



# ARMY PUBLIC SCHOOL MIRAN SAHIB PO – MIRAN SAHIB (JAMMU)

Affiliated with CBSE NEW DELHI (AFFILIATION NO: 780014)

Website: [www.apsmiransahib.in](http://www.apsmiransahib.in)

Session: 2024-25

Mob: 9419265839



| S.no   | Post Type                  | Post Name  |
|--|----------------------------|--|
| <b>Regular Appointments</b>                              |                            |  |
| 1.   | Head Master/ Head Mistress | Head Master/ Head Mistress   |
| <b>Fixed Term Appointments</b>                           |                            |  |
| 1.   | Teaching                   | <b>TGT</b> (Mathematics, English, Social Science, PET)<br><b>PRT</b> (General)<br>Special Educator   |
| 2.   | Adm Staff                  | Head Clerk, Accountant, UDC, <b>Lab Attendant</b> (Biology, Physics, Chemistry), Receptionist, Driver  |
| <b>Adhoc Appointments</b>                                |                            |  |
| 1.   | Adm Staff                  | Head Clerk, Accountant, UDC, <b>Lab Attendant</b> (Biology, Physics, Chemistry), Receptionist, Driver  |
| 2.   | Teaching                   | <b>PGT</b> (English, Mathematics, Physics, Economics, Pol Science, PHE, Business Studies)<br><b>TGT</b> (Mathematics, English, Science, Social Science, Sanskrit, Hindi, PET)<br><b>PRT</b> (PRT General)<br>Special Educator<br><b>PRT</b> (PHE)<br><b>AI/ATL Teacher</b> |
| 3.   | Non -Teaching              | Librarian, Art & Craft Teacher, Computer Lab Assistant   |
| <b>Casual / Part Time Appointments / Panel Selection</b> |                            |  |
| 1.   | Teaching                   | <b>PGT (History) Leave Vacancy</b>   |
| 2.   | Non – Teaching             | <b>Coaches</b> [Basketball, Table Tennis, Hockey, Football, Taekwondo/ Karate/ Wushu ( Lady Instructor will be preferred)]<br><b>Band Master</b> (Preferably ESM)  |

### IMPORTANT INSTRUCTIONS

#### 1. Mode of application:

Candidates are required to apply **ONLINE** only through the school's website [www.apsmiransahib.in](http://www.apsmiransahib.in). No other mode for submission of application is available.

Detailed Instructions for filling up the "[Online Application Form](#)" are given in [Appendix-I](#) of the [detailed advertisement](#), available on School's website - [www.apsmiransahib.in](http://www.apsmiransahib.in).

#### 2. Important Dates:

| Events  | Important Dates               |
|---|-------------------------------|
| Link Open for Online Registration of Applications | <b>19 –Mar – 2024</b>         |
| Online Fee  | <b>100/- (Non Refundable)</b> |
| Last Date of Form Submission and Payment          | <b>26 – Mar – 2024</b>        |

3. The school reserves the right to fill any or none of the posts given above.

4. Vacancies may increase or decrease during LSB Interview. The school Management reserves all rights of selection/ rejection of applications based on QR/Experience/Merit

5. Tentative dates for written examination and Interviews will be available on the website [www.apsmiransahib.in](http://www.apsmiransahib.in) from 19 - Mar - 2024 onwards.

6. Only shortlisted candidates will be called for the interviews through mail.

7. For Adm Staff ESMs will be preferred.

8. Check your eligibility and salary structure for Regular/Fixed Term/Adhoc appointments as per the detailed advt available on the school website [www.apsmiransahib.in](http://www.apsmiransahib.in).

9. Incomplete applications without supporting documents will be rejected.

#### 10. Separate form:

(i) Candidate will have to fill separate form for Fixed Term and Adhoc Basis, if interested in both.

