



## ONLINE APPLICATIONS FOR STAFF VACANCIES ELIGIBILITY CRITERIA

**NOTE: THE COLLEGE SHALL NOT ACCEPT ANY APPLICATION FOR APPOINTMENT, EXCEPT FOR THE POST ANNOUNCED BELOW.  
ALL APPLICATIONS MUST BE SUBMITTED ON-LINE FOLLOWING THE INSTRUCTIONS GIVEN BELOW.**

La Martiniere College, Lucknow is an English medium residential cum day institution for boys. This Anglo-Indian, linguistic minority institution is 176 years old. Appointments to the College include duties for resident scholars.

1. All applications and documents must be uploaded online by clicking on the link provided at the bottom of this Document.
2. Extreme caution must be exercised in uploading of documents. Follow the instructions carefully for uploading each document.
3. Do not click the SUBMIT button unless you are sure that the application is complete in every respect.
4. Candidates have the option to check and recheck their application before submission.
5. It is preferred that candidates are below 50 years of age.

The College invites applications for the following posts for which qualifications and other requirements are given below:

### **1. Vice Principal**

Qualifications:	Must possess a postgraduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree.
Age:	40 years and above
Experience:	Minimum 15 years teaching experience of a recognized subject in classes 9 to 12; administrative experience in a recognized institution
Preference:	Experience in a CISCE affiliated institution; responsibilities in organising/administration in a residential institution; knowledge of computer operations; experience in online/distance education mode of teaching

## **2. HOD, Preparatory Department**

Qualifications:	Graduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree.
Age:	40 years and above.
Experience:	Minimum of 15 years teaching experience in a recognized institution.
Preference:	Experience in administration of pre-school, evidence of innovation in methodology; knowledge of modern educational techniques; knowledge of computer operations; experience in online/distance education mode of teaching

## **3. HOD, Junior School**

Qualifications:	Graduate academic degree in a teaching subject from a recognised University and a recognised teacher-education degree.
Age:	40 years and above.
Experience:	Minimum of 15 years teaching experience in a recognized institution.
Preference:	Experience in teaching and/or administration of Primary classes; evidence of innovation in methodology; knowledge of modern educational techniques; knowledge of computer operations; experience in online/distance education mode of teaching

## **4. Assistant Teacher (French)**

Qualifications:	Must possess an advanced diploma in French and a recognised teacher-education degree.
Experience:	Five years experience in a recognized institution.
Preference:	Familiarity with the syllabus and pattern of the CISCE

## **5. Assistant Teacher (Music)**

Qualifications:	ABRSM/Trinity College of Music or equivalent qualification in western music (minimum Grade 6) Must be able to read staff notation. Skill in playing musical instrument(s)
Experience:	Minimum 5 years in a recognised institution OR Above Grade 6 in ABRSM/Trinity College of Music or equivalent qualification in western music
Preference:	Evidence of ability in training choirs and/or musical performances/recitals.

## **6. Special Educator**

Qualifications:	RCI Certification to work as a Teacher in the field of Special Education/ "Registered Professional Certificate" from the Rehabilitation Council of India
Experience:	Five years experience in a recognized institution.
Preference:	Work experience in an institution with facilities for pupils with learning difficulties.

## **7. Assistant Teacher (Computer Studies)**

Qualifications: M.C.A. or Graduate with P.G. Diploma in Computers (two years duration) from a recognized University / Institute.  
Experience: Five years experience in a recognized institution.

## **8. Assistant Teacher (Physics)**

Qualifications: Must possess a postgraduate academic degree in the subject from a recognised University and a recognised teacher-education degree.  
Experience: Five years experience in a recognized institution.  
Preference: Evidence of innovation in physics teaching/project work

## **9. Assistant Teacher (Mass Media & Communication)**

Qualifications: Must possess a postgraduate academic degree in the subject from a recognised University and a recognised teacher-education degree.  
Experience: Five years experience in a recognized institution.  
Preference: Evidence of innovation in teaching/project work

## **10 Librarian**

Minimum Qualifications: B. Lib. / M. Lib. OR Graduate/Post Graduate with Diploma in Library Science from a recognized Institute.  
Experience: Minimum five years experience library operations.  
Preference: Knowledge of latest method of cataloguing, digital services, use of the internet, methods of protection of data, mentoring in reading habits/access of information

## **11. Steward**

Minimum Qualifications: Diploma or equivalent in catering/hospitality  
Experience: Experience in catering in a residential institution.  
Age: 35 years and above  
Preference: Gentleman candidate

## **12. Housekeeper**

Minimum Qualifications: Diploma or equivalent in catering/hospitality  
Experience: Experience in catering/housekeeping in a residential institution.  
Age: 35 years and above  
Preference: Gentleman candidate

### **13. Security & Sanitation Supervisor**

Minimum Qualifications: High School or equivalent  
Experience: Minimum ten years experience in manpower management  
Age: 40 years and above  
Preference: Gentleman candidate; ex-serviceman; knowledge of monitoring security cameras and devices.

### **14. Dormitory Supervisor (Dorm. 1)**

Age: 35 years and above  
Experience: At least three years experience in working in a Boarding House/Hostel in a residential institution.  
Preference: Gentleman candidate

### **15. Dormitory Supervisor (Dorm. 2)**

Age: 35 years and above  
Experience: At least three years experience in working in a Boarding House/Hostel in a residential institution.  
Preference: Gentleman candidate

### **16. Estate Officer**

Minimum Qualifications: Graduation degree from a recognized university.  
Experience: Minimum of 10 years experience in supervision of estates.  
Preference: Gentleman candidate; a degree in law; knowledge of land rules and regulations/ government requirements; ability to interact with a legal team; experience in dealing with land issues; physically fit to supervise 700 acres of College land.

### **17. Computer Laboratory Assistant**

Minimum Qualifications: Intermediate Certificate. Diploma in Hardware.  
Experience: Three years experience in hardware.  
Preference: Hands-on experience. Ability to demonstration hardware skills, trouble-shooting and networking.

### **18. Veterinarian**

Minimum Qualifications: Diploma or equivalent in veterinary science.  
Experience: Must have knowledge and experience of dealing with equestrian animals.  
Preference: Ex-serviceman. Ability in taking care of bovine animals preferred.

### **19. College Warden**

Minimum Qualifications: High School or equivalent  
Age: 40 years and above  
Experience: At least five years experience in working in a Boarding House/Hostel in a residential institution.  
Preference: Gentleman candidate

### **20. Office Assistant (Central Office)**

Minimum Qualifications: Intermediate or equivalent. Must be familiar with computer operations and internet.  
Age: Below 50 years  
Experience: At least three years office experience in a commercial establishment or educational institution.  
Preference: Qualifications in office administration, management of data, secretarial skills

### **21. Office Assistant (Council Matters)**

Minimum Qualifications: Intermediate or equivalent. Must be familiar with computer operations and internet.  
Age: Below 50 years  
Experience: At least three years experience in the office of an educational institution.  
Preference: Experience in working with Boards of Examination (esp. CISCE) for all matters related to Board examinations.

**TO APPLY CLICK**

<https://vacancies.lmclucknow.org>.