

BUXI JAGABANDHU EDUCATION SOCIETY

M-15, BJB Nagar, Bhubaneswar-14, Odisha, Phone No.: 0674-2310457/2310442

APPOINTMENT

Invites applications for its constituent schools

BJEM School, BJB Nagar & BJEM School-II, Satyabhamapur

BJB NAGAR BRANCH

CBSE Affiliation No.: 1530009

1. Nursery Classes Supervisor (Female)
2. TGT - Science, Sanskrit
3. TGT - Counselling & Wellness Teacher
4. PRT- English

SATYABHAMAPUR BRANCH

CBSE Affiliation No.: 1530154

1. PRT - Mathematics
2. Maths. Lab Coordinator
3. Receptionist-cum-DEO

Last date for submission of Application Form is **13.03.2026 by 1.30 PM.**

For details & Application Form please visit: **www.bjemschool.org**

from 02.03.2026, 5.00 PM onwards

ADDRESS FOR CORRESPONDENCE

M-15, BJB NAGAR, BHUBANESWAR-751014, ODISHA

PHONE: 0674-2310457/2310442

**Sd/-
Secretary**

BUXI JAGABANDHU EDUCATION SOCIETY

M-15, BJB Nagar, Bhubaneswar-751014

Tel: 0674-2310457 / 2310442, E-mail : bjemschool.100@rediffmail.com

Date: 02.03.2026

RECRUITMENT OF TEACHING & NON-TEACHING STAFF

Teachers, for the subjects mentioned below, are required by B.J. Education Society, Bhubaneswar for its constituent schools (1) **BJEM School, BJB Nagar Bhubaneswar** & (2) **BJEM School- II, Satyabhamapur**. Applications are invited from the interested and eligible Candidates, having requisite qualifications and age criteria (as notified in information sheet) in the given proforma (attached) for the desired post. **Application form can be obtained from the School Academic Counter from 03.03.2026 to 12.03.2026 by depositing Rs. 200/- only (Non-refundable/ non-adjustable or non transferable) at Odisha Grameen Bank from 10.30 am to 1.30 p.m. (on working days only) or can be downloaded from the school website (www.bjemschool.org). In case of submission of Application Form downloaded from school website, a **Bank Draft of Rs. 200/- (in any bank branch) in favour of the Secretary, BJ Education Society, Payable at Bhubaneswar** shall be enclosed while submitting. They are also required to submit **photocopy of all the self attested Certificates/ testimonials. Last date for submission of application is 13.03.2026 (Friday).****

A list of provisionally eligible candidates, fulfilling the eligibility criteria, shall be prepared to invite the candidates for a written test for each Post / subject (except that of Nursery Class Supervisor & Receptionist-cum-DEO) and the same will be uploaded on the school website and put up on school notice board on **17.03.2026 (Tuesday) after 5.00 PM**. The **Written Test** will be held at **BJEM School, BJB Nagar, Bhubaneswar-751014** on **22.03.2026 (Sunday)**.

Candidates qualifying the written test in each subject / post will be notified through school website on **04.04.2026 (Saturday)**. They will have to appear the demo / class room teaching test and Interview to be conducted tentatively **between 08.04.2026 (Wednesday) to 15.04.2026 (Wednesday)**.

Candidates may note that No Written Test will be conducted for the Posts of (i) Nursery Class Supervisor & (ii) Receptionist-cum-DEO. Eligible Candidates will be called for an Interview / Practical Test in the month of March, the date for which will be intimated later.

No further correspondence will be made to the candidates who will not be shortlisted either on the basis of eligibility criteria or written test marks.

For any further queries please contact : 0674-2310442 / 2310457.

Sl. No.	BJEM SCHOOL, BJB NAGAR, BBSR	BJEM SCHOOL – II, SATYABHAMAPUR
1.	NURSERY CLASSES SUPERVISOR (FEMALE ONLY)	1. PRT – MATHEMATICS
2.	TGT – SCIENCE, SANSKRIT	2. MATHS. LAB COORDINATOR
3.	TGT - COUNSELLING & WELLNESS TEACHER	3. RECEPTIONIST-CUM-DEO
4.	PRT – ENGLISH	

EXAMINATION SCHEDULE

Posts	Details of Written Test on 22.03.2026 (Sunday)			
	Full Marks	Time Duration	Reporting Time	Question Pattern
1. TGT – Science 2. TGT – Sanskrit 3. PRT – English 4. PRT – Mathematics	100	2 Hrs. 10.00 AM – 12.00 Noon	9.30 AM	Only on the subject of Post applied for (MCQ & Subjective)
5. TGT – Counselling & Wellness Teacher 6. Maths. Lab Coordinator	50	1 Hr. 10.00 AM – 11.00 AM	9.30 AM	
7. Nursery Class Supervisor 8. Receptionist-cum-DEO	No Written Test Only Interview / Practical Test Date & Time will be intimated on 17.03.2026 (Tuesday)			

IMPORTANT DATES

1.	Declaration of Eligible Candidates for Written Test	: 17.03.2026 (Tuesday)
2.	Written Test	: 22.03.2026 (Sunday)
3.	Declaration of eligible candidates for Teaching Test and Interview	: 04.04.2026 (Saturday)
4.	Teaching Test & Interview	: 08.04.2026 (Wednesday) To 15.04.2026 (Wednesday) Tentatively

- Candidates interested and eligible for two posts /subjects will have to appear the written test for 2nd post after the main examination time on the same day. A candidate can apply maximum for 2 posts/subjects only.
- No TA / DA will be paid to attend the Written Test / Teaching Test / Interview.

