



ARMY PUBLIC SCHOOL MHOW (MP)
PRIVATE UNAIDED SCHOOL
(CBSE AFFILIATION NO 1080003)
TELE NO 07324-272747/ Mob: 9340670850

1. Army Public School, Mhow requires efficient dedicated & experienced staff as per the following categories on Adhoc Basis:-

- (a) **PGT** (Physics, Psychology, Political Sc and English)
- (b) **TGT** (Social Studies, Maths, English, Hindi, Sanskrit, Science, Counselor)
- (c) **PRTs and Asst Teachers**
- (d) **Part Time coaches** (Badminton, Football, Instrumental, Folk Dance)
- (e) **Non-Teaching Staff-** Head Clerk, UDC, Adm Supervisor, LDC, Paramedics (Nursing Asst), Multitasking Staff (Driver)

2. Qualifications

- (a) **PGT** – Must be a post-graduate with the subject in which employment is sought, with B.Ed. with minimum 50% marks in each.
- (b) **TGT** – Graduate with the subject in which employment is sought, B.Ed. and equivalent with minimum 50% marks in each.
- (c) **PRT** -Graduate with 2 years Diploma in elementary education (D.E.Ed)/ B.Ed. with minimum 50% marks in each.
- (d) **Counselor (TGT Grade)** - Graduate with Psychology with a Certificate or Diploma in Counselling with minimum experience of three years as Wellness Teacher/ Counsellor.
- (e) **Asst Teachers** – Graduate, preferably B.Ed from a recognized University with minimum 50% marks in each.
- (f) **Coaches (Football, Badminton)** – Preferably played upto state or National Level.
- (g) **Instrumental**– Proficiency in instrumental music. (h) **Dance** – Proficiency in Folk Dance etc.
- (i) **UDC** - B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.), Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools, 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
- (j) **Head Clerk** - Preferably an Ex-Serviceman of clerk category upto the age of 55 years. 5-10 years' experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer Savvy – MS Office etc. Should not have any disciplinary case against him in the entire service. Educational Qualification – Minimum Graduate in case of civilian.
- (k) **Adm Supervisor** - Retired JCO (Army) with requisite experience in Q and MES matters.
- (l) **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.
- (m) **Paramedics** - 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
- (n) **Multitasking staff (Driver)** – Preferably matriculates with heavy Vehicle license issued by RTO and at least 5 years' experience in driving.

3. **Age Limit as on 01 Apr 2019:** (a) For fresh Candidate below 40 years (b) For experienced candidates below 57 years. To avail of age relaxation between 40 and 57 years, 5 years' experience should be in the appropriate category in the last 10 years.

4. **Pay & Allowances**–As per AWES Rules and Regulations. For part time coaches-salary is negotiable (Half day working).

5. Eligible candidates can download application forms from the school website (**www.apsmhow.org**) or collect from the **school office**. **Last date of submission of application form is 30 May 2019** alongwith the **DD of Rs 100/-** in favor of Army Public School, Mhow (**no cash payment allowed**). **Tentative dates for interview are 12 & 13 June 2019.**

6. No TA/DA will be given for appearing in the interview.

Sd/-
Principal