11. Details of Education Qualification:

a. **Fixed Term Teaching (CTET is compulsory for all posts and OST Qualified/within one year of being appointed with a minimum overall raw score of 40 % (80 Marks))**

| S no | Name of Post   | Essential Qualification  |
|------|--|--|
| 1.   | TGT (English, Maths, Science, Maths, Social Science) | <p>a) Four years' integrated degree course of Regional College of Education of NCERT with at least 50% marks in the concerned subject as well as with at least 50% marks in aggregate.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. In case a candidate has not scored 50% in graduation but has graduated with the same main subject and scored 50% or more marks in PG, the candidature shall be valid.</p> <p>(a) For TGT (Science): For TGT (Science): Bachelor degree in Science with any two of the following: subjects: - Botany, Zoology, Chemistry and Physics</p> <p>(b) For TGT (English): English as a subject in all the three years.</p> <p>(c) For TGT (Social Science) Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography.</p> <p>(d) For TGT (Maths) - Bachelor Degree in Maths with any two of the following subjects: Physics, Chemistry, Electronics, Computer Science, and Statistics.</p> <p>b) B.Ed or equivalent degree from a recognized University.</p> <p>c) <b>OST</b> Pass conducted by AWES and CTET Pass in the Central Teacher Eligibility Test (CTET) Paper-II particular subject group, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>d) Knowledge of Computer Applications.</p> <p><b>Note: Upload all three years mark sheets of Graduation</b></p> |
|      | TGT Sports   | <p>a) Bachelor's degree with Physical Education as an elective subject with 50% marks.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with physical Education as an elective subject with 45 % marks and participation in National or State or Inter University competition in sports or games or athletics recognized by Association of Indian University or Indian Olympics Association.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with 45 % marks and having participated in National or State or Inter University sports or games or athletics.</p> <p style="text-align: center;">OR</p> <p>For deputed in-service candidate (i.e. trained Physical Education Teachers/Coaches)- Graduation with 45 % marks and at least 3 years of teaching experience as per National Council for Teacher Education (Recognition Norms &amp; Procedure) Regulations, 2009.</p> <p style="text-align: center;">OR</p> <p>Graduation in Physical Education with 40 % Marks</p> <p style="text-align: center;">OR</p> <p>Graduation with Physical Education as an elective subject with 40 % marks OR Graduate who participated school, Inter-Collegiate in sports/games or passed NCC 'C' Certification in accordance with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007 OR Graduation in Physical Education i.e., B.P.Ed. course (or its equivalent) of 3 years duration.</p> <p style="text-align: center;">OR</p>         |

|    |                  |   |
|----|------------------|---|
|    |                  | <p>Graduate having represented State/University in sports/games/athletics.<br/>OR<br/>Graduate who has secured 1st, 2nd or 3rd position in Inter-Collegiate sports/games tournaments/possessing NCC 'C' Certificate or passed basic course in Adventure Sports.<br/>OR<br/>Graduate with one-year training programme in Sports Science, Sports Management, Sport Coaching, Yoga, Olympic Education, Sports Journalism etc. (in accordance with the National Council for Teacher Education Form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of teacher education programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002<br/>And</p> <p>b) Bachelor of Physical Education (B.P.Ed) of at least one year duration (or its equivalent) from any National council for Teacher Education recognized institution.<br/>c) Knowledge of Computer Applications.<br/>d) <b>OST</b> Pass conducted by AWES and CTET Pass in the Central Teacher Eligibility Test (CTET) Paper-II particular subject group, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> |
| 2. | PRTs             | <p>a) Graduate holding Bachelor's degree with at least 50% marks in the concerned subject /combination of subjects and in aggregate<br/>b) B.El.Ed./ 02-year D.El.Ed.<br/>OR<br/>Candidates with B.Ed. or Integrated B.Ed. can also apply with fulfillment of the condition of six-month PDPET/Bridge Course from an NCTE recognized institute as when NCTE approves any institute to conduct the said course within two years of recruitment as PRT or commencement of the course whichever is later.<br/>c) Should have qualified in Part A of the Screening Examination (OST) As well as qualified the CTET/ State TET.<br/>d) Knowledge of Computer Applications.</p>   |
| 3. | Special Educator | Graduation with B.ED (Special education) or B.ED General with one year Diploma in Special Education   |