Scale of Pay (7th Pay):

NURSERY CLASSES SUPERVISOR	– 23,600 – 74,800
TGT	– 35,400 – 1,12,400
PRT	– 23,600 – 74,800
MATHS. LAB COORDINATOR	– 29,200 – 92,300
RECEPTIONIST-CUM-DEO	– 19,900 – 63,200

Along with DA, CPF, Gratuity Benefits, Other allowances as prevailing in concerned Schools.

IMPORTANT

- The application form should be submitted **by post or hand at Reception Counter-Gate No.1 on or before 13.03.2026 (Friday) between 10.30 am to 1.30 pm** on working days only.
- The applicant **should not be more than 40 years as on 01.04.2026.**
- **A candidate can apply maximum for 2 subjects / posts only.**
- Separate application should be submitted for separate posts as well as for separate schools.
- Selection will be based on Written Test, career marking, class room teaching test and personal interview.
- Applications incomplete or ambiguous in any respect or received after the stipulated date and time shall not be entertained.
- The undersigned / authority shall not be responsible for any postal delay.
- The Secretary of the Society reserves the right to reject any application without assigning any reason thereof.

**QUALIFICATION FOR THE POST OF
NURSERY CLASSES SUPERVISOR (FEMALE ONLY)**

1.	<u>Nursery Classes Supervisor (Female)</u>	<u>Essential</u> 1) Master's Degree in any subject from a recognized University with at least 50% marks and having studied the subject in all 3 years at Graduation level with at least 50% in the subject. 2) B.Ed. Degree from a recognized University. 3) Proficiency in Teaching in English Medium and should have CBSE / ICSE Schooling. 4) Knowledge of Computer Application. 5) At least 10 Years Experience in Nursery level teaching/ Administration in CBSE/ ICSE School.
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**QUALIFICATION FOR THE POST OF
TGT (TRAINED GRADUATE TEACHERS)**

2.	<u>TGT</u> SCIENCE (Biology)	<p><u>Essential</u></p> <p>1. 4 Years Integrated degree course of Regional College of Education of NCERT/ from any state or Central University in the concerned subject with at least 50% Marks in aggregate.</p> <p style="text-align: center;">OR</p> <p>Graduate with Hon's in the concerned subject i.e. Biology / Life Science / Botany / Zoology / Sanskrit from any recognized University with at least 50% marks in the concerned subject and in aggregate.</p> <p style="text-align: center;">OR</p> <p>Masters Degree in the concerned Subject i.e. Biology / Life Science / Botany / Zoology / Sanskrit from any recognized university with 50% marks and having studied the subject in all 3 years at Graduation level also with at least 50% marks in the subject.</p> <p style="text-align: center;">OR</p> <p>5- year Integrated M.A. / M.Sc. in the concerned subject from any recognized University with at least 50% marks.</p> <p>2. Must possess B.Ed. Degree from a recognized University.</p> <p>3. Qualified CTET (Paper-II) / OSTET.</p> <p>4. Fluency in English.</p> <p><u>Desirable :</u></p> <p>1. Knowledge of Computer Application.</p> <p>2. Experience of teaching in CBSE/ ICSE Schools.</p> <p>N.B: Candidates without CTET may be considered with an undertaking to qualify in CTET within 2 years of service.</p>
3.	<u>TGT</u> SANSKRIT	<p><u>Essential</u></p> <p>1. Master's Degree in Psychology (Clinical / Counselling / Applied / Educational).</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Psychology + Diploma in Guidance & Counselling.</p> <p style="text-align: center;">OR</p> <p>Master's in Social Work (MSW) with specialization in Mental Health / Counselling or Masters in Child Development.</p> <p style="text-align: center;">OR</p> <p>Master's in any discipline + PG Diploma in School Counselling / Child Guidance.</p> <p><u>Desirable :</u></p> <p>1. B.Ed. Degree from any NCTE recognized University.</p> <p>2. Knowledge of Computer Application.</p> <p>3. Minimum 2-3 years of experience in school counseling.</p>
4.	<u>TGT</u> Counselling and Wellness Teacher	<p><u>Essential</u></p> <p>1. Master's Degree in Psychology (Clinical / Counselling / Applied / Educational).</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Psychology + Diploma in Guidance & Counselling.</p> <p style="text-align: center;">OR</p> <p>Master's in Social Work (MSW) with specialization in Mental Health / Counselling or Masters in Child Development.</p> <p style="text-align: center;">OR</p> <p>Master's in any discipline + PG Diploma in School Counselling / Child Guidance.</p> <p><u>Desirable :</u></p> <p>1. B.Ed. Degree from any NCTE recognized University.</p> <p>2. Knowledge of Computer Application.</p> <p>3. Minimum 2-3 years of experience in school counseling.</p>

