

NOIDA GREATER NOIDA SHIKSHA SAMITI

Guidelines for Applicants for the post of Principal

The NOIDA GREATER NOIDA SHIKSHA SAMITI, henceforth mentioned as NGNSS, is a Society registered under the Society Registration Act, 1860. Applications are invited in the prescribed format from the Indian Nationals for **filling up the mentioned vacancies in the two of its inter colleges run by the NOIDA & GREATER NOIDA SHIKSHA SAMITI situated in Noida and Greater Noida notified area.**

- (i) Mahamaya Balika Inter College, Sector-44, Noida-Greater Noida Expressway, Noida, District: Gautam Budh Nagar, UP
- (ii) Panchsheel Balak Inter College, sector-91, Noida, District: Gautam Budh Nagar, UP
- (iii) Savitri Bai Phule Balika Inter College, Kasna, Greater Noida, District: Gautam Budh Nagar, UP
- (iv) Gautam Buddh Balak Inter College, Knowledge Park-V, Greater Noida, District: Gautam Budh Nagar, UP

IMPORTANT

1. APPLICATION FORM:

Candidates must apply in the prescribed Application Form devised by the NGNSS for this purpose and available on the websites: www.gbu.ac.in **or** www.greaternoidaauthority.in

2. LAST DATE FOR RECEIPT OF APPLICATIONS:- 10th March 2015.

Candidates must send their applications by speed post/registered post or by hand at the address mention below. The NGNSS will not be responsible for applications sent at any other address (including NGNSS office) Candidates are advised to send the applications well in advance to avoid any postal delay. The application must reach the office on or before **10th March 2015** up to 5.00 pm in the office of Registrar, Gautam Buddha University, Greater Noida Gautam Budh Nagar- 201312 U.P.

3. ELIGIBILITY OF APPLICANTS

All applicants must ensure that they fulfill the essential qualifications and age for the post applied for and other conditions stipulated in this advertisement. The Applications of those candidates not fulfilling the essential qualifications and other requirement will be summarily rejected and no correspondence will be made in this regard.

4. RESRVATION AND AGE RELAXATION

Reservation and Relaxation in upper age limit will be as per the UP Govt. rules issued from time to time.

5. GENERAL INSTRUCTIONS

- (i) Applications must be submitted in the prescribed format published as **on the website:** www.gbu.ac.in **OR** www.greaternoidaauthority.in
- (ii) Candidates serving in any recognized Institution/Organisation/Autonomous body/Central Govt./State Govt. and CBSE affiliated +2 Schools must apply '**Through Proper Channel**'. Applications sent through proper channel should reach to The Registrar,

Gautam Buddha University, Greater Noida Gautam Budh Nagar (U.P.) 201312. However, candidates may send an advance copy so as to reach the above-mentioned address before the last date. The advance applications will be considered provisionally subject to the condition that the applications sent through proper channel are invariably received before the date of interview.

- (iv) Envelopes containing the applications must be super-scribed in bold letters as
"APPLICATION FOR THE POST OF _____"

6. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

Self attested photocopies of all the educational qualifications, academic and professional, mark-sheets for all the years, degree/diploma certificates starting from Senior Secondary/Intermediate to highest academic/professional qualification the candidate possesses, all certificates in claim of CCA, achievements/distinction in Sports, Literary activities, Scouts & Guides, NCC, NSS etc., class X certificate for proof of date of birth, caste/category, sub-category certificates issued by the competent authority.

7. REASONS FOR REJECTION

The following are the parameters of rejection of application of a candidate:

- (i) Non-receipt of any of the documentary proof in the form of self attested photocopies of qualification, mark-sheets, other certificate (s) etc.
- (ii) Non-receipt of caste certificate/ sub-category certificate, wherever applicable.
- (iii) Not possessing the degree/ desired qualification.
- (iv) Not fulfilling any of the laid down eligibility criteria.
- (v) Incomplete application or application not received on proper format within due date.
- (vi) Non-receipt of applications through proper channels.

08. All the received application will be scrutinized and the selected applicant will be called for interview. The date of interview will be informed to the all applicant through letter/e-mail/mobile.

08. CONTACT

Office of The Director, Noida and Greater Noida Education Society, Administrative Building Room No: F-11, (First Floor) Gautam Buddha University, Greater Noida, Distt: Gautam Budh Nagar, UP-201312. Phone 0120-2344253/01202344252

Note: 1. *The qualification and experience prescribed above are the minimum and mere possession of the same shall not entitle any applicant to be called for the interview.*

2. If any of the claims is found to be incorrect, the candidates may render themselves liable to suitable action by the NGNSS in terms of the extent of the rules of the NGNSS on the subject.