

**ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD**

Jai Jawahar Nagar Post, Secunderabad – 500087

Tele – 040 27940488

**REQUIREMENT OF A HEADMISTRESS (PRIMARY WING) ON REGULAR BASIS**

1. ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD affiliated to CBSE Senior Secondary English Medium Co- Education School invites applications for the post of Headmistress from experienced candidates who have professional knowledge and IT skills.

2. **Eligibility criteria for Headmistress -**

- (a) Appointment of Headmistress is on Regular basis
- (b) Graduate in any specialization with min 50% marks in each and overall aggregate.
- (c) B.Ed/M.Ed / B.El.Ed /two years diploma in elementary education.
- (d) Minimum 08 Yrs of teaching experience with at least 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) Qualified in CTET and OST (CSB).
- (g) IT /Computer literate.
- (h) Teachers from same school who fulfil the min QR as laid down above would be preferred.

3. **Pay and Allowances** : As per AWES Norms

4. **Selection Process**: - Through panel Interview. Only shortlisted candidates based on qualifications, experience and other criteria as may be considered by the Management and will be called for interview.

5. **How to Apply**: Application form may be downloaded from [www.apsbolarum.edu.in](http://www.apsbolarum.edu.in) . Application with detailed bio-data along with passport size photograph, Age Proof, Academic qualification certificates including mark sheets, copies of experience certificates / testimonials e-mail ID, contact numbers and any other relevant details in a sealed envelope marked "APPLICATION FOR THE POST OF HEADMISTRESS "and send by speed post to Army Public School Bolarum, Jai Jawahar Nagar Post Secunderabad – 500087. **Incomplete/email applications are liable to be rejected. Candidates to mention institution, duration of service with subject and classes taught.**

6. Application to reach by post /by hand latest by 1300 hrs on 14 Oct 2024, along with Demand Draft Rs.250/- Drawn in favour of Army Public School Bolarum.

Note :- he School Management reserve all the right of selection / rejection of applications.

Sd/- xxxx

Principal

**ARMY PUBLIC SCHOOLS**  
**APPLICATION FOR TEACHING STAFF**

Application form for the post of PGT/TGT/PRT/HM/Pre-Primary Teacher Write Category _____ & Subject _____  School where you would like to work:-.....
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Please paste recent passport size colour photograph Do not staple
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**1 PERSONAL DATA :**

- (a) Name in full (Block letters) : \_\_\_\_\_
- (b) Son/Daughter/wife of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_ Age as on Apr 2024 \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) State : \_\_\_\_\_
- (f) Address -----  
\_\_\_\_\_  
\_\_\_\_\_
- (g) Contact Details: -  
Landline No (with STD Code) -----  
Mob No -----  
Email ID -----

**2. PRESENT /PREVIOUS OCCUPATION:**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and Address of Institution/Organization : \_\_\_\_\_
- (c) Designation of superior In charge : \_\_\_\_\_
- (d) Contact No of superior( for verification if need be) : -----
- (e) : \_\_\_\_\_
- (f) Period of notice you will have to give, if selected?  
What salary are you drawing? : \_\_\_\_\_

**3 FAMILY LIFE**

- (a) Marital status Single/Married/Widowed
- (b) If married/widowed Name & occupation of spouse  
  
No of children with age and sex

4. **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

**Graduation/Post Graduation through correspondence or regular \_\_\_\_\_**

5. Have you cleared CSB/OST: \_\_\_\_\_ CTET/STET: \_\_\_\_\_  
(date) (date)
6. Name of classes you would prefer to teach with subjects:-  
(a) Classes \_\_\_\_\_ (b) subjects: \_\_\_\_\_
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved \_\_\_\_\_
8. Merit Scholarship won? If so what? \_\_\_\_\_
9. Languages you can read write and speak fluently.  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_
10. Any books/articles written? If so, give their titles/ Magazines in which published?  
\_\_\_\_\_

11. **EXPERIENCE:**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					

Experience as TGT year (Exact dates to be indicated)						
From	To					
Experience as PRT year (Exact dates to be indicated)						
From	To					
Experience as Pre Primary teacher year (Exact dates to be indicated)						

Include any other post held which are relevant to the field of Education

12. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most? \_\_\_\_\_
- (b) Other area (Cultural activities): \_\_\_\_\_

13. (a) Can you take indoor/outdoor games with boys and girls?  
 Indoor Boys : \_\_\_\_\_ Outdoor Boys: \_\_\_\_\_  
 Girls : \_\_\_\_\_ Girls: \_\_\_\_\_  
 Which major games do you play? \_\_\_\_\_

14. **HEALTH:**

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (c) Are you differently abled? Give details

15. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**

What co-curricular activities can you teach? \_\_\_\_\_

16. **COMPUTER KNOWLEDGE** (Separate sheet can be att.)

- (a) Have you done any degree/diploma in computer give details:
- (b) Any experience on working on computer Details.
- (c) Do you own a personal Laptop, if yes give details:
- (d) Your knowledge of computer hardware :

17. **OTHER ACTIVITES**

(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

18. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

(a) Name: \_\_\_\_\_ (b) Name \_\_\_\_\_

Address \_\_\_\_\_ Address: \_\_\_\_\_

19. I have / have not been selected at the CSB Interviews held at \_\_\_\_\_ on \_\_\_\_\_ and I have been /have not been selected for appointment at \_\_\_\_\_

**Agreement:**

20. If appointed:-

(a) I agree to abide by the AWES Rule and Regulation for Army Public Schools

(b) I undertake to serve the school till the end of the final term, ie upto the finalization of the results of the class taught or a period specified/ fixed by the management.

(c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.

(d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date .....

.....

(Signature of applicant)

DD No \_\_\_\_\_ Dated \_\_\_\_\_ Bank Name \_\_\_\_\_

**Notes :**

1. Hard copy of application form along with Xerox copies of educational qualifications, experience certificates and Aadhar Card to reach by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 on or before 14 Oct **2024 before 1300 hrs.**

**2. Rs.250/- DD drawn** in favour of Army Public School Bolarum Secunderabad from any nationalized bank payable at Secunderabad to be enclosed with Application Form.

**4. Scrutiny of Application will be made as per AWES /CBSE guidelines and only eligible shortlisted candidates will be called for the interview.**

5. Incomplete Application forms and application forms send through e- mail will **NOT be accepted.**

6. Army Public Schools comes under the category of Unaided Private School and it is not a Govt Institute.

7. No TA DA will be admissible for attending the interview.