

ARMY PUBLIC SCHOOL PANAGARH
Gate No -1 Panagarh Military Station, PO-Panagarh, Dist-Purba Bardhaman
West Bengal, PIN-713420, Contact No 0343-2513216, website-www.apspanagarh.com

SELECTION OF TEACHING / NON TEACHING STAFF (ADHOC) FOR SESSION 2024-25

1. Applications are invited for tentative vacancies for the academic session 2024-25 on Adhoc basis in Army Public School Panagarh.

2. Anticipated / Tentative vacancies are as under:-

Post	Subject (s)
PGT	Psychology, Physical Education, Political Science
TGT	Sanskrit, Hindi, Special Educator, Computer Science

Non-Teaching Staff	Head Clerk, Lower Division Clerk, Librarian, Supervisor Administration, Receptionist, Science Lab Attendant, Computer Laboratory Technician, Gardener, Housekeeping Staff
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3. **Qualification Requirement (QR)**

(a) **FOR TEACHING STAFF**

(i) **PGTs** - Must be a Post Graduate with minimum aggregate 50% marks with the subject in which appointment is sought and qualified in B.Ed with minimum 50% marks.

(ii) **TGTs** - Graduation & B Ed in respective subject within 50% marks in each. In case a candidate has not score 50% marks in graduation but has qualified as a postgraduate with the same main subject and scored 50% or more marks in PG, the candidature shall be valid.

(iii) **TGT Computer Science** - 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 & Communication & Technology, GOI. B.Ed qualification from the recognized university is must.

(b) **FOR NON TEACHING STAFF**

(i) **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. Educational Qualification- Minimum Graduate in case of civilian. Should not have any disciplinary case against him in the entire service.

(ii) **Lower Division Clerk-** Graduate or Ten years of service as a Clerk. Computer literate. Knowledge of Computer MS office (Speed 12000 key depression per hour). Basic Knowledge of Accounting.

(iii) **Librarian** – B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.

(iv) **Supervisor Administration** - Mandatory- (i) Should preferably be retired JCO/ Honorary rank having administration experience. (ii) Should be of age less 55 years at the time of joining. (iii) Should have basic knowledge of handling of master ledger of stores and stores, equipment maintenance and man management. Preferred – (i) should be security course qualified (ii) Adequate working knowledge in computer (iii) Should be SHAPE-I or SHAPE-II (less 'S' factor).

(v) **Receptionist** - Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. Knowledge of computer MS office. Basic knowledge of accounting with good communication skills.

(vi) **Science Lab Attendant (Physics, Chemistry, Biology)** - 10+2 with science and computer literate.

(vii) **Computer Laboratory Technician** - Min 10+2 with one Year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

(viii) **Gardener** - Preferably matriculate or 10 years service for Ex-Servicemen.

(ix) **Housekeeping Staff** - Preferably matriculate or 10 years service for Ex-Servicemen

4. **Age as on 01 Apr 2024.** Fresh candidates should be less than 40 yrs. Experienced candidate should be below 57 years (should have minimum 05 years teaching experience in the last 10 years).

5. Candidates may apply on prescribed application form available on AWES website www.awes.com and also available on school website www.apspanagarh.com Candidates may download the application form through the above website and submit duly completed along with photocopy of all testimonials (academic & Experience), two recent coloured passport size photograph and demand draft of Rs 100/- (Rupees one hundred only) (Non refundable) in favour of **Army Public School Panagarh Payable at Panagarh.**

6. Information for interview will be intimated via email / telephone call just prior to interview. The school management reserves all rights of selection / rejection based on QR / experience / merit.

7. Last date of submission of application is **26 Apr 2024.**

8. Selected candidates need to join the school on **02 May 2024.**