

ARMY PUBLIC SCHOOL, BIRPUR, DEHRADUN

(Co-education, English Medium Senior Secondary School)

(Affiliated to CBSE, New Delhi, Affiliation No 3580012) www.apsbirpur.edu.in

1. Applications are invited for the following posts

Ser No	POST	QUALIFICATION	SALARY	REMARKS
(a)	PGT- Adhoc (i) Physics (ii) Maths (iii) Chemistry (iv) English (v) Psychology (vi) Geography (vii) Hindustani Music Vocal.	As mentioned in Appendix, which is available on APS Birpur school website (www.apsbirpur.edu.in)		
(b)	TGT-Adhoc/Term Based (i) English (ii) Maths (iii) Hindi/Sanskrit (iv) Science (v) Social Science (vi) Skill Subject (Coding/AI) (vii) Combo of Social Sci & English	As mentioned in Appendix, which is available on APS Birpur school website (www.apsbirpur.edu.in)		
(c)	PRT-Adhoc/Term Based (i) All Subject (ii) Art & Craft (iii) PET	As mentioned in Appendix which is available on APS Birpur school website (www.apsbirpur.edu.in)		
(d)	Non Teaching Staff Adhoc/Term Based (i) Librarian (ii) Computer Lab Tech (iii) Science Lab Assistant (Physics)	<p>B Lib. Science or Graduate with Diploma in Library Science from a recognized institute and computer literate with minimum three years' experience.</p> <p>Min 10+2 with one year Diploma in Computer science and knowledge of Hardware, peripheral and Networking.</p> <p>10+2 with science and computer literate.</p>	As per AWES/School norms.	Interview will be held at APS Birpur during the last week of Feb 2024
(e)	Admin Staff Adhoc/Term Based (i) Head Clk (ii) Accounts Clk (iii) LDC (iv) Receptionist	<p>(i) Preferably an ESM of Clk Cat upto the age of 55 Yrs. (ii) 5-10 yrs experience in Office Management, account handling as Head Clk with high proficiency in staff duties and drafting experience. (iii) Computer Savvy-MS Office etc</p> <p>(i) B Com or fifteen years of service as a clerk (for ex-servicemen). Computer literate (MS Office, Tally etc) (ii) Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by schools. (iii) 5 year's experience as a clerk or an accounts clerk in a reputed organization, preferably a school.</p> <p>(i) Graduate or ten years of service as a clerk (for Ex-Serviceman), Computer Literate. (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iii) Basic knowledge of accounting.</p> <p>(i) Graduate or ten years of service as a clerk (for Ex-servicemen), Computer literate. (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour) (iii) Basic knowledge of accounting. (iv) Good communication skills.</p>		
(f)	Support Staff Adhoc (i) Driver (ii) Peon /MTS (incl outsource) (iii) Gardner/ Housekeeping Staff (incl outsource) (iv) Peon, MTS Gardner, Housekeeping Staff & Guard though outsource	<p>(i) Preferably matriculate. (ii) Should have previous experience in any school. (iii) Should have commercial Heavy Vehicle license with minimum 5 yrs experience. (iv) Preference will be given to ex-servicemen.</p> <p>(i) Preferably Matriculate. (ii) Should have previous working experience in any school. (iii) Preference will be given to ex-servicemen.</p> <p>(i) Preferably matriculate. (ii) Should have previous working experience in any school/education institute.</p> <p>As applicable through registered Agency</p>		

Note :-

- Candidates desirous to work in APS Birpur should apply in prescribed application form available in school office/AWES site www.awesindia.com
- Applications duly completed with attested photocopies of all testimonials and certificates along with two recent passport size photographs and contact number must reach the Principal Army Public School Birpur, Garhi Cantt (Dehradun) **BY HAND / By Post latest by 18 Feb 2024. Applications received through email/after due dt by post will not be accepted.**
- Age as on 01 Apr 2024 (For Teachers only)**
(a) Fresh Candidates - Below 40 yrs
(b) Experienced Candidates - Below 57 yrs (Should have minimum 5 yrs teaching experience in the last 10 yrs)
- Incomplete application will be rejected.
- Only short listed candidates will be intimated for the date, time and place of interview through post/school website www.apsbirpur.edu.in Please give correct details of your e-mail ID and postal address
- A DD/Postal Order for Rs 100/- in favour of APS Birpur payable at Dehradun is also required alongwith application if forwarded though post.
- The School management reserves all rights of selection/rejection of applications based on QR/Experience/Merit.
- Quotation for employment of Gp D through outsource (f (ii) to (iv), are invited from registered agency.

MANAGEMENT APS, BIRPUR