



**Required 10 Candidate in GAYAN Niketan School.**

**Job Description -**

**For Teacher -**

- Developing and issuing educational content including notes, tests, and assignments.
- Supervising classes to ensure all students are learning in a safe and productive environment.
- Organizing supplies and resources for lectures and presentations.
- Delivering personalized instruction to each student by encouraging interactive learning.
- Planning and implementing educational activities and events.
- Ensuring your classroom is clean and orderly.
- Preparing and distributing periodic progress reports and semester report cards.
- Attending parent-teacher meetings.
- Evaluating and documenting students' progress.
- Allocating and grading homework, assignments, and tests.

**Teacher Requirements:**

- Bachelor's degree in teaching or relevant field.
- A minimum of 2 years experience as a teacher.
- In-depth knowledge of teaching methods and legal educational procedures.
- Outstanding written and verbal communication skills.
- Well-organized with excellent leadership abilities.
- Exceptional interpersonal and presentation skills.

**For Computer Operator -**

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.

- Responding to user requests and problems.
- Performing preventative maintenance.
- Maintaining supply inventory.
- Ensuring the security of the company's computer systems.

### **Computer Operator Requirements:-**

- Bachelor's degree in computer science or related field.
- Proven work experience as a computer operator.
- Advanced knowledge of computer electronics including circuit boards, chips, processors, and peripheral equipment.
- Excellent problem-solving skills.
- Knowledge of modern operating systems, Enterprise, networking, and Office software.
- Knowledge of administrative and clerical procedures.
- Good interpersonal skills.
- Ability to work in high-pressure situations.

**Qualification** -B.ED.

**Salary** - 8k To 10k

**Location** - BARBIGHA,SHEIKHPURA

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