Church of South India
Karnataka Central Diocese

RT. REV. DR. VINCENT VINOD KUMAR
BISHOP

Diocesan Office : # 20, Third Cross
CSI Compound, Bengaluru - 560 027
Phone: 22223766 / 22224941 / 22109653

REF: KCD/GEN/BC/COR/008/296/2025-26

March 26, 2026

All Presbyters
Karnataka Central Diocese

Dear Friends,

Kindly make an announcement of the following during the Worship Services in your Church/s on three consecutive Sundays, i.e., April 05, 2026, April 12, 2026 and April 19, 2026.

BISHOP COTTON GIRLS' SCHOOL, BANGALORE

ISC (STD. XI – XII)

Sl. No.	Post	No. of Posts	Qualification	Eligibility Criteria
1	Physical Education	01	M.P.Ed.	Post Graduation with 5 Years of experience at the Senior School Level.
2	Home Science	01	M.Sc. (Home Science) with B.Ed.	Post Graduation with 5 Years of experience at the Senior School Level.

JUNIOR SCHOOL (STD. I – IV)

Sl. No.	Post	No. of Posts	Qualification	Eligibility Criteria
1	Junior School Teacher	03	Any Degree with B.Ed.	5 Years of teaching experience at the Junior School Level.

MUSIC DEPARTMENT – (Preferably Women)

Sl. No.	Post	No. of Posts	Qualification	Eligibility Criteria
1	Music Teacher	02	Bachelor's or Master's Degree in Music	The Candidate should have 2 Years of experience in teaching music/vocal in school, Proficiency in vocal/instrumental music (Piano/Strings) and with strong communication skills.

ADMINISTRATIVE DEPT.

Sl. No.	Post	No. of Posts	Qualification	Eligibility Criteria
1	P.A. to the Principal	01	Graduate	Good communication skills and proven experience of minimum 10 years as an Administrative Assistant or Secretary. Strong organizational and multitasking skills. Should have excellent written and verbal communication skills. Professional demeanor and appearance. Ability to maintain confidentiality and handle sensitive information and proficient in technology.
2	Accounts Manager	01	M.Com.	10 years of experience in Financial Management, preferably in an educational setting. Proficient in accounting software (Tally, Quick Books / SAP and MS Excel) along with expertise in budgeting, fee collection and statutory compliance. Age: 45 Yrs. and above
3	Canteen Supervisor	01	B.H.M./B.Sc. (Food Science / Nutrition)	5 years of experience in similar capacity.
4	Administrative Assistant	01	Graduate	Proficiency in MS Office. Good written and verbal communication skills. Minimum 5 years of experience in administrative, clerical or customer-facing role.

5	Matron	01	Graduate	Graduate with good verbal communication skills in English. Relevant experience of 15 years in residential supervision or nursing. Should possess a nurturing, patient and authoritative disposition, acting as a parent figure. Should have the ability to handle emergencies and flexible work hours. Should also have experience in organizational and administrative tasks, including managing routines, inventories and domestic staff.

Kindly note the following points:

1. Candidates must possess effective written and spoken English Skills.
2. Candidates who have applied earlier need not apply.
3. All Degrees should be acquired through regular stream only, not correspondence / Distance Education.

Last date for submission of Applications is Monday, April 20, 2026 before 3:00 p.m.

Superscribe the envelope mentioning the Post applied for

and send your applications to:

The Principal, Bishop Cotton Girls' School, St. Mark's Road, Bangalore – 560 001.

Thanking you,

Yours sincerely,

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BISHOP

CC: The Principal, Bishop Cotton Girls' School, Bangalore