

**ARMY PUBLIC SCHOOL BOLARUM**  
**REQUIREMENT OF ADHOC TEACHERS & ADM STAFF FOR APS BOLARUM**  
**AND PRE PRIMARY WING I & II**

Army Public School Bolarum invites applications from eligible candidates for the following Posts :-

1. **PGTs (IX to XII):** AI/IT (01), Geography (01), Physics (01)
2. **TGTs (VI to X):** English (04), Hindi (02), Sanskrit (01) Sanskrit with Hindi (01), Mathematics (01) Social Science (03), Computer Science (01) Art & Craft (01), Dance (01)
3. **PRTs (I to V):** PRT (All Subjects) - (09), Dance (01)
4. **Headmistress (I to V) (APS Bolarum -Primary Wing- on Contractual Basis)** (01)
5. **Headmistress (Nursery to UKG) (APS Bolarum Pre Primary Wing)** (01)
6. **Pre Primary Teachers** Nursery to UKG- (17), Activity teacher (02),
7. **Administrative Officer (APS Bolarum – on Contractual Basis)**-(Civilian Lady /Retired/released woman officer) (01)
8. **Pre-primary Wing** (clerical staff /Accounts Clerk on Contractual Basis) (01).
9. **Pre-Primary Wing** (Adm Supervisor on Contractual Basis) (02)

**Notes :**

1. **Qualification Requirement, Eligibility criteria, Experience, Age and Terms & conditions and Application form is available on APS Bolarum website - [www.apsbolarum.edu.in](http://www.apsbolarum.edu.in).**

Application form of Teaching Staff and Non Teaching (Administrative staff) can be downloaded from School Website. Hard copy of application form along with Xerox copies of educational qualifications, experience certificate, CSB /OST Score Card if any (applicable for teaching staff only) and Aadhar Card to reach by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 **on or before 25 May 2024.**

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

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

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

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

**ARMY PUBLIC SCHOOL BOLARUM**  
**ANTICIPATED VACANCIES OF ADHOC TEACHERS FOR APS BOLARUM & PRE**  
**PRIMARY WING AND ADMINISTRATIVE STAFF FOR PRE PRIMARY WING**  
**FOR ACADEMIC SESSION 2024-2025**

**ELIGIBILITY CRITERIA**

1. **Army Public School Bolarum invites applications from eligible candidates for the following Posts:-**

- (a) **PGTs:** AI/IT (01), Geography (01), Physics (01)
- (b) **TGTs :** English (04), Hindi (02), Sanskrit (01) Sanskrit with Hindi (01), Mathematics (01) Social Science (03), Computer Science (01) Art & Craft (01), Dance (01)
- (c) **PRTs:** PRT (All Subjects) - (09), Dance (01)
- (d) **Headmistress (APS Bolarum -Primary Wing- On contractual Basis) (01)**
- (e) **Headmistress (APS Bolarum Pre Primary Wing) (01)**
- (f) **Pre Primary Teachers .** Nursery to UKG - (17), Activity teacher -(02),
- (g) **Administrative Officer (APS Bolarum- On Contractual Basis) -(Civilian Lady / Retired/released woman officer) (01)**
- (h) **Pre-primary Wing** (clerical staff /Accounts Clerk - On Contractual Basis) - (01).
- (i) **Pre-Primary Wing** (Adm Supervisor – On Contractual Basis) - (02)

2. **QUALIFICATION CRITERIA – AS PER AWES GUIDELINES FOR SELECTION OF TEACHERS IN ARMY PUBLIC SCHOOLS AND CBSE RULES**

3. **PGTs (Eligible for teaching classes IX- XII)** - Qualifications – Master Degree from a recognized University **in concerned subject** with at least 50% aggregate marks with B.Ed. Proficiency in teaching in CBSE English Medium and Knowledge of Computer Application.

