BUXI JAGABANDHU ENGLISH MEDIUM SCHOOL

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

RECRUITMENT OF NON-TEACHING STAFF

Applications are invited from the eligible Candidates, having requisite qualifications and age criteria (as notified in the Information Sheet available in School Website) in the prescribed proforma (attached) for the following ministerial posts on regular basis.

1. **JUNIOR CLERK**
2. **JUNIOR CLERK (ACCOUNTS)**

Principal/-

For details please visit school website:

www.bjemschool.org

BUXI JAGABANDHU ENGLISH MEDIUM SCHOOL

M-15, BJB Nagar, Bhubaneswar-751014
Tel: 0674-2310457 / 2310442, E-mail : bjemschool.100@rediffmail.com

Date: 12.11.2026

RECRUITMENT OF NON-TEACHING STAFF

Applications are invited from eligible, dynamic, experienced and computer savvy Candidates, having requisite qualifications and age criteria (as notified in information sheet) for the following non-teaching ministerial posts on a regular basis.

(1) Junior Clerk

(2) Junior Clerk (Accounts)

QUALIFICATION:

JUNIOR CLERK

1.	**Junior Clerk**	**Essential** 1) Bachelors Degree in any subject from a recognized University with at least 50% marks in aggregate. 2) Working knowledge of Computer Application in MS-Office (Word, Excel, Powerpoint), Basic internet & e-mail correspondence and school management ERP System. 3) Typing speed of at least 30 words per min. (w.p.m.) in English on a Computer. 4) Accuracy in Data Handling and document management. **Desirable** 1) Minimum 1 – 2 years of clerical / administrative experience in a recognized CBSE / ICSE School. 2) Proficiency in English Writing & Drafting.

JUNIOR CLERK (ACCOUNTS)

2.	**Junior Clerk (Accounts)**	**Essential** 1) Bachelor's degree in Commerce (B.Com.) from a recognized University with at least 50% marks in aggregate. 2) Working knowledge of Tally ERP 9.0 / Tally Prime, MS-Office (especially Excel) & Accounting Software. 3) Typing speed of at least 30 words per min. (w.p.m.) in English on a Computer. **Desirable** 1) At least 5 years experience in handling school / institutional/ Business Firm accounts, fee management, TDS, GST & PF/ ESI compliance.

HOW TO APPLY:

Interested and eligible candidates are required to download the prescribed Application Form from the school website i.e. www.bjemschool.org and submit the duly filled in application form (as per proforma) along with photocopies of all the self attested certificates / testimonials and a recent passport size colour photograph in the School Reception Counter between 10.30 am to 3.00 pm on or before **21.11.2026 (Saturday)**.

SELECTION PROCESS:

A list of provisionally eligible candidates, fulfilling the eligibility criteria, shall be prepared to invite the candidates for Computer Skill Test & Interview, which will be intimated in due course of time.

GENERAL INSTRUCTIONS:

- The application form should be submitted **by post or hand at Reception Counter-Gate No.1 on or before 21.11.2026 (Saturday) between 10.30 am to 3.00 pm** on working days only.
- The applicant **should not be more than 40 years as on 01.11.2026.**
- 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 undersigned reserves the right to cancel any or all applications without assigning any reason thereof.
- **No TA / DA will be paid to attend the Practical Test / Interview.**

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

Scale of Pay (7th Pay):

1. Junior Clerk – 19,900 – 63,200

(2) Junior Clerk (Accounts) – 19,900 – 63,200

Along with DA, CPF, Gratuity Benefits, Other allowances as prevailing in the School.

Sd/-
Principal

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 01.11.2026 : _____ 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

12. Experience :

Organization	Type of Organisation	Designation	Period of Service		Total Experience (in Years & Months)	Nature of work
			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.