

GUIDELINES FOR SELECTION OF TEACHERS IN ARMY PUBLIC SCHOOLS

Rules and Regulations for Army Public Schools, Volume 1, 2019 Edition.

GENERAL

1. Army Public Schools (APS) were established with the aim of providing quality education at affordable cost to wards of serving and retired Army personnel.
2. The quality of education in any school is a reflection of the quality of teaching staff. To ensure that good quality teachers are selected for Army Public Schools, an elaborate system of screening has been established over the years.
3. To ensure a basic knowledge threshold among the candidates, a centralized online screening exam is conducted which is followed by panel interviews and teaching skill evaluation before a teacher is employed in the schools. The last policy on the subject was issued in Feb 2018. Some employment policies have since been revisited. Attention is drawn to Minutes of the Board of Governors meeting held on 13 Oct 2018 and the Rules and Regulations for Army Public Schools Vol -I 2019. Accordingly, there was a need to amend the procedures on hiring of Teachers. The same are spelt out through this Circular.

AIM

4. To lay down clear guidelines for selection of teachers for APSs across the country.

BROAD METHODOLOGY

5. The selection procedure will follow three stages as follows :-

- (a) **Stage I. Online Screening Exam conducted by AWES.**
- (b) **Stage II. Interview.**
- (c) **Stage III. Evaluation of Teaching Skills.**

Stage 1 : Online Screening Test

6. This exam is conducted on-line by HQ AWES every year on behalf of the schools. The screening exam is to assist schools to shortlist suitable teachers for selection. Selection and employment will be by the Board of Administration (BOA) and the School Administration and Management Committee (SAMC).

7. **Declaration of Results.** Post the on-line exam results are placed on AWES website/ Registration Portal. AWES shall fwd a copy of results to HQ Comd AWES Cell for their records please. For any doubt clarification can be sought from AWES.

8. **Issue of Score Cards.** Score cards of qualified candidates will be made available on the Registration Portal by the service provider as soon as the results are announced. Candidates who qualify will download and same from the portal. When the Registration Portal is closed the same will be available through AWES HQ.

Note: Candidates who have appeared in the exam for the posts of PGT/TGT but have qualified in Part A only, will be given score cards for PRT and may apply for teaching job accordingly.

9. The CSB Score cards held from previous Screening tests are valid for three years from date of issue. Their validity automatically gets extended for life provided **all of the following conditions are fulfilled:**

- (a) The candidate should have served in any CBSE Recognized School within **three years** of passing the online CSB Exam.
- (b) Should have served at the level (PGT/TGT/PRT) for which the score card made him/her eligible for employment in an APS.
- (c) The employment so taken up {Para 9 (b)} should be unbroken service of **at least nine continuous months of an academic session.**

10. Those in possession of Valid Score Cards of previous years shall be eligible for interviews even if they did not have 50% marks in Graduation/PG as well as B.Ed.

Stage II : Interview

11. Interviews will be held under the aegis of Board of Administration at HQ Comds/ School Administration and Management Committees. The details are given in the succeeding Paras.
12. **Forecast of Vacancies.** Schools will work out the details of vacancies of teaching staff likely to arise in the ensuing academic year, subject wise. These details will be forwarded to AWES cell at Regional Commands and HQ AWES by 01 Nov every year and also placed on the respective School web sites. The format for forwarding vacancy details is at **Appendix A.**
13. **Advertisement.** HQ Comds (AWES Cells) will organize publication of advertisements by schools for cluster wise interviews after declaration of results of screening exam. Grouping of schools into clusters for the purpose of interview is given at **Appendix B.** The details will also be placed on the websites of respective schools. In case the HQ Comds desire any changes in the clusters they may do so under intimation to HQ AWES.
14. **Registration of Candidates.** Candidates who qualified in the screening exam 2019 and other valid score card holders from exam held in previous instances may apply for interview. The registration procedure will be as follows:-
- (a) They will download application form from AWES website /websites of schools. Format of application form is placed at **Appendix C.**
 - (b) Only one application form will be filled up for one cluster. The application form along with a DD for Rs. 100/- will be sent to the school in which the candidate is seeking appointment, as per the date notified by the convening authority. The schools will submit the applications sorted out category wise, subject wise (for PGTs/TGTs/PRTs) to the school conducting interviews for the cluster along with the interview fees.
 - (c) The conducting schools will compile lists of candidates category wise, subject wise, scrutinize the documents and work out the interview schedule. Applications for Contractual posts and Adhoc posts will be retained by the schools and considered in the LSB interviews.
 - (d) Call letters will be sent to the candidates by post as well as e-mail by the organizing school. Sample call letter is placed at **Appendix D.**
15. **Conduct of Interview.** Procedures for conduct of interviews shall be as follows:-

(a) **Combined Selection Board (CSB)**. This will be constituted for selection of **PGTs, TGTs and PRTs for all vacancies of 'Regular' appointments**. These boards shall be held in Dec-Feb and teachers recruited by them shall be appointed from the beginning of the next academic session. Teachers selected by these boards shall be required to undergo probation for a maximum period of two years. Teachers who were holding contractual appointments in the same school and in the same category (TGT/PRT) may be allowed waiver of probation at the discretion of the board. Any further extension of probation beyond stipulated above on extreme and justifiable grounds would need approval from BoA at respective Comd HQ.

