

**ARMY PUBLIC SCHOOL UDHAMPUR (J&K)**  
**OFFICIAL MOBILE NUMBER : 8803792217**

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**RECRUITMENT OF HEADMISTRESS, TEACHING STAFF & ADMINISTRATIVE STAFF**  
**FOR ARMY PUBLIC SCHOOL UDHAMPUR : ACADEMIC SESSION 2021-22**

1. Applications are invited for selection of **Headmistress, Teaching Staff & Administrative Staff** at Army Public School Udhampur as per details mentioned below. Interview for **Headmistress** scheduled to be held on **01 Mar 2021** and **Teaching / Administrative Staff** on **02 Mar 2021 & subsequent days**.

Posts	Subject (s)	Total Tentative Vacancies	
<b><u>HEADMISTRESS (ON REGULAR BASIS)</u></b>			
HM	Headmistress.	01	
<b><u>TEACHING STAFF (ON CONTRACTUAL BASIS)</u></b>			
PGTs	Mathematics (01), Home Science (01), Physics (01), History (01) & Psychology (01)	05	
TGTs	English (02), Mathematics (02), Science (02), Hindi (02), Social Science (02), Sanskrit (02) & Computer Science (01)	13	
PRTs	General (57)	57	
	Music	Instrumental (01)	02
		Classical Dance (01)	
<b><u>ADMINISTRATIVE STAFF (ON CONTRACTUAL BASIS)</u></b>			
Head Clerk (HC) (01)		05	
Accountant (01)			
Lower Division Clerk (LDC) (01)			
Librarian (01)			
Paramedics (Female) (01)			

Note :- Vacancies given above may increase/decrease at the time of interview.

2. **Age / Experience Criteria :-**

(a) **Headmistress.** Below 45 years on the date of appointment. For Ex-Servicemen maximum age will be 58 years. Teaching Experience of 10 years and above at Primary and above level.

(b) **Teaching Staff Age as on 01 Apr 2021.**

(i) Fresh candidates ( having no Experience) - Below 40 years.

(ii) Experienced Candidates (incl ESM) - Below 57 years.  
(Minimum 05 years teaching experience in the last 10 years in appropriate category).

(c) **Administrative Staff Age as on 01 Apr 2021.** Below 40 years for fresh candidates and upto 55 years for Ex-Servicemen.

3. **Qualifications :-**

(a) **Headmistress.** Should be Trained Graduate Teacher (Graduate/Post Graduate with B E.d / M E.d. Should be computer literate.

(b) **PGTs.** Must be a Post- Graduate (with the subject in which employment is sought), with B.Ed and minimum 50% marks in each. Should have passed Online Screening Exam conducted by AWES and should be in possession of a valid Score Card (where applicable).

(c) **TGTs.** Graduate (with the subject in which employment is sought), B.Ed and equivalent with minimum 50% marks in each. In case the candidate has not got 50% marks in graduation but has obtained 50% or more marks in Post-graduation in the subject will be eligible. Should have passed Online Screening Exam conducted by AWES and should be in possession of a valid Score Card (where applicable).

(d) **PRTs.** Graduate with 2 years Diploma in Elementary Education (D.E.Ed) /B.Ed with minimum 50% marks in each. Should have qualified in Part A of the Screening Exam conducted by AWES and should be in possession of a valid Score Card (where applicable). The candidate who has qualified as B.Ed and not D.E.Ed would have to undergo a six month bridge course in elementary education from an institution recognized by the NCTE within the period of probation (two years).

(e) **Computer Science Teacher.** BCA/MCA or Graduation in Computer Science or BE/B.Tech (Computer Science/IT) or Graduation in any subject and A level course from DOEACC, Min of Info & Comn & Technology, GOI (With minimum 50% marks). The candidate should have passed online Screening Exam conducted by AWES and should be in possession of a valid Score Card.

(f) **Music Teachers (Instrumental & Classical Dance).** Graduate/Post Graduate in/with music from a recognized university with minimum 50% marks or BA/MA in music followed by 2 years Diploma/Certificate in music. Knowledge of Musical Instruments/Classical Dance is mandatory.

(g) **CTET/TET.** Qualifying CTET/TET is mandatory for PRTs and TGTs. However, deserving candidates without CTET/TET may also be considered. If selected, the candidates will have to clear CTET/TET within two years/chances.

4. **Evaluation of Teaching Skills.** The Evaluation of Teaching Skills will be done in three parts alongwith the interview :-

(a) **Part I.** Teaching practice where the candidate will be asked to conduct a class.

(b) **Part II.** This is applicable only to language teachers for TGTs. A written test of 30 marks (Two questions of 15 marks each essay writing and comprehension) will be conducted to assess the written expression of the candidate.

(c) **Part III.** A computer proficiency written test will be conducted for all categories.

5. **Administrative Staff.**

(a) **Head Clerk.**

(i) Preferably an Ex-Serviceman JCO/ Hony Commissioned rank of clerk (SD) category.

(ii) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.

(iii) Computer Savvy – MS office, Power point etc.

(iv) Educational Qualification – Minimum Graduate in case of civilian.

(v) Should not have any disciplinary case against him in the entire service.

(vi) Should be SHAPE – I or SHAPE –II (Less 'S' factor).

(b) **Accountant.**

(i) Commerce Graduate or fifteen year service as a Clerk in the Defence Services.

(ii) Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.

(iii) Minimum 05 years experience as an Accounts Clerk in the Defence Services/reputed organization.

(iv) Should not have any disciplinary case against him in the entire service.

(v) Should be SHAPE – I or SHAPE –II (Less 'S' factor).

(c) **LDC (Lower Division Clerk).**

(i) Graduate or ten years of service as a clerk (For Ex-Servicemen). Computer literate.

(ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour).

(iii) Basic Knowledge of accounting.

(iv) Should be SHAPE – I or SHAPE –II (Less 'S' factor).

(v) With good communication skills.

(vi) Should not have any disciplinary case against him in the entire service.

(d) **Librarian**. B. Lib/M.Lib Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.

(e) **Para-medics (Female)**. Intermediate (10+2) and diploma in nursing with minimum five years of experience.

6. **Application Forms**. Eligible candidates to apply on Application forms given on school's website alongwith self attested copies of qualification certificates and processing fee of Rs 100/- to the Principal APS Udhampur on or before **22 Feb 2021**. The school will not be responsible for any postal delay. Bank Draft of processing fee should be in favour of **APS Udhampur**, payable at Udhampur (J&K). Application forms can also be collected from APS Udhampur (Senior Wing) on cash payment of Rs 100/-.

7. **Shortlisted candidates will be called for interview telephonically / by e-mail.**

8. **Concession for Army widows and Wives of Army Personnel Boarded out with 100% Disability**. The following concessions are extended to the above categories :-

(a) May be appointed as PRT without B.Ed/D.E.Ed qualification and CSB Score Card. Min 50 % marks are mandatory in graduation or higher level of education.

(b) Maximum entry age for those who have no teaching experience will be 45 years instead of 40 years.

(c) Maximum entry age for those who have 5 years teaching experience within the past ten years will be 57 years to ensure 3 years residual service to retirement.

(d) They would be required to undergo interview and teaching skills tests as per the rules.

Sd/ x x x

(Sanjeev Kumar)  
Principal  
Army Public School Udhampur

Dated : 05 Feb 2021