



VANA VANI MATRICULATION HIGHER SECONDARY SCHOOL
IITM CAMPUS, CHENNAI-36.
(Managed by IIT Madras Educational Trust)



Date: 23-04-2025

Advertisement No. 1/2025-2026

NOTIFICATION

INVITING APPLICATIONS FOR THE FOLLOWING POSTS ON CONTRACTUAL POSITIONS:

Sl.No	Post & salary	No.of post	Minimum Qualification Required
1	SGT-Biology Consolidated salary - Rs.28,000/-	1	ESSENTIAL: Bachelor's Degree with 55% from a recognized university with a B.Ed in 55 % marks and qualified for the State eligibility test / Central Eligibility Or Bachelor's Degree with 55% from a recognized university with a B.Ed in 55 % marks with 3 years + experience in teaching. Desirable: 1. Proficiency in teaching in English. 2. Knowledge in basic Computer application
2	Office Attendant (Preferably male candidate) Consolidated salary - Rs.15,000/-	1	ESSENTIAL: Minimum Senior Secondary School Certificate (+2) / Or Diploma at least 50% marks. 1. Proficiency in writing and speaking English.

Candidates should be fluent in English, with good communication skills, and basic computer knowledge is essential.

Priglon

Principal i/c

ISA

Secretary-cum-treasurer

sp/ananand
23/4/25

Chairman



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1. INFORMATION BROCHURE

Information Brochure containing full details of the recruitment is uploaded in the website:
www.vanavani.iitm.ac.in

2. ONLINE APPLICATION

Candidates to apply only through the website: www.vanavani.iitm.ac.in

3. IMPORTANT DATES

(A)	Date of Notification	24.04.2025
(B)	Commencement of Online Application	25.04.2025 (Time: 2.00 PM)
(C)	Last date for submission of Online Application	08.05.2025 (Time: 3.00 PM)
(D)	Last date for receiving the Hard copy of the Online Application with all attachment through post or in person	09.05.2025 (Time: 9.30 A.M to 3.00 PM)

4. HOW TO APPLY

A. Online Application Steps:-

- It is mandatory that the application must be registered online in the school website.
- Enter your mobile number and click to **GET OTP**.
- Enter your application OTP that you have received and click **SIGN IN**.
- Fill in data by clicking Online Registration Form for Recruitment.
- Fill in the details in each section, click **Save** and then proceed to **Next**.
- Upload the required documents / certificates.
- Finally click **Submit** button and after that click **Download Application**.
- Application form incomplete in any way or not having required educational / relevant certificates or the latest photograph is liable to be rejected without intimation.

5. SUBMISSION FORMAT

- Hard copy of the online application form.
- Self-Attested copies of the Certificates.
- A handwritten note on "What made you to take up teaching as a career" in about 200-250 words. Write your response on an A4 sheet.
- Kindly write "Application for the post of ----- on the envelope
- Email address for any queries:-

vanavani_iit@yahoo.com

Date of a demonstration class and interview will be informed through email/phone


Principal i/c


Secretary-cum-treasurer


Chairman