(b) **Local Selection Board (LSB)**. These boards shall be held **once in Jan-Mar each year and again in May/June**. It may also be constituted on as required basis any time of the year. The board constituted in **Jan - Mar shall be responsible for selection of teachers for term contract (a term not exceeding three academic sessions)** and the one in Jun and/or any time of the year for selection of teachers for **Adhoc appointment (for a tenure not exceeding beyond the last day of the current academic session)**. If rare and justifiable grounds exist, the LSB held in the remaining year may also appt contractual teachers but such contracts should culminate with the end of the third academic session.

Note:

1. It will be ensured that no member of the board is related to any of the candidates. A certificate to the effect will be attached to the Board Proceedings.
2. In case the CSB is being held for a standalone school a Principal of another school should be a member of the Board.
3. Suitable advertisements shall be placed in Newspapers / school website giving out the list of vacancies as per category (PGT/TGT/PRT) and subjects.

16. Combined Selection Board (CSB)

(a) **Convening Auth.** HQ Comds (AWES) will convene CSB for each cluster/school in the period Dec-Feb each year.

(b) **Composition:** Composition of CSB will be as follows:-

- (i) Presiding Officer – Brig (Preferably a Chairman of one of the schools)
- (ii) Members
 - Principals of schools where vacancies exist.
 - Two educationists
 - One subject expert
 - One Psychologist (may be school counselor)
 - Dir/Addl Dir (AWES) of Comd/Corps/Area HQ if available in stn where the bd shall assemble.

17. **Local Selection Board (LSB).**

(a) **Convening Auth:** Patron of the School shall convene the Board each year for the Bd to be held in Jan-March and in May/Jun for board to be held in Jun. He may also convene the board at any time during the academic session if the need arises.

(b) **Composition:** The composition of the Board will be as under:-

- (i) Presiding Officer - Brig/Col (Selection Grade)
- (ii) Members
 - Principal
 - Two Educationists (Not more than one teacher from the same school)
 - Subject Expert for PGT&TGT)
 - Junior Wing Coordinator/Headmaster/ Headmistress
 - One Psychologist (may be school counselor)
 - One member of SAMC

18. **Eligibility.** All those who have qualified on the screening exam are eligible to appear for the interviews. Candidates seeking appointment for teaching subjects for which Online Screening test was not conducted are also eligible if vacancies of these subjects have been announced. Candidates not qualified in the screening exam will not be considered for regular or Fixed term employment. Such candidates may however be considered for adhoc vacancies if they arise at any time during the academic session.

19. **Qualifications:** The AWES recommends higher educational qualifications than the minimum stipulated by CBSE/ State Edn Bds. Accordingly, 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 NCTE rules shall be applied.

(a) **PGTs.** Must be a **post graduate with the subject in which appointment is sought and** qualified in **B Ed** with minimum **50% marks in each.**

(b) **IGTs.** **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 graduate with the same main subject and scored 50% or more marks in PG, the candidature shall be valid.

(c) **PRTs.** **Graduates with 2 yrs Diploma in Elementary Education (D.E.Ed) / B. Ed** with minimum **50% marks in each.** Should have qualified in Part A of the Screening Exam. The candidate who is qualified in 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 within 2 years of such appointment as PRT.

(d) **Computer Teachers.** For Computer teachers teaching upto Secondary level TGT IP has been introduced as a subject in the Online Screening Test. Qualifications are BCA or Graduation in Computer Science or BE/B.Tech (Computer Science/IT) or Graduation in any subject and A level course from DOEACC, Min of Info & Comn & Technology, GOI.

(e) **For Physical Edn.** Teachers for Physical and health education can now be enrolled as TGTs. Online Screening test has been introduced for this category in 2019.

(f) No specific academic qualification is laid down for activity teachers. Their selection will be subject to suitability based on experience and knowledge as assessed by the Board. Good communication skills in English is mandatory.

(g) Qualifying CTET/TET is mandatory for PRTs and TGTs. Since CTET was not conducted for some time from 2016-18, this would not be considered mandatory for initial engagement. However, those recruited would be required to pass the same within their probation term. They shall be given two yrs /chances to clear the CTET. The condition shall be endorsed in the other letter and also Appt letter.

Note: For teachers being appointed on Adhoc appointments possession of a Score Card of AWES, CTET/TET would not be a mandatory requirement but a preferred requirement.

