



ARMY PUBLIC SCHOOL, PUNE
SOUTHERN COMMAND PUNE 411001
PRIVATE UNAIDED SCHOOL

(Affiliated to CBSE)

Tele: 020 -29990101 web site www.apspune.com

VACANCIES FOR HEADMASTER/HEADMISTRESS, TEACHING & ADM STAFF

Sr. No.	Post & Subject	<u>Qualification Required</u>
1.	PGTs : Political Science, Hindi,	Post Graduate in the subject and BEd with min 50% marks in each
2.	TGTs : English, Hindi, Maths Social Science, Science, Sanskrit	Graduate in the subject and BEd with min 50% marks in each
3	PRT (All subject)	Graduate with 2 yrs Dip in Elementary Edn (D.E.Ed)/BEd with min 50% marks in each
4.	Pre- Primary Teachers (All subjects)	Passed Class XII through any recognised Board with minimum 50% marks and have done Nursery Teachers Training Course or Two year Diploma in Elementary Education from an institution recognised and approved by the State Education Department. Graduation in any field is desirable.
5.	Headmaster/Headmistress (Pre Primary)	(a) The appointment of Head Master/Head Mistress is on regular basis. (b) Graduation in any specialization with min 50% marks in each and overall aggregate. (c) B.Ed/M.Ed and B.El.Ed with diploma in elementary education. (d) Min 08 yrs of teaching experience with at least of 05 yrs as PRT in a CBSE recognized school. (e) Age-Max 55 yrs and 57 yrs for ESM/teachers from the same school. (f) Teachers from the Army Public School who fulfil the min QR as laid down above would be preferred.
6.	Counsellor	BA with Psychology or Graduate with a certificate Diploma in counselling with minimum experience of three years as Counsellor.
7.	Special Educator	Graduate with BEd (Special Edn) or BEd General with 01 year Diploma in Special Edn.
8.	Administrative Staff	(i) Head Clerk . Graduate or fifteen years service as a clerk (for ex-serviceman). Computer savy 5-10 yrs experience in Office Management, account handling as Head clerk with high proficiency in staff duties and drafting experience. (i) LDC - Graduate or ten years of service as a clerk with knowledge of Computer & Accounts. Typing speed minimum of 40 words per minute. (ii) Receptionist - Graduate, knowledge of Computer and EPABX System and Good Communication skill in English (iii) Assistant Librarian - B. Lib. Science or Graduate with Dip in Library Science from a recognised institute and computer literate (iv) Adm Supervisor - Graduate, Computer Literate, 20 yrs service as Unit level Quarter Master. Preference will be given to ex-serviceman. (v) Store Keeper - Graduate, Computer Savy Knowledge of Maintenance Ledger. Preference will be given to ex-serviceman. (vi) Science Lab Attendant - 10+2 with Science and Computer literate (vii) Driver - 10 th Pass and holding a valid Heavy Motor Driving licence. Minimum 5 yrs experience of driving. Maximum age 50 yrs. (viii) Gardener - Knowledge of upkeep of plants, lawns and gardens.

Eligibility:- (a) Below 40 years for fresh candidates and experienced Candidates below 57 years (Min. 5 yrs of experience in the last 10 yrs.) (b) Computer Literacy is mandatory for all the post except Driver. (c) Download Application form from school web site. (d) No Application will be accepted via email. Submit filled in application form super scribed on the envelope mentioning the post applied for ('APPLICATION FOR THE POST OF ___') along with attested copies of documents and DD of Rs 100/- in favour of **Army Public School, Pune by post/hand** only addressed to the Principal Army Public School Pune Near Ghorpadi Market, Opp. Bank of Maharashtra, Pune 411001 on or before **25 Apr 2024** .

