

03.7.2021

Dear Correspondent/Headmaster/Principal,

Greetings from DB Kalvisolai, Katpadi!

Due to the sudden demise of a BT Maths Teacher working at Don Bosco Higher Secondary School, Jolarpet, the CRB is inviting applications from the qualified teachers working/worked in Don Bosco Schools to fill in the vacancy of **BT Teacher (Maths)**. The interview for this post will be held on **23<sup>rd</sup> July**, Saturday from 09.00 a.m. to 12.30 p.m. **at Don Bosco School, Jolarpet.**

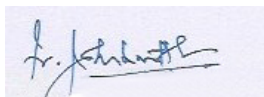
Kindly guide the interested and qualified candidates from your school to send the filled-in application with necessary documents (scanned copies of certificates) **only via Email** to [crbcoordinator@gmail.com](mailto:crbcoordinator@gmail.com)  
**The last date to submit the application is 18.07.2021.**

The Headmasters/ Principals of our schools are requested to follow the guidelines below:

1. Kindly provide the photo copy of the enclosed application with the instructions to the candidates or instruct them to download from our province website: [www.donboscochennai.org](http://www.donboscochennai.org)
2. The eligible candidates working in our Don Bosco institutions must fill in the application form, enclose the required documents and forward it to the CRB Coordinator with the covering letter from the Headmaster countersigned by the Correspondent.
3. The Headmaster, where the candidate works can certify only for the number of years of service in the current school. If the candidate has put in service in some other Don Bosco institutions, he/she must obtain experience certificate from those respective institutions.
4. Incomplete application forms or failure to enclose all required documents will result in rejection.
5. The CRB team will process the applications and will send the call letter to the candidates to attend the interview.
6. Kindly display the sheet containing vacancy details in the staff notice board.

Thanking you.

Yours affectionately,



**Fr. John Britto SDB**  
CRB Coordinator

Attached:

- Application form
- Details of vacancies and instructions to the candidates (for staff notice board)

**Don Bosco Schools**  
**CRB – Teachers Recruitment**  
(for Aided Posts)

**BT - MATHS (Tamil Medium)**

**Instructions to the Candidates**

The candidates are instructed to arrange the application form and other certificates in the following order:

**I. Filled in CRB application form with photo.**

*(Application form can be downloaded from [www.donboscochennai.org](http://www.donboscochennai.org))*

**II. Certificates (Xerox) to be attached in the following order:**

- Community Certificate
- Birth Certificate
- Parish Family Card
- Parish Priest letter. (Only for Catholics)
- Proof of number of years of service in unaided Don Bosco Schools. (Headmaster's letter counter-signed by the Correspondent)
- Xerox copy of 10<sup>th</sup>std Mark Sheet.
- Xerox copy of 12<sup>th</sup>std Mark Sheet.
- Xerox copy of D.T.Ed. Certificate & Mark Sheet.
- Xerox copy of Transfer Certificate (T.C)

*Note: Failing to submit the above certificates will automatically disqualify your eligibility for the CRB recruitment.*

Filled-in application with scanned copies of required certificates should reach the CRB Coordinator at [crbcoordinator@gmail.com](mailto:crbcoordinator@gmail.com) / [dbkalvisolai@gmail.com](mailto:dbkalvisolai@gmail.com) on or before **18.07.2021**.

**Date of Interview/Demo Class – 23<sup>rd</sup> July 2021 @ 9 AM.**