20. **Age.** As on 01 Apr, the age of the candidate should be:-

- | | | |
|-----|--|------------------------------|
| (a) | Fresh candidates
(less than 5 yrs Experience) | - Below 40 years. |
| (b) | Experienced candidates | - Below 57 years (incl ESM). |

Note:

1. For Ser 20 (b), To avail of age relaxation between 40 and 57 years, 5 years experience should be in the appropriate category in the last 10 years. For eg. for PGT category the candidate should have worked as PGT/TGT for 5 years in the last 10 years.

2. Experience gained as PRT shall not be counted for appointment as PGT since the level of exposure to teaching the subjects at senior levels has not been gained by the candidate.

3. Experience gained as PRT shall however be accepted for the post of TGT.

Stage III: Evaluation of Teaching Skills

21. This will be conducted along with the interview. Candidates will not be called separately for this stage of the selection process unless the number of candidates are large and cannot be managed on the same day. There will be two parts in this:-

(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 both PGT and TGT. A written test will be conducted to assess the written expression of the candidate. Two questions (essay writing and comprehension) of 15 marks each will be set by the Board.

Notes :-

1. The Interview board shall peruse the Education documents and Experience Certificates and ascertain their authenticity.
2. The Interview Board may conduct a computer proficiency test at their discretion. Respective HQ Comd (AWES) may devise the test and scoring system for this purpose.
3. Maximum marks for this stage will be 100. The scores obtained by language teachers will be normalized to 100 at the time of compilation of results.

Common Provisions.

22. **Pass Percentage.** Minimum 50% marks in each of the stages described above for selection.

23. **Minimum No of Candidates to be Interviewed.** The minimum number of candidates to be interviewed per vacancy should not be less than five. If number of candidates available is less than this, the bd shall record that all possible means to advertise the vacancy were made and no eligible applicant was denied an opportunity to be interviewed on grounds of short-listing.

24. **Board Proceedings cum Merit List.** The School nominated as the centre for holding of interviews shall prepare the basic documents for the conduct of interviews. The suggested format is given at **Appendix E**. The members of the board shall assign marks on independent sheets and a consolidated merit list shall be prepared separately for each subject. Depending upon the marks obtained in each stage (stage I, II & III explained above) a category wise, subject wise merit list will be drawn up. Comd HQ May modify the format as per their requirement if required. Merit Lists will be processed as under :-

<u>Ser No</u>	<u>Procedure</u>	<u>Level of Initiation</u>	<u>Approving Authority</u>	<u>Data to reach Approving Auth</u>	<u>Remarks</u>
(a)	CSB	Cluster (by Presiding Officer)	Chairman BOA	Within 15 days of date of interview	The Board will assign teachers to individual schools
(b)	LSB	School	Patron	-do-	

Note:

1. The bd shall also recommend the Salary and increments if any to be paid to the prospective candidate. This shall be included as part of the bd proceedings.

2. Board Proceedings of CSB and LSB held in Dec-Feb and Jan-Mar respectively are required to be approved as early as possible so that appointments can be made before start of next academic session.

25. **Declassification of Results.** Results of Interview will be placed on the School notice board and website on approval by authorities as mentioned at Para 25 above as per following format.

Ser No	Name of Candidate	Son/Daughter/Wife of	Post PGT/TGT/PRT	Subject	Remarks to include Appointed/ Reserve

26. **Appointments.** Appointments will be made based on merit list. Sufficient No of reserves from amongst candidates who are found suitable will be maintained. It is not mandatory to keep all candidates in the reserve list. Appointment Letters will be issued by Chairman of schools as given at Appendix K to N of Rules & Regulations for Army Public Schools, Volume I, 2019 Edition.

27. **Validity.** The Board Proceedings of CSB and LSB once approved will be valid for the entire academic session or convening of the next CSB and LSB respectively.

28. **Retention of Documents.** Documents pertaining to applications, and bd proceedings shall be preserved for 10 years. Original Documents of the candidates shall not be retained by the School/interviewing Boards. A copy of approved Bd Proceedings shall be sent to AWES for purpose of records.

29. **Concession for Army and Wives of Army pers Boarded out with 100% Disability.** 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 prior to retirement.

(d) They would be required to undergo interview and teaching skills tests as per rules.

(e) They would be awarded a bonus of 20 marks in addition to the marks obtained in interview and reflected accordingly in the board proceedings.

(f) They shall be encouraged to gain the required qualifications as laid down by CBSE/NCTE within three years failing which this appointment shall be terminated. This aspect shall be informed in writing to the beneficiary at the time of such employment.

30. The above directions shall apply to all selection boards to be convened and conducted from the date of signing this letter. Previous instructions and guidelines issued on the procedure of selection of teachers stand superseded.

31. For early dissemination to all concerned please.

Sd/ x x x
(Deepak Gupta)
Col (Retd)
Dir Schools
For MD AWES