereof or reserves the right not to fill up the positions. The number of positions indicated against each position is provisional and may increase or decrease at the time of selection.
- z) The decision of the Management Committee in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.



SECRETARY, CLRI NURSERY AND PRIMARY SCHOOL.

CLRI NURSERY AND PRIMARY SCHOOL
CLRI Staff Quarters, ADYAR, CHENNAI-600020

Application form for the post of _____

**Affix here your recent
colour photograph**

1.	Name of the Applicant(in block letters)	
2.	Father's/Husband's Name	
3.	Date of Birth & Age	
4.	Category: (SC/ST/OBC)	
5.	Address for correspondence with Contact number and E-mail	
6.	Permanent Address with contact numberNo.	

Academic Qualifications:

Sl. No.	Exam Passed/ University	Subject	Class & %	Year of Passing

Experience, if any (Please attach sheet if required):

Sl. No	Designation	Organization	From	To	Nature of work

Any other details:

Declaration: I hereby declare that all statements made in the application form herein above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the conditions for appointment to the post applied for.

Place:**Date:****Signature of the Candidate**

CLRI NURSERY AND PRIMARY SCHOOL
CLRI Staff Quarters, ADYAR, CHENNAI-600020

(Recognized by Government of Tamil Nadu, Registration No.01/118/2005)

CNPS NOTIFICATION No. 02 / 2022

Walk-in-Interview

Date & Time of Walk-in Interview - **10.06.2022 at 09.00 am**
Venue - **Heritage Hall, Main Building, CLRI, Adyar, Chennai.**

The CLRI Nursery and Primary School is located in the Staff Quarters of Central Leather Research Institute [CLRI], Adyar, Chennai. It is being managed by CLRI Nursery and Primary School Management Committee.

2. The Management of CLRI Nursery and Primary School has decided to conduct a Bridge Course for a period of three years from the Academic Session 2022-23, 2023-24 and 2024-25 for children who have completed Upper Kinder Garden (UKG) course upto the Academic Session 2021-22. The Bridge Course is exclusively for the wards of Parents working in CSIR-CLRI, SERC & CMC, Chennai as well as wards of Grand Parents who have worked / working in CSIR-CLRI, SERC & CMC, Chennai.

3. In view of above, the Management of CLRI Nursery and Primary School invites application from eligible Indian nationals, to fill up the following temporary vacancies immediately for a period of 3 (three) years only. Candidates who are interested to apply for the posts are requested to attend the Walk-in-Interview on 10.06.2022.

SI No	Post and Post Code	Number of Posts	Monthly Consolidated salary (in Rs)	Upper Age Limit	Essential Qualification	Desirable Qualification	Job Requirement
1	Teacher T001	01	Rs. 18000 /-	40 Years	Graduate (Science/Arts) with B.Ed Degree from recognized University/ Institute Teaching experience for a minimum of 03 years.	Fluent in English. Possessing basic knowledge of Tamil and Hindi Experience in Extra-curricular Activities	To teach Syllabus of 1 st Standard (English, Tamil, Maths, Hindi)
2	Ayah A002	01	Rs. 7000 /-	45 Years	8 th Class Pass with minimum one year's experience as School Ayah	Basic knowledge of English. First Aid Course Certificate	To take care of the cleanliness of children and administer First Aid in emergencies

* Approximate emoluments including HRA, DA etc as per School norms.

3. The appointees will be entitled to benefits such as Leave, Annual Increment and other such benefits as may be decided and fixed by the Management Committee, from time to time.

4. **Walk-in Interview:** Candidates fulfilling the above mentioned qualification, age, experience etc., may attend the **Walk-in Interview scheduled on 10.06.2022 at 09:00 AM onwards at the Heritage Hall, Main Building, CSIR-Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai – 600020** along with application form and supporting documents.