4. **TGTs (Eligible for teaching classes VI –X)** - Qualifications – Bachelor’s degree from a recognized University **in concerned subject** with at least 50% aggregate marks with B.Ed. Preferably CTET / TET qualified. Proficiency in teaching in CBSE English Medium and Knowledge of Computer Application.

5. **PRTs (Eligible for teaching classes I – V)** **Qualifications** – Graduate holding, Bachelor’s Degree from a recognized University with at least 50% aggregate marks and qualified B.El.Ed / 02 year D.El.Ed / B.Ed . Preferably CTET / TET qualified. Proficiency in teaching in CBSE English Medium and Knowledge of Computer Application.

6. **Headmistress (APS Bolarum Primary Wing I to V)** Graduate in any specialization with min 50% marks in each and overall aggregate. B.Ed/M.Ed / B.El.Ed /two years diploma in elementary education. Minimum 08 Yrs of teaching experience with at least 05 yrs as PRT in a CBSE recognized school. Age- Max 55 Yrs and 57 Yrs for ESM/ teachers from the same school. Qualified in CTET and OST (CSB). IT /Computer literate. Teachers with prior Experience in same role will be preferred.

7. **Headmistress Pre Primary Wing (Nursery to UKG).** Graduate or above in any discipline. Mandatory - A teaching degree B.Ed (Elementary Education or NTT ) mandatory. At least 3 years experience of administrative charge of a recognized Middle school or higher classes. OR At least 5 years experience as Head of School (Headmaster /Headmistress) /Coordinator/Supervisor of Primary Wing of recognized High School or an APPS. Age below 55 yrs on the date of appointment.

8. **TGT (Art & Craft) & PRT (Dance)** -Graduate with 50% marks in the relevant subject as per CBSE Affiliation Bye Laws.
9. **Pre Primary Teacher (Nursery to UKG)** Passed Senior Secondary (Class XII) with minimum 50% marks from a recognized board. Should have done Diploma in Nursery Teachers Training /Pre school Education/Early Childhood Education Pgme (D.E.C.Ed) of minimum two years duration or B.Ed (Nursery) from NCTE recognized institution. Graduation in any field is desirable.
10. **Age & Experience** :- For all Teaching faculty -Age will be calculated as on **01 Apr 2024**. Fresh Candidate – below 40 yrs. Experienced candidates below 57 years (Minimum 5 years' experience in the appropriate category in the last 10 years).
11. **Adm Officer** . A civilian lady / retired or released woman officer. **Age** - up to 55 Yrs. **Educational Qualifications**- A Graduate from a recognized university. Preference will be given to graduate / Post graduates in Commerce or MBAs. **Experience**- 5 years in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organizations. **Others**- (a) Working knowledge of Computer and Accounts. (b) Good communication skill in English and Hindi. **Desirable** –Understanding of Govt Rules / Regulations, procurement procedure and legal aspects including labour laws.
12. **Adm Supervisor (Pre Primary Wing)**. Preferably an Ex serviceman of General Duties category upto age of 55 years. Minimum graduate in case of civilian. Working knowledge of computers and basic financial matters. 5 years of experience in administration and ability and willingness for liaison work with various government and non government agencies. Should not have any disciplinary case against him in the entire service.
13. **Account Clerk /LDC (Pre Primary Wing)**. Commerce Graduate or fifteen years service as a clerk in the Defence Services. Basic computer application course of Army / Diploma in Computer Application of not less than one year duration. Speed 12000 key depression per hour. Knowledge of double entry system of accounting, excel sheet and accounting software. Minimum 5 years of experience as an Accounts clerk in the Defence Service/reputed organization.

**Notes :**

1. Application form of Teaching Staff and Non Teaching (Administrative staff) can be downloaded from [www.apsbolarum.edu.in](http://www.apsbolarum.edu.in). Hard copy of application form along with Xerox copies of educational qualifications, experience certificate, CSB /OST Score Card if any (applicable for teaching staff only) and Aadhar Card to reach by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 **on or before 25 May 2024**.
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Sd/- xxxx  
Principal