**QUALIFICATION FOR THE POST OF
PRT (PRIMARY TEACHERS)**

5.	<u>PRT</u> English	<p><u>Essential</u></p> <p>1. Graduate with Hon's or Pass in the concerned subject i.e. English / Mathematics with minimum 50% marks in the subject and in aggregate and must have studied the subject in all 3 years.</p> <p style="text-align: center;">OR</p> <p>Masters Degree in the concerned subject i.e. English/ Mathematics from a recognized university with 50% marks and having studied the subject in all 3 years at Graduation level also, with at least 50% marks in the subject.</p> <p>2. B.Ed. Degree from any NCTE recognized University.</p> <p style="text-align: center;">OR</p> <p>D.El. Ed. (2 years regular) / B. El.Ed.</p> <p>3. Qualified CTET/STET (Paper- I) or its equivalent examination.</p> <p>4. Proficiency of Teaching in English Medium.</p> <p>5. Knowledge of Computer Application.</p> <p><u>Desirable :</u></p> <p>1. Experience of teaching in CBSE/ ICSE Schools.</p> <p>N.B: Candidates without CTET may be considered with an undertaking to qualify the CTET within 2 years of service.</p>
6.	<u>PRT</u> Mathematics	

**QUALIFICATION FOR THE POST OF
MATHEMATICS LAB COORDINATOR**

10.	<u>Mathematics</u> <u>Lab</u> <u>Coordinator</u>	<p><u>Essential</u></p> <p>1. Graduate /Post Graduate in Mathematics with minimum 50% marks in the subject and in aggregate and must have studied the subject in all 3 years.</p> <p>2. B.Ed. Degree from any NCTE recognized University.</p> <p>3. Proficiency of Teaching in English Medium.</p> <p>4. Knowledge of Computer Application.</p> <p><u>Desirable :</u></p> <p>1. Experience of at least 3 – 4 years in CBSE/ ICSE Schools.</p>
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**QUALIFICATION FOR THE POST OF
RECEPTIONIST-CUM-DEO**

11.	<u>Receptionist-</u> <u>cum- DEO</u>	<p><u>Essential</u></p> <p>1. Graduate in any discipline from a recognized University.</p> <p>2. Must have sound knowledge in MS Office, Multimedia and Graphics.</p> <p>3. English medium Schooling background.</p> <p>4. Fluency of speaking in English, Hindi & Odia.</p> <p>5. At least 5 years experience in any reputed organization.</p>
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**Sd/-
Secretary**

APPLICATION FORM

Affix recent
passport size
colour
photograph

Post Applied for: _____

i. **BJEM School, BJB Nagar, Bhubaneswar**

ii. **BJEM School –II, Satyabhamapur**

1. Name of the Candidate : _____

2. Father / Husband's Name : _____

3. Date of Birth : _____

4. Age As on 01.04.2026 : _____ Years _____ Months _____ Days

5. Address for Correspondence: _____ 6. Permanent Address: _____

7. Mobile No. : _____

8. E-mail ID : _____

9. Aadhaar No. : _____

10. Educational Qualification : _____

Qualification	Name of the Institution & Board / University	Subject Combination	Year of Passing	Total Marks	Marks Obtained	% of Marks	Total Marks in Subject	Marks obtained in Subject	% of Marks in Subject
HSC/ Secondary							NA	NA	NA
Intermediate/ Sr. Secondary							NA	NA	NA
Graduation									
Post Graduation									
Any Other									

11. Technical / Professional Qualification :

Qualification	Board / University	Subjects	Year of Passing	Maximum Marks	Marks Obtained	% of Marks	Division
B.Ed. / M.Ed.							
CTET (P-I) CTET (P- II)							
Any Other							

12. Experience :

Organization	Type of Organisation (CBSE/ICSE/ State Board)	Designation	Period of Service		Total Experience (in Years & Months)	Classes & Subject Taught
			From	To		

13. Extra Curricular Activities : _____
14. Nationality : _____
15. Languages Known : Read –
Write –
Speak –
16. Gender : _____
17. Religion : _____
18. Category (SC/ST/OBC/GEN/PH) : _____
19. Marital Status : _____
20. Knowledge of Computer Application : Yes / No

DECLARATION

I do hereby declare that all the above statements are true and correct to the best of my knowledge and belief.

Date :

Place :

(Signature of the Candidate)

List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.