## **(b) ADHOC/CASUAL**

| <b>S no</b> | <b>Name of Post</b>  | <b>Essential Qualification</b>   |
|-------------|--|--|
| 1.          | PGT (Physics, English, Mathematics, Economics, PHE, Pol Science, Business Studies, Biology, Sociology) | <p>a) Two years' Integrated Post Graduate M.Sc Course of Regional College of Education of NCERT in the concerned subject with at least 50 % Marks<br/>OR<br/>Master Degree from a recognized University with at least 50% marks in aggregate in the concerned subject.</p> <p>b) B.Ed or equivalent degree from a recognized University.</p> <p><b>c) Knowledge of Computer Applications.</b></p>  |
| 2.          | TGT (English, Maths, Hindi, Social Science, PET, Science, Sanskrit, Hindi)                             | <p>a) Four years' integrated degree course of Regional College of Education of NCERT with at least 50% marks in the concerned subject as well as with at least 50% marks in aggregate.<br/>OR<br/>Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. In case a candidate has not scored 50% in graduation but has graduated with the same main subject and scored 50% or more marks in PG, the candidature shall be valid</p> <p>I. For TGT (Hindi): Hindi as a subject in all the three years.</p> <p>II. For TGT (English): English as a subject in all the three years.</p> <p>III. For TGT (Science): Bachelor degree in Science with any two of the following: subjects: - Botany, Zoology, Chemistry and Physics</p> <p>IV. For TGT (Sanskrit): Sanskrit as a subject in all the three years.</p> <p>V. For TGT (Social Science) Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography.</p> <p>VI. For TGT (Maths) - Bachelor Degree in Maths with any two of the following subjects:<br/>Physics, Chemistry, Electronics, Computer Science, and Statistics.</p> <p>b) B.Ed or equivalent degree from a recognized University.</p> <p><b>c) Knowledge of Computer Applications.</b></p> <p><b>Note: Upload all three years mark sheets of Graduation</b></p> |
|             | TGT Sports   | <p>Bachelor's degree with Physical Education as an elective subject with 50% marks.<br/>OR<br/>Bachelor's degree with physical Education as an elective subject with 45 % marks and participation in National or State or Inter University competition in sports or games or athletics recognized by Association of Indian University or Indian Olympics Association.<br/>OR<br/>Bachelor's degree with 45 % marks and having participated in National or State or Inter University sports or games or athletics.<br/>OR<br/>For deputed in-service candidate (i.e. trained Physical Education Teachers/Coaches)- Graduation with 45 % marks and at least 3 years of teaching experience as per National Council for Teacher Education (Recognition Norms &amp; Procedure) Regulations, 2009.</p>  |

