

**OFFICE OF DEAN (ID&AR)
NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI**

**ADVERTISEMENT FOR RECRUITMENT OF HEADMISTRESS AND TEACHER FOR NITT NURSERY
SCHOOL**

Applications are invited from eligible candidates for engagement in the NITT Nursery School, National Institute of Technology Tiruchirappalli, for the following positions on contract basis:

1. Headmistress – 1 Post

Essential Qualifications:

- Bachelor's Degree from a recognized University, preferably Post Graduate Degree
- B.Ed. Degree.
- Minimum 5 years of teaching experience in a Nursery/Kindergarten/Primary School, with experience in administration (for exceptional candidate's years of experience can be negotiated)
- Experience in curriculum planning, school administration, and staff supervision.
- Excellent communication and leadership skills.
- Proficiency in the use of computers and educational software for academic administration, student records management, communication, report preparation, presentations, and other school-related activities.

Responsibilities:

- Overall administration and academic management of the Nursery School.
- Supervision of teaching and support staff.
- Ensuring a safe, nurturing, and child-friendly learning environment.
- Liaison with parents and Institute authorities.

2. Teacher – 1 Post

Essential Qualifications:

- Bachelor's Degree from a recognized University, preferably in Computer Science.
- Diploma/Degree in Early Childhood Education (ECE), Nursery Teacher Training (NTT), Montessori Training, D.El.Ed., or B.Ed.
- Passion for working with young children and promoting holistic development.
- Prior teaching experience of 5 years in a Nursery, Kindergarten, or Primary School (for exceptional candidate's years of experience can be negotiated)
- Good communication, interpersonal, and classroom management skills.
- Proficiency in the use of computers and educational software for academic administration, student records management, communication, report preparation, presentations, and other school-related activities.

Responsibilities:

- Planning and conducting age-appropriate learning activities.
- Supporting the cognitive, emotional, social, and physical development of children.
- Maintaining classroom records and communicating with parents regarding student progress.

General Information

- The appointments will be purely on a contract basis.
- Consolidated remuneration will be commensurate with qualifications and experience.
- The Institute reserves the right to modify, cancel, or not fill any of the advertised positions.
- Only shortlisted candidates will be called for an interview.

How to Apply

Interested candidates may submit their application in the prescribed format along with copies of educational qualifications, experience certificates, and other relevant documents.

Last Date for Receipt of Applications: 17/06/2026

Applications may be sent to:

The Dean (Institutional Development & Alumni Relations)

National Institute of Technology Tiruchirappalli

Tiruchirappalli – 620015, Tamil Nadu or by email to idooffice@nitt.edu.

APPLICATION FORM FOR THE POST OF HEADMISTRESS / TEACHER

Post Applied For: Headmistress Teacher

1. Personal Details

1. **Name of the Applicant (in BLOCK LETTERS):**

2. **Father's / Husband's Name:**

3. **Date of Birth (DD/MM/YYYY):**

4. **Age (as on closing date of application):**

Gender:

Male Female Other

5. **Nationality:**

6. **Marital Status:**

Married Unmarried Other

7. **Address for Correspondence:**

8. **Permanent Address:**

9. **Mobile Number:**

10. **Email ID:**

2. Educational Qualifications

Examination	Board/University	Institution	Year of Passing	Percentage/CGPA
SSLC/10th				
HSC/12th				
Diploma (if any)				
Bachelor's Degree				
Master's Degree (if any)				
B.Ed./D.El.Ed./NTT/Montessori/ECE				
Other Qualifications				

3. Professional Experience

Name of Institution	Designation	Period (From-To)	Nature of Duties	Total Experience

Total Teaching Experience: _____ Years _____ Months

Administrative Experience (for Headmistress applicants): _____ Years _____ Months

4. Computer Proficiency (Essential Qualification)

Please indicate your proficiency in the following:

Computer Skill	Proficiency (Basic/Intermediate/Advanced)
MS Word / Document Preparation	
MS Excel / Spreadsheets	
MS PowerPoint / Presentations	
Email & Online Communication	
Digital Record Management	
Online Meeting Platforms	
Educational Software / Learning Tools	
Other Relevant Software	

Details of Computer Training/Certification (if any):

5. Additional Information

1. Languages Known:

Language	Read	Write	Speak
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Achievements/Awards (if any):

3. Any Other Relevant Information:

6. References

Provide details of two references familiar with your professional work.

Name	Designation	Organization	Contact Number	Email ID

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that any false information or suppression of facts may lead to the rejection of my application or termination of engagement, if selected.

Place: _____

Date: _____

Signature of the Applicant