5. **Application Form** is given at the end of this Notification. Candidates should attend the Walk-in Interview with duly filled in Application Form with self-attested photocopies of requisite certificates/ documents (viz. Date of Birth certificate, school certificate, Graduation certificate, experience proof (if applicable) etc.) along with original certificates for verification, a photo id proof like Aadhar Card, Voter I-Card or any other Photo ID Card issued by any Government Agency and 03 Recent Passport size colour photographs (not more than 3 months old) .

6. **General Terms and Conditions:**

- a) The applicant must be a citizen of India.
- b) The position is purely temporary for a period of 03 (three) years only and will not confer any right on the appointee for permanent appointment in CSIR- CLRI.
- c) It may be noted that this appointment is not in CSIR-CLRI, but for the school managed by a separate Management Committee. This Management Committee is in no way connected to CSIR-CLRI.
- d) The date of determining qualification, age and experience shall be the date of Walk-in Interview ie 10.06.2022.
- e) Applications submitted in any other format than in the enclosed prescribed Application Form will NOT be considered.
- f) Candidates are requested **NOT** to send their applications form by post / Speed Post/ Courier.
- g) The prescribed qualifications should have been obtained through recognized Universities/ Institutions.
- h) Incomplete application form without requisite information, certificates / documents, photograph / signature of the candidate, is liable to be rejected.
- i) The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification duly supported with documents / certificates.
- j) Date of Birth filled by the candidate in the application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by the Management for determining the age and no subsequent request for change will be considered or granted.
- k) The period of experience, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for the position.
- l) In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- m) Any discrepancy found in the information provided in the application and that which is evident in original documents will make the candidate ineligible for appearing for interview.
- n) If at any subsequent date it is detected / found that the candidates have provided incorrect information or has withheld certain information or does not fulfill the eligibility criteria; their candidature / services shall be cancelled / terminated forthwith without assigning any reason whatsoever.
- o) The candidates attending interview should bring alongwith them the duly signed application form, accompanied with self-attested photo copies of all the requisite certificates, marksheets in support

of age, educational qualifications, experience (if applicable), and submit the same alongwith original certificates, marksheets, at the time of attending interview for verification.

- p) The candidates will not be allowed to attend the interview if they do not bring their application form and or requisite certificates/ marksheets.
- q) Candidates reaching for Walk-in-Interview beyond 11:00 A.M on the date of interview will not be allowed to appear for interview.
- r) No travelling allowance will be paid for attending Walk-in Interview.
- s) Candidates attending interviews must follow COVID related protocols/ SOPs.
- t) All applicants must fulfil the essential qualifications of the position and other conditions stipulated in the notification as on the date of interview. They are advised to satisfy themselves before appearing for interview that they possess the essential qualifications laid down for the position they are applying. No enquiry asking for advice as to eligibility will be entertained.
- u) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- v) Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the position.
- w) In case of selection, Original certificates must be again produced for verification at the time of joining.
- x) The appointee at the time of joining is required to submit an undertaking that he/she will not be claim for any regularisation at CSIR-CLRI.
- y) The Management Committee reserves the right to cancel the notification without assigning any reason thereof or reserves the right not to fill up the positions. The number of positions indicated against each position is provisional and may increase or decrease at the time of selection.
- z) The decision of the Management Committee in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.


SECRETARY, CLRI NURSERY AND PRIMARY SCHOOL.

CLRI NURSERY AND PRIMARY SCHOOL
CLRI Staff Quarters, ADYAR, CHENNAI-600020

Application form for the post of _____

Affix here your recent
colour photograph

1.	Name of the Applicant(in block letters)	
2.	Father's/Husband's Name	
3.	Date of Birth & Age	
4.	Category: (SC/ST/OBC)	
5.	Address for correspondence with Contact number and E-mail	
6.	Permanent Address with contact numberNo.	

Academic Qualifications:

Sl. No.	Exam Passed/ University	Subject	Class & %	Year of Passing

Experience, if any (Please attach sheet if required):

Sl. No	Designation	Organization	From	To	Nature of work

Any other details:

Declaration: I hereby declare that all statements made in the application form herein above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the conditions for appointment to the post applied for.

Place:**Date:****Signature of the Candidate**