



**ARMY PUBLIC SCHOOL DHAR ROAD**  
**PO-SATTANI, UDHAMPUR (J&K)-182101**  
Ph No-9622011071, 01992-294867,  
E-mail ID: apsdharroad@gmail.com  
Website-www.apsdharroad.com



**REQUIRES TEACHING, NON-TEACHING & ADM STAFF**

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. The candidate should have passed Online Screening Exam conducted by AWES and should be in possession of a valid Score Card. Good communication skill in English is mandatory.
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.
Receptionsit	(i) Graduate and Computer literate. (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iii) Excellent communications skills.

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

2. **Age as on 01 Apr 2022 (Teaching Staff).**

- (a) Fresh Candidates (No Experience) – Below 40 Years.  
(b) Experienced Candidates (incl ESM) - Below 57 Years.  
(More than 5 years experience in last 10 yrs in appropriate category)

3. **Qualifications (Teaching Staff).**

**As per CBSE Bye Laws.** Minimum Academic Qualification scores have been fixed at 50%. Subjects in which B.Ed is not conducted, the qualifications laid down by CBSE Affiliation Bye Laws 2018 Chapter V read in conjunction with Appendix VII and prevalent NCTS rules shall be applied.

- (a) **TGTs. Graduation (with the subject in which employment is sought),** B.Ed and equivalent with minimum 50% marks in each. In case a candidate has not scored 50% marks in graduation but has obtained 50% or more marks in Post -graduate in the subject, the candidate shall be valid).

(b) **PRTs. Graduates** with 2 yrs **Diploma in Elementary Education (D.E.Ed)/B.Ed with minimum 50% marks in each.** 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 with the period of probation (two years).

(c) **Physical Education Teacher.** 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.

(d) **Counsellor.** B.A with psychology OR Graduate with a Certificate OR Diploma in Counseling with minimum experience of three years as counselor.

(e) **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).

(f) **UDC**

(i) B.Com or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally tech).

(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.

(g) **Receptionist**

(i) Graduate and Computer Literate.

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

(iii) Excellent Communications Skills.

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 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. **Application Forms.** Desirous candidates to apply on Application forms as per instructions, given on school's website along with 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 **APS Dhar Road, payable at Udhampur**. Incomplete applications and not as per format will not be considered.
6. 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.
7. Candidates to note that only one application for one post will be accepted. One application from for two or more posts will not be accepted.
8. Shortlisted candidates will be called for interview telephonically / by e-mail.
9. **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 a PRT without B.Ed/D.E.Ed qualification and CSB Score Card. Min 50 percent 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  
**(Dr Jyoti Bedyal)**  
Principal  
APS Dhar Road

Dated : \_\_ Jun 2022