



ARMY PUBLIC SCHOOL AKHNOOR
(J & K)-181201
SCHOOL CODE-23515 &
CBSE AFFILIATION NO -780012

**REQUIREMENT ADHOC TEACHING & NON TEACHING
FOR SESSION 2024-25**

Ser No	Anticipated Vacancies	Category	Eligibility
1	PGT English	Adhoc	1. Two years Integrated Post Graduate MA/M.Sc. Course of Regional College of Education of NCERT in concerned subject with at least 50% aggregate marks. OR Post Graduation with minimum 55% marks or equivalent grade and three year integrated B.Ed/M.Ed. OR Master Degree from a recognized University with at least 50% marks in aggregate in subject. 2. B.Ed or equivalent degree from a recognized university. 3. Desirable Knowledge of Computer Application.
2	TGT Hindi	Adhoc	Graduation with B.Ed and equivalent with minimum 50% marks in each. In case a candidate has not scored 50% marks in graduation but has qualified as a post graduation with the same main subject and scored 50% or more in PG in the subject, the candidate shall be valid.
3	Special Educator	Adhoc	Graduation with B.Ed (Special Education or B.Ed. General with one year Diploma in Special Education.
4	PRT Computer	Adhoc	B.Tech in Computer Science, B.Sc in Computer Science / B.Sc with one year post Graduate Diploma in Computer Science / BCA from University or recognized Institution with B.Ed.
5	IT Supervisor	Adhoc	Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following : - (a) Networking & LAN Administration. (b) Operating Systems (c) RDBMS with programming. Proficiency in one language.
6	Account Clerk	Adhoc	(a) B.Com or 15 years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Talley etc). (b) Computer Savvy (12000 key depression per hour). Knowledge of relevant software application used by Schools. (c) 5 years experience as a Clerk or an accounts clerk in a reputed organization; preferably a school.
7	Receptionist	Adhoc	a) Graduate or ten years as a clerk (for Ex Servicemen). Computer Literate (b) Knowledge of Computer MS Office (12000 key depression per hour). Knowledge of relevant software applications used by Schools. (c) Basic knowledge of accounting. (d) Good communication skills.
8	Driver	Adhoc	Preferably matriculate and Holding valid Heavy Vehicle driving license (PSB) from competent authority.
9	ATL/AI Lab Instructor	Casual / Part Time	Preferably B.Tech in Electronics Communication or Computer Science.
10	Archery Coach / Football Coach / Martial Arts Instructor / Yoga Instructor	Casual / Part Time	(a) Min Qualification 10+2 (b) Diploma from NIS (c) 06 months coaching certificate from recognized sports institute. (d) Played at National level with PE as a main subject in Graduation. (e) Coaching certificate from federation.

Note :-

- Salary as per AWES norms.
- The selection process will be followed by evaluation of teaching skills including interview as per post requirement.
- No TA/DA is admissible for interview.
- For Driver medical certificate is mandatory.

11. **Education Qualifications.** As per CBSE AFFILIATION BYE LAWS, CTET/TET will be preferred for Adhoc candidates. For QR please visit school website www.armypublicschoolakhnoor.com.

12. **Age as on 01 Apr 2024** :-

- | | | | |
|-----|--|---|----------------|
| (a) | Fresh candidates (No Experience)
(Less than 5 yrs experience) | - | Below 40 years |
| (b) | Experienced candidates (incl ESM)
(More than 5 yrs experience in last 10 yrs in appropriate category) | - | Below 57 years |

13. **Application Forms.** Desirous candidates to apply on application forms given on school's website along with attested copies of certificates and processing fee of Rs 100/- to the Principal APS Akhnoor on or before **07 May 2024**. Bank Draft should be in favour of **APS Akhnoor**, payable at Akhnoor. Incomplete applications and not as per format given on School's website will not be considered. Application forms may also be collected from APS Akhnoor on cash payment of Rs 100/-.

14. **Shortlisted Candidates** will be called for interview telephonically / by e-mail.

15. 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.

(Geeta Devi)
Principal