

EMRS KIRMIRA

Walk-in-Interview for Guest Teachers [2025-26]

STEPS TO BE FOLLOWED ON THE DAY OF INTERVIEW

STEP-1 **Arrival at the Venue of Interview**

Download and fill the application form carefully at home. Arrive at the venue [EMRS Kirmira, Dist: Jharsuguda, Odisha] on the date of interview. Please come well in advance as verification of documents and registration will take time. Try to reach the venue for interview by 08:00 am. Entry may not be allowed after 10:00 am on the date of interview. Bring all original documents, photocopies of documents, lunch box and drinking water as the interview may extend up to evening.

STEP-2: **Filing up Application Form**

Every candidate has to bring filled in application form [Download application form from the website]. If you don't have application form, then collect the application form from the school office on the date of interview. Read instructions for filling up application form. Fill in all the particulars given in the form carefully. Use capital letters to write name of candidate, mother's name, father's name, email etc. Attach all the necessary self attested photocopy of documents such as academic qualification, professional qualification, experience etc. **Please don't attach any original document with the application form.**

STEP-3: **Document Verification & Registration**

Submit your application form along with self attested photocopies of documents at "Document Verification Counter". Your form will be verified by the designated person.

STEP-4: **Waiting for Your Turn**

After registration go to waiting hall provided for the candidates and wait for your turn. Be calm and patient. You will be interviewed by the concerned interview board members. Don't move here and there as your name may be called at any point of time.

STEP-5: **Appearing for Interview**

Appear for the interview when called. Switch off your mobile phone before entering into the interview room. Carry your original documents as interview board members may ask you to show any document.

STEP-6: **Proceeding for Home**

After interview, you may leave for your home. Carry all your belongings such as documents, files, bags etc. School authority will not be responsible for loss of any of the article carried by the candidate. Don't make telephone call to the school to know the result. If you get selected, you will be intimated by the school on the mobile number given in the application form.

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Instruction for Filling Application Form

Every candidate need to fill up hard copy Application Form. Hard copy form can be downloaded from school website. It can also be obtained from the school on the day of interview.

<https://emrskirmira.com>

1. At the top, there are few columns for office use only. Candidates should NOT write anything in those columns.
2. Post Applied for: Mention the post which you are applying for e.g. PGT Chemistry, PGT Physics, TGT Mathematics, TGT English etc.
3. Name of Candidate: Write your full name as printed in the matriculation mark sheet. Please do not add Mr. Mrs. or Ms. etc before your name. Write your name in CAPITAL letters only.
4. Gender: Mention your gender.
5. Date of Birth: First write DAY, then MONTH and then YEAR
6. Age: Calculate your age as on 01-04-2025 and then write YEARS, MONTHS and DAYS.
7. Mother's Name: Write full name your mother in CAPITAL as printed in your academic documents.
8. Father's Name: Write full name of your father in CAPITAL as printed in your academic documents.
9. Full Address: Please mentioned full address i.e. House number, flat number, street name, village or town name etc, then Post Office, District, State and PIN.
10. Mobile Number: Candidate has to provide at least two working mobile numbers. Please note offer of appointment will be intimated only through mobile number. No postal communication will be made. Alternate number may also not be used. Therefore, candidates should ensure that their 1st mobile number is working.
11. Email ID: Mention your email id in Capital Letters only. Suppose your email id is abcxyz@email.com then you should write it as ABCXYZ@EMAIL.COM. Candidates are advised to check their respective email ID periodically for any updates.
12. Aadhaar No: Write your Aadhaar number.
13. Academic Qualification: Mention your academic qualification starting from class 10th or Matriculation, then 12th or Higher Secondary and so on. Candidates have to attached self attested photocopies of all qualification mentioned in the application form. They also need to bring all original documents on the date of interview for verification.
14. Professional Qualification: Mention about your professional qualification such as B.Ed, C-TET or OTET etc.

15. Details of Teaching Experience: Mention details of experience in relevant for your post and subject. Experience in other post/subject may not be considered. Also mention the duration that for how many years/months you have worked in the school.
16. Any Relevant Information: If you have any other information relevant for your post you can mention them briefly.
17. Read all the points given in the “Declaration”. Signing by you on the application form confirms that you understand and abide by terms and conditions laid by EMRS/NESTS for guest teachers.
18. Document Attached: First self attest all the photocopies of your qualifications, experience certificate and then attach them with application form. Mention the name of documents in the columns given in the application form e.g. Class 10th Mark Sheet, Class 12th Mark Sheet, C-TET Level-2 etc.
19. Signature: Candidate needs to sign on the application form. Also mention date and place where you are signing. Application form without signature of candidate will not be accepted.

Note: If a candidate wishes to apply for more than one post, then he/she has to fill up two separate application forms with all necessary documents attached with both forms.
