

ARMY PUBLIC SCHOOL JODHPUR
NEAR FOL DEPOT, AJMER ROAD, JODHPUR (RAJ) - 342 015

**REQUIREMENT OF STAFF FOR PRE PRIMARY WING ON
FIXED TERM/CONTRACTUAL/ADHOC/TEMPORARY BASIS
FOR SESSION 2024-25**

1. **Headmaster/Headmistress for Pre Primary Wings** (01 each for VayuRaksha Pre Primary Wing (VRAPPW) Shikargarh&Konark Army Pre Primary Wing (KAPPW)).
2. **Pre Primary Teachers** (11 for VRAPPW & 14 KAPPW).
3. **Activity Teachers for Pre Primary** (Art & Craft/Music/Sports) (02 each for VRAPPW & KAPPW).
4. **Special Educator for Pre Primary Wing** (01 each for VRAPPW & KAPPW).
5. **Supervisor Administration** (01 each for VRAPPW & KAPPW).
6. **Lower Division Clerk** (01 each for VRAPPW & KAPPW).
7. **Ayah** (09 for VRAPPW & 11 for KAPPW).
8. For eligibility criteria & specific instructions for candidates and application form, please refer details listed on school website www.apsjodhpur.com (check under 'Recruitment'). Any change/amendment in the instructions after publishing the advertisement will be uploaded on the school website.
9. Candidates are advised to clearly mention on the envelope that they are applying for VRAPPS/KAPPS or for both.
10. Application form is available in the school office on cash payment of **Rs 100/-** on all working days **wef 09 Feb 2024 to 28 Feb 2024** (0900 hrs to 1400 hrs). Self attested photocopies of all documents to be referred in the form, experience certificates will be attached with the application form. **Last date** to apply is **28 Feb 2024 (1430 hrs)**. No application will be accepted thereafter. Application form can be downloaded from the school website apsjodhpur.com and be submitted alongwith DD for Rs 100/- payable in favour of Principal, APS Jodhpur. Forms received after **28 Feb 2024(1430 hrs)** will not be accepted. Interview dates will be intimated through email/telephone to the shortlisted candidates. Incomplete applications will not be considered. The School Management reserves all rights of selection/rejection of applications. For any query, please contact -0291 - 2510559 or 9414005442.

**Principal
APS Jodhpur**

ARMY PUBLIC SCHOOL JODHPUR

CRITERIA/GENERAL INSTRUCTIONS FOR THE TEACHERS APPLYING TO APPEAR IN LOCAL SCREENING BOARD INTERVIEW – PRE PRIMARY STAFF MAR 2024

Age

1. **Age and Experience Criteria of Candidates.** As on 01 April of the year of appointment, the age and experience of the candidate should be as under: -
 - (a) **Headmaster/Headmistress (Pre Primary Wing).** Below 55 years on the date of appointment i.e. 01 Apr 2024.
 - (b) **Pre Primary Wing Teachers.** As on 01 Apr 2024, the age of the candidate should not be less than 25 years and more than 40 years if not holding any experience. Candidates with at least five years teaching experience in the last ten years in Pre-primary classes can be enrolled upto the age of 55 years.
 - (c) **Administrative Staff (LDC & Ayah).** Below 45 years. For ESM, below 55 years of age at the time of joining.

Qualitative Requirement (Educational/Others).

2. **Headmistress/Headmaster (Pre Primary Wing).**
 - (a) Graduate or above in any discipline.
 - (b) Mandatory – A Teaching Degree B Ed (Elementary Education or NTT (mandatory)).
 - (c) Experience as required under anyone of the following clauses:-
 - (i) At least three years' experience of administrative charge of a recognized Middle School or higher classes.
 - (ii) At least five years' experience as Head of School (Headmaster/Headmistress)/ Coordinator/Supervisor of Primary Wing of a recognized High School or an APPS.
3. **Pre Primary Teachers.** Must have at least qualified **Grade XII through any recognized Board CBSE/ICSE/NIOS etc** with minimum **50% marks**. Should have done **Nursery Teachers Training Course** or a **Two-year diploma in Elementary Education** from any institution recognized and approved by the State Education Department. Graduation in any field is desirable.
4. **Activity Teachers.** Must have at least qualified **Grade XII through any recognized Board CBSE/ICSE/NIOS etc** with minimum **50% marks**. Degree/Diploma in the applied post with 50% marks from any institution recognized and approved by the State Education Department. The selection will be subject to suitability based on experience and knowledge as assessed by the Selection Board. Good communication skills in English is mandatory. Graduation in any field is desirable.
5. **Special Educator.** Graduation with B Ed (Special Education) or B Ed General with one year Diploma in Special Education.
6. **Lower Division Clerk (LDC).** Graduate or ten years of service as a Clerk (for Ex-Servicemen). Computer literate. Knowledge of Computer MS Office (Speed 12000 key depression per hour). Basic knowledge of accounting. Good communication skills. Preference will be given to the candidates who have done work with the MES/have knowledge about the same.
7. **Supervisor Administration.** QR will be uploaded separately.
8. **Ayah.** At least 8th pass.