|    |   |  |
|----|---|--|
|    |   | <p>OR</p> <p>Graduation in Physical Education with 40 % Marks</p> <p>OR</p> <p>Graduation with Physical Education as an elective subject with 40 % marks OR Graduate who participated school, Inter-Collegiate in sports/games or passed NCC 'C' Certification in accordance with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007 OR Graduation in Physical Education i.e., B.P.Ed. course (or its equivalent) of 3 years duration.</p> <p>OR</p> <p>Graduate having represented State/University in sports/games/athletics.</p> <p>OR</p> <p>Graduate who has secured 1st, 2nd or 3rd position in Inter-Collegiate sports/games tournaments/possessing NCC 'C' Certificate or passed basic course in Adventure Sports.</p> <p>OR</p> <p>Graduate with one-year training programme in Sports Science, Sports Management, Sport Coaching, Yoga, Olympic Education, Sports Journalism etc. (in accordance with the National Council for Teacher Education Form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of teacher education programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002</p> <p>And</p> <p>b) Bachelor of Physical Education (B.P.Ed) of at least one year duration (or its equivalent) from any National council for Teacher Education recognized institution.</p> <p>c) Knowledge of Computer Applications.</p> |
| 4. | PRTs  | <p>a) Graduate holding Bachelor's degree with at least 50% marks in the concerned subject /combination of subjects and in aggregate</p> <p>b) B.El.Ed./ 02-year D.El.Ed.</p> <p>OR</p> <p>Candidates with B.Ed. or Integrated B.Ed. can also apply with fulfillment of the condition of six-month PDPET/Bridge Course from an NCTE recognized institute as when NCTE approves any institute to conduct the said course within two years of recruitment as PRT or commencement of the course whichever is later.</p> <p>c) Knowledge of Computer Applications.</p>  |
| 5. | Art & Craft   | Master Degree/Graduate Degree in the concerned field having high order of proficiency/expertise in the relevant field of Art & Craft.  |
| 6. | AI/ATL Teacher  | <p>Degree/Diploma in Computer Science/Information Technology/Electronics/Electronics and Telecommunications</p> <p>OR</p> <p>Bachelor's Degree in Computer Application/ Science/ Information Technology/ Electronics/Electronics and Telecommunications (BCA, B.Sc. Computer Science/Information Technology)</p> <p>OR</p> <p>Graduation with PGDCA</p> <p>OR</p> <p>DOEACC 'A' Level Certificate</p> <p>Note: <b>Experienced candidate may be preferred</b></p>   |
| 7. | <b>Coach Sports –</b><br>Basketball,<br>Badminton,<br>Football,<br>Taekwondo,<br>Hockey | <p>B.P.Ed. from Recognized University/Institute with 50 %</p> <p>OR</p> <p>person trained from NIS / SAI or who have represented at National Level / International Level in the desired Game. Preference will be given to the candidates who are NIS/ SAI qualified or who have represented at National Level / International Level.</p> <p><b>Note: Specialization in field is mandatory</b></p>  |

### **C) FIXED TERM ADM STAFF AND NON TEACHING STAFF**

|    |   |  |
|----|---|--|
| 1. | Head clerk                                    | <ul style="list-style-type: none"> <li>a. Preferably an Ex- serviceman of clerk category upto the age of 55 years.</li> <li>b. 5-10 years' experience in office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.</li> <li>c. Computer Savy-Ms office, PowerPoint etc.</li> <li>d. Educational Qualification Minimum Graduate in case of civilian.</li> <li>e. Should not have any disciplinary case against him in the entire service.</li> <li>f. Should be SHAPE –I or SHAPE –II (less 'S' factor)</li> </ul> |
| 2. | Accountant                                    | <ul style="list-style-type: none"> <li>a. Commerce graduate or fifteen years' service as a clerk in the Defense Service.</li> <li>b. Basic computer application course of Army/Diploma in computer applications of not less than one year duration.</li> <li>c. Knowledge of double entry system of accounting, excel sheet and accounting software.</li> <li>d. Minimum 5 years' experience as an Accounts Clerk in the Defense Services/reputed organization.</li> </ul>   |
| 3. | Receptionist                                  | <ul style="list-style-type: none"> <li>a. Graduate or ten years of service as a clerk (for Ex-servicemen).</li> <li>b. Computer literate. Knowledge of computer MS Office (speed 12000 key depression per hour).</li> <li>c. Basic Knowledge of accounting.</li> <li><b>d. Good Communication Skills</b></li> </ul>  |
| 4. | Upper Division Clerk                          | <ul style="list-style-type: none"> <li>a. B.com or fifteen years of service as a clerk (for Ex-Servicemen). Computer Literate (MS Office, Tally etc.)</li> <li>b. Computer savvy (12000 Key depression per hour).Knowledge of relevant software application used by schools.</li> <li>c. 5 Year experience as a clerk or an accounts clerk in a reputed organization; preferably a school.</li> </ul>  |
| 5. | Laboratory Attendant Bio / Physics/ Chemistry | 10+2 with science and computer literate  |
| 6. | Driver  | Medically Fit, holder of valid Heavy Motor Vehicles Driving License, Experience of minimum 05 Years Age below 55   |

