

HEADQUARTERS 71 SUB AREA : PHONE NUMBER : 9103932832

Website : www.apsudhampur.org

E-mail : apsudhampur@awesindia.edu.in

SELECTION OF TEACHING & ADMINISTRATIVE STAFF

1. Applications are invited from eligible candidates for selection of **Teaching & Administrative Staff** as per details mentioned below for Dhruva Army Pre-Primary School (to be renamed as APS Udhampur, Pre-Primary Wing wef 01 Apr 2024) through **Local Selection Board (LSB) on Adhoc Basis for Academic Session 2024-25**. Interview is scheduled to be conducted tentatively on **28 Mar 2024** and subsequent days at Army Public School Udhampur (Senior Wing). Candidates must meet CBSE & AWES eligibility norms :-

Post	No of Vacancy	Remarks
<u>Teaching Staff</u>		
Teacher	30	
Special Educator	01	
Activity Teacher	03	
<u>Adm Staff</u>		
Clerk	01	
Account Clerk	01	
Adm Coord	01	
IT Technician	01	
Para Medics	01	

Note : No of Vacancies given above may vary at the time of interview / final selection.

Eligibility Criteria for Teaching Staff

2. **Age as on 01 Apr 2024 & Experience :-**

- (a) Candidate should not be less than 25 years and more than 40 years, if not holding any experience.
- (b) Upto 55 years with at least **5 years** teaching experience in the last ten years in Pre-Primary classes.

3. Education Qualification.

(a) Teaching Staff.

(i) Must have atleast qualified Grade XII through any recognized Board- CBSE/ICSE/NIOS etc with minimum 50% marks.

(ii) Should have done Nursery Teachers Training Course or a Two Year Diploma in Elementary Education from an institution recognized & approved by the State Education Department.

(iii) **Desirable – Graduation in any field.**

(b) Special Educator. Graduation with B.Ed (Special Education) or B.Ed General with 1 Year Diploma in Special Education.

Eligibility Criteria for Administrative Staff :

(a) Clerk.

(i) Preferably an Ex-serviceman of Clerk category upto the age of 55 years.

(ii) Min 5 years experience in office management.

(iii) Computer Savy – MS Office etc.

(iv) Minimum Graduate in case of Civilian.

(v) Should not have any disciplinary case against him.

(b) Account Clerk.

(i) Commerce Graduate or 15 Years service as a clerk in the Defence Services.

(ii) Basic Computer Application Course of Army / Diploma in Computer Application of not less than one year duration.

(iii) Knowledge of double entry system of accounting.

(iv) Minimum 5 years experience as Account Clerk in the Defence Services / reputed organization.

(c) Adm Coord.

(i) Preferably an ex-serviceman of General Duty category upto the age of 55 years.

(ii) Minimum graduate in case of civilian.

(iii) Working knowledge of computers and basic financial matters.

(iv) Five years of experience in administration and ability and willingness for liaison work with various Government and Non-Government agencies.

(v) Should not have any disciplinary case against him.

(d) **IT Technician.**

(i) Should have Advance Diploma or Diploma in Computing & Hardware with knowledge of at least two of the disciplines, i.e Networking and LAN Administration, Operating System or RDBMS with programming.

(ii) Experienced candidates will be given due weightage.

(e) **Para-Medics.** 10+2 and Diploma in Nursing with minimum five years of experience. A female Para-medic will be given preference.

4. **Application Forms.** Desirous & eligible candidates to apply on Application Form given on school website www.apsudhampur.org alongwith self - attested copies of certificates and processing fee of Rs 100/-through Nationalized Bank Demand Draft in favour of **Army Public School, Udhampur payable at Udhampur (J&K).** Applications should reach to the 'The Principal Army Public School, Udhampur PO, PTA Udhampur - J&K (U.T) – 182104, **on or before 15 Mar 2024 (Timings – 3:00 PM).** No application through e-mail will be accepted. The School management will not be responsible for any postal delay.

5. Candidates to note that one application for one post will be entertained. For two or more posts candidate will have to fill up the separate application form for each post.

6. A **Written Exam** to assess the suitability of the candidates will be conducted on **23 Mar 2024 at 1000 hrs** for only those candidates **not having Nursery Teachers Training Course or a Two Year Diploma in Elementary Education.**

7. Shortlisted candidates (after screening of application forms) will be called for interview scheduled tentatively on **28 Mar 2024** and subsequent days telephonically / by e-mail.

8. Salary as per the **AWES norms.**

Case File No 1029/LSB/PSU

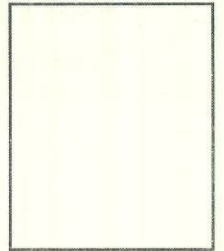
Place : Udhampur (J&K)

Dated : 09 Mar 2024

(Sanjeev Kumar)
Principal
Army Public School, Udhampur

Serial No.

DHRUVA ARMY PRE-PRIMARY SCHOOL UDHAMPUR



APPLICATION FOR THE POST OF.....

1. PERSONAL DATA

Name in full.....

Son / Daughter / Wife of

Age Date of Birth

(Documentary proof will be required at the time of appointment)

Present Address

Office Address Tele No.

Permanent Address

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2. FAMILY STATUS

Marital Status : Single / Married / Widowed

If Married, Number of child with age and sex

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3. ACADEMIC QUALIFICATIONS

Give Particulars of all examinations that you have passed commencing with Matriculation / Hr. Secondary / 10 + 2

[illegible]

4. HOBBIES : SCHOOL CAN BE BENEFITTED :

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5. EXPERIENCE

Fill in the Particulars in the chronological order starting with your first appointment.

S. No.	YEAR		School / College	Subject Taught	Class Taught
	Exact date to be indicated From	To			

TOTAL EXPERIENCE IN YEARS..... MONTHS..... DAYS.....

6. WHAT WILL BE YOUR CONTRIBUTION TO SCHOOL ?

7. CO-CURRICULAR ACTIVITIES

What Co-curricular activities can you teach

.....

8. AGREEMENT

If appointed, I agree to abide by the rules and regulations of the **DHRUVA ARMY PRE-PRIMARY SCHOOL**, Udampur. I undertake, to serve the school till the end of session i.e. up to the finalization of the result of the class taught or a period specified / fixed by the management.

I Solemnly state that all the above particulars / statement are true to the best of my knowledge and belief.

Date :

(Signature of Applicant)

FOR OFFICE USE ONLY

Application received on

.....

Remarks

.....

Office Incharge

Note :- Incomplete application will not be considered.

(Cost Rs. 100/-)