**PLEASE ATTACH PHOTOCOPY OF ALL ACADEMIC DOCU, EXPERIENCE CERTIFICATES & CTET & CSB SCORE CARD (IF HELD)
IT IS MANDATORY TO ATTACH ALL THREE YEARS MARK SHEETS OF GRADUATION**

APPLICATION FOR PRE PRIMARY WING HEADMISTRES/TEACHER : APS JODHPUR

Application form for the post of Pre Primary HM/Teacher Post Applied For _____ School where you would like to work:- Konark Pre Primary Wing/Vayu Raksha Pre Primary Wing (Please strike out which is not applicable (if both, please tick)			Please paste recent passport size colour photograph Do not staple		
1 <u>PERSONAL DATA.</u>					
(a)		Name in full (Block letters)			
(b)		Son/Daughter/wife of			
(c)		Date of Birth			
(d)		Nationality			
(e)		State			
(f)		(i) Present Address		(ii) Permanent Address	
		Pin Code No		Pin Code No	
(g)		Contact Details :-		(i) Landline No (with STD Code) _____ (ii) Mob No _____	
		(iii) WhatsApp No _____		(iv) Email ID (IN CAPITAL LETTERS) _____	
(h)		(i) Aadhar No		(ii) PAN Card No	
2. <u>PRESENT / PREVIOUS OCCUPATION:</u>					
(a)		Designation of Post			
(b)		Name and Address of Institution/Organization			
(c)		Designation of superior In charge			
(d)		Contact No of superior(for verification if need be)			
(e)		Period of notice you will have to give, if selected?			
(f)		What salary are you drawing?			
3 <u>FAMILY LIFE</u>					
(a)		Marital status		Single/Married/Widowed	
(b)		If married/widowed		Name & Occupation of Spouse	
				Mobile No of Spouse	
				No of children with age and sex	
		If unmarried		Father's/Mother's Name	
				Mobile No of Father/Mother	

4 **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

Graduation/Post Graduation through correspondence or regular _____

5. Have you cleared CSB: _____(Date) Part A % _____ Part B % _____ CTET/STET: Level 1 _____(Marks)
Percentile : _____(2022 candidates) Raw Score _____(2023) Level 2 _____(Marks)
6. Name of classes you would prefer to teach with subjects:-
(a) Classes _____(b) subjects: _____
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved _____
8. Merit Scholarship won? If so what? _____
9. Languages you can read write and speak fluently.
(a) _____(b) _____(c) _____
10. Any books/articles written? If so, give their titles/ Magazines in which published?

11. EXPERIENCE:

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience as PGT year (Exact dates to be indicated)		Name of School/ College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					
Experience as TGT year (Exact dates to be indicated)						
From	To					
Experience as PRT year (Exact dates to be indicated)						
From	To					
Experience as Pre-Primary HM/Teacher						
From	To					

Note : SELF ATTESTED COPY OF EXPERIENCE CERTIFICATE TO BE ATTACHED WITH THE APPLICATION FAILING WHICH IT WILL NOT BE COUNTED

Include any other post held which are relevant to the field of Education

12. APTITUDE:

- (a) Subject(s) which you enjoy teaching most? _____
- (b) Other area (Cultural activities): _____

13. (a) Can you take indoor/outdoor games with boys and girls?
 Indoor Boys : _____ Outdoor Boys: _____
 Girls : _____ Girls: _____
 Which major games do you play? _____

14. HEALTH:

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (c) Are you differently abled? Give details

15. CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS

What co-curricular activities can you teach? _____

16. COMPUTER KNOWLEDGE(Separate sheet can be att.)

- (a) Have you done any degree/diploma in computer give details:
- (b) Any experience on working on computer Details.
- (c) Do you own a personal Laptop, if yes give details:
- (d) Your knowledge of computer hardware :

17. OTHER ACTIVITIES

- (a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:
- (i) _____
- (ii) _____

18. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

- | | |
|-----------------|----------------|
| (a) Name: _____ | (b) Name _____ |
| Address _____ | Address: _____ |
| _____ | _____ |
| Mob No _____ | Mob No _____ |

19. I have / have not been selected at the CSB Interviews held at _____ on _____ and I have been /have not been selected for appointment at _____.

Agreement:

20. If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools
- (b) I undertake to serve the school till the end of the final term, ie upto the finalization of the results of the class taught or a period specified/ fixed by the management.
- (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
- (d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date

 (Signature of applicant)