

**ARMY PUBLIC SCHOOL CHANDIMANDIR CANTT****DISTRICT – PANCHKULA, HARYANA - 134107**

(Co-educational, Private Unaided, Well Established, CBSE Affiliated Institution)

[www.apschandimandir.in](http://www.apschandimandir.in), Telephone No: 0172-2554605

Requires following Teaching &amp; Administrative Staff (Session 2023-24)

Ser No	Post	Subjects	No of vacs	Qualification
<b>TEACHING STAFF (ADHOC BASIS)</b>				
1	PGT	Home Science	01	Post-Graduate in respective subject and B.Ed with minimum 50% marks in both. Knowledge of Computer Application is desirable.
2	TGT	English, Maths Science, Social Science	01 Each	Graduate in respective subject and B.Ed with minimum 50% marks in both. Knowledge of Computer Application is desirable.
3	PRT	All Subjects (General)	02	Graduate in respective subject and B.Ed with minimum 50% marks in both. Knowledge of Computer Application is desirable.
<b>ADMINISTRATIVE STAFF</b>				
4	Head Clerk (Regular)		01	Graduate or Ex-Serviceman of clerk category upto the age of 55 years. Experience 5 to 10 years in Office Management & account handling as Head Clerk with drafting experience. Computer Savvy-MS Office etc.
5	UDC (Contractual)		01	Commerce Graduate or Fifteen years of Service as a clerk in the Defence service. Computer Literate (MS Officer etc), Computer Savvy (12000 key depression per hour). Knowledge of relevant software application used by the school. Five years' experience as clerk or accounts clerk in reputed organization preferably a school
6	LDC (Contractual)		02	Graduate or Ten years' service as clerk for Ex-Servicemen. Computer literate having knowledge of Computer MS Office (12000 key depression per hr) & basic knowledge of accounting
7	Nursing Assistant (Contractual)		01	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic will be given preference.
8	Driver (Contractual) (Panel Preparation)		01	Matriculate with good health and eye sight and should be in possession of heavy vehicle driving license

**Note:** -• Adm Staff preference will be given to Ex-servicemen. •Age as on 01 April 23, should be below 40 years for fresh candidates and below 55 years for experienced candidates/ Ex-servicemen • No application other than on the given format will be accepted. • The school reserves the right to fill any or none of the Posts given above. • Decision of the management on the selection process will be final and binding on the individual. • Please apply on the format given on School Website [www.apschandimandir.in](http://www.apschandimandir.in) under Head 'Work with Us' along with attested copies of certificates and processing fee of Rs 100/- in the form of Bank Draft in favour of Army Public School, Chandimandir latest by 24 Apr 2023 at the school address. • Only shortlisted candidates will be called for interview telephonically followed by email, intimating the date/ time of interview.

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**Principal**

1. **PayScale.**

Ser No	Category	Pay per month
(a)	PGT	Consolidated Pay – Rs 35,800/-
(b)	TGTs	Consolidated Pay – Rs 34,300/-
(c)	PRTs	Consolidated Pay – Rs 32,900/-
(d)	Head Clerk	As per AWES Norms Basic Pay Rs 20,560/- + DA & HRA
(e)	UDC	Consolidated Pay – Rs 17,272/- (Addl Rs 5,000/- for Ex-servicemen)
(f)	LDC	Consolidated Pay – Rs 16,002/- (Addl Rs 5,000/- for Ex-servicemen)
(g)	Para-medics (Nursing Assistant)	Consolidated Pay – Rs 16,002/-
(h)	Driver	Consolidated Pay – Rs 12,383/- (Addl Rs 5,000/- for Ex-servicemen)

2. **Important Instruction for Submission of Application Form.** Application form can be downloaded from the school website (<https://www.apschandimandir.in>) under head "Work with Us". Application form along with **DD for Rs 100/- in favour of Army Public School, Chandimandir Cantt** and all educational and experience certificates duly self-attested must be sent to Army Public School Chandimandir Cantt, District -Panchkula Haryana 134107 on or before **24 Apr 2023 by 1400 hrs**. Thereafter no application will be accepted. Application forwarded through e-mail will not be accepted. The following points also be noticed by the candidates: -

- (a) No TA/DA will be provided for interview.
- (b) The selection process for teaching staff will comprise of interview and evaluation of teaching skills.
- (c) Decision of SAMC (School Administrative & Managing Committee) will be final and binding on the Candidates
- (d) No Maternity Leave will be applicable for Adhoc appointment.