**d) ADHOC ADM STAFF AND NON TEACHING STAFF**

|    |   |  |
|----|---|--|
| 1. | Librarian                                     | B.Lib Science or Graduate with diploma in Library Science for a recognized institute and computer literacy.  |
| 2. | Computer Lab Assistant                        | Minimum 10+2 with one year Diploma in computer Science Knowledge of Hardware, Peripheral and Networking  |
| 3. | Head clerk                                    | <ul style="list-style-type: none"> <li>a. Preferably an Ex- serviceman of clerk category upto the age of 55 years.</li> <li>b. 5-10 years' experience in office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.</li> <li>c. Computer Savy-Ms office, PowerPoint etc.</li> <li>d. Educational Qualification Minimum Graduate in case of civilian.</li> <li>e. Should not have any disciplinary case against him in the entire service.</li> <li>f. Should be SHAPE –I or SHAPE –II (less 'S' factor)</li> </ul> |
| 4. | Accountant                                    | <ul style="list-style-type: none"> <li>a. Commerce graduate or fifteen years' service as a clerk in the Defense Service.</li> <li>b. Basic computer application course of Army/Diploma in computer applications of not less than one year duration.</li> <li>c. Knowledge of double entry system of accounting, excel sheet and accounting software.</li> <li>d. Minimum 5 years' experience as an Accounts Clerk in the Defense Services/reputed organization.</li> </ul>   |
| 5. | Receptionist                                  | <ul style="list-style-type: none"> <li>a. Graduate or ten years of service as a clerk (for Ex-servicemen).</li> <li>b. Computer literate. Knowledge of computer MS Office (speed 12000 key depression per hour).</li> <li>c. Basic Knowledge of accounting.</li> <li>d. <b>Good Communication Skills</b></li> </ul>  |
| 6. | Upper Division Clerk                          | <ul style="list-style-type: none"> <li>a. B.com or fifteen years of service as a clerk (for Ex-Servicemen). Computer Literate (MS Office, Tally etc.)</li> <li>b. Computer savvy (12000 Key depression per hour).Knowledge of relevant software application used by schools.</li> <li>c. 5 Year experience as a clerk or an accounts clerk in a reputed organization; preferably a school.</li> </ul>  |
| 7  | Laboratory Attendant Bio / Physics/ Chemistry | 10+2 with science and computer literate  |
| 8  | Driver  | Medically Fit, holder of valid Heavy Motor Vehicles Driving License, Experience of minimum 05 Years Age below 55   |

## e) REGULAR STAFF

|    |                                |  |
|----|--------------------------------|--|
| 1. | HEAD MASTER<br>/ HEAD MISTRESS | <p>a. The appointment of Head Master/Head Mistress is on regular Basis.</p> <p>b. Graduate in any specialization with min 50% marks in each and overall aggregate.</p> <p>c. B.Ed/M.Ed /B.El.Ed/ two year diploma in elementary education.</p> <p>d. Min 08 yrs of teaching experience with at least 05 yrs as PRT in a CBSE recognized school.</p> <p>e. Qualified in CTET and OST</p> <p>f. IT/Computer literate</p> <p><b>Note:</b><br/>A PRT who taught Computer Science at primary level and has cleared CTET in additional to B.El.Ed/D.El.Ed/B.Ed can be considered as an eligible candidate for the post of Head Master/Head Mistress provided she/he clears the conditions as applicable for all in general</p> |
|----|--------------------------------|--|



**12. Age Criteria:**

As on 01 April of the year of Appointment, the age of the candidate should be:

- (a) Fresh candidates (No Experience): Below 40 years.  
 (b) Experienced candidates (incl ESM): Below 57 years

**Note.** To avail the age relaxation between 40 and 57 years, 5 years' experience should be in the appropriate category in the last 10 years.

