



**ARMY PUBLIC SCHOOL**  
**DHAR ROAD, UDHAMPUR (J&K)-182101**  
**REQUIRES TEACHING, NON – TEACHING STAFF AND ADM STAFF**



Website: [www.apsdharroad@gmail.com](http://www.apsdharroad@gmail.com), Mobile No 9622011071  
Email-[apsdharroad@gmail.com](mailto:apsdharroad@gmail.com)

1. Army Public School Dhar Road is holding Local Selection Board (LSB) for the selection of following Adhoc Staff. Eligible candidates may fill and submit their applications for the posts details given below:-

TGTs *	English, Hindi, Maths, Science, Social Studies and Sanskrit
PET*	Graduate in Physical Education or B.P.Ed or D.P.Ed awarded by a recognized university / institution after training of minimum one academic session provided that the admission qualification for the Diploma is at least a university degree or Bachelor of Sports, Humanities and Physical Education of Haryana Agricultural University, Hissar.
PRTs (General) *	For Classes I-V
Counsellor	B.A with psychology OR Graduate with a Certificate OR Diploma in Counseling with minimum experience of three years as counselor.
Head Clerk	(i) Preferably an Ex-Serviceman JCO Clerk (SD) category upto the age of 55 years. (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).
UDC	(i) B.Com or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally tec) (ii) Computer Savy (12000 key depression per hour). Knowledge of relevant software applications used by schools. (iii) 5 years experience as a clerk or an accounts clerk in a reputed organization, preferably a school. (vi) Preferably an Ex-Serviceman.
Receptionist	(i) Graduate and Computer literate. (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iii) Excellent communications skills.

2. **Age as on 01 Apr 2022.** Fresh candidates having no experience should be below the age of **40 years** and experienced candidates (min **05** years of teaching experience in the last **10** years) should be below the age of **57** years (including ex-service personnel).
3. \* **Education Qualifications.** As per CBSE Affiliation Bye Laws for all posts. For more details please visit school website [www.apsdharroad.com](http://www.apsdharroad.com).
4. **Application Forms.** Desirous candidates to apply on Application forms as per instructions, given on school's website along with self-attested copies of certificates and processing fee of **Rs 100/-** to the Principal, APS Dhar Road on or before **20 Jun 2022**. Bank draft should be in favour of **Principal APS Dhar Road, payable at Udhampur**. Incomplete applications/Delay in Post and not as per format will not be considered.
5. Interviews for the candidates will be conducted at Army Public School Dhar Road on **30 Jun 2022 onwards**. Shortlisted candidates will be called for interview telephonically. **Phone & E-mail ID should be functional**, message sent, if not received due to any reason; school will not hold any responsibility. The school will not be responsible for any kind of delay.
6. Army widows and wives of Army Personnel boarded out with 100% disability may be considered without CSB & B.Ed with conditions as per AWES guidelines.

Sd/-  
(Dr Jyoti Bedyal)  
Principal