**13. Salary:**

| NAME OF THE POST                  | BASIC      | DA  | HRA | OTHER                          |
|-----------------------------------|------------|-----|-----|--------------------------------|
| HEAD MASTER/HEAD MISTRESS REGULAR | 35723/-    | Yes | Yes | -                              |
| PGT ADHOC                         | 34237/-    | -   | -   | -                              |
| TGT FIXED TERM                    | 35723/-    | Yes | -   | -                              |
| PRT (GENERAL) FIXED TERM          | 34695/-    | Yes | -   | -                              |
| SPECIAL EDUCATOR FIXED TERM       | 34695/-    | Yes | -   | -                              |
| HEAD CLERK FIXED TERM/ADHOC       | 18161/-    | -   | -   | allowance,<br>if<br>admissible |
| ACCOUNTANT FIXED TERM/ADHOC       | 18161/-    | -   | -   |                                |
| UDC FIXED TERM/ADHOC              | 17272/-    | -   | -   |                                |
| DRIVER FIXED TERM/ADHOC           | 12383/-    | -   | -   |                                |
| LAB ATTENDANT FIXED TERM/ADHOC    | 13081/-    | -   | -   | -                              |
| RECEPTIONIST FIXED TERM/ADHOC     | 16002/-    | -   | -   | -                              |
| TGT ADHOC                         | 33723/-    | -   | -   | -                              |
| PRT( GENERAL) ADHOC               | 32695/-    | -   | -   | -                              |
| SPECIAL EDUCATOR ADHOC            | 32695/-    | -   | -   | -                              |
| PRT (PHE) ADHOC                   | 32695/-    | -   | -   | -                              |
| AI/ATL TEACHER ADHOC              | 32695/-    | -   | -   | -                              |
| LIBRARIAN ADHOC                   | 29163/-    | -   | -   | -                              |
| ART & CRAFT TEACHER ADHOC         | 32695/-    | -   | -   | -                              |
| COMPUTER LAB ASSISTANT ADHOC      | 13081/-    | -   | -   | -                              |
| PGT HISTORT LEAVE VACANCY         | 33237/-    | -   | -   | -                              |
| COACH /BAND MASTER                | Negotiable | -   | -   | -                              |

14. **Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admit Card, queries may be made through [www.apsmiransahib.in](http://www.apsmiransahib.in)  
 Do not forget to mention the correct recruitment/post applied for in the subject of thee-mail.

**15. Separate form:**

- (i) Candidate have to fill separate form for Fixed Term and Adhoc Basis, if interested in both.

16. **Corrigendum:** Please note that Corrigendum, if any, issued on the above advertisement, will be published only on the school's website [www.apsmiransahib.in](http://www.apsmiransahib.in)

17. Computer Literacy test and Language Prescience test may be conducted.

18. Screening test of the candidates may be conducted if the number of candidates will be more for a particular post

19. Only Shortlisted candidates will be called for the Interview.

20. Fee Paid is non-Refundable in any case.

21. Incomplete application forms will not be considered/ will be rejected.
22. Application form received other than the **apsmiransahib.in recruitment Online portal** will not be accepted
23. Date of written examination and interview with instruction will be uploaded on school website [www.apsmiransahib.in](http://www.apsmiransahib.in) . It will be the responsibility of the candidate to check regularly from the website.
24. **Fixed Term Appointments:** These appointments will be made on contract for a term upto three academic sessions
25. **Adhoc Appointments:** These appointments may be made for a limited period not exceeding 11 months.
26. The School is not responsible for non-receipt of Email or Telephonic confirmation for written examination and interview, in any case.
27. No TA/DA is admissible.