

REQUIREMENT OF A HEADMASTER/ HEADMISTRESS ON REGULAR BASIS

GENERAL INSTRUCTIONS

1. Candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement published in Dainik Bhaskar and Times of India Newspapers on dated 17 Feb 2024.
2. **How to apply?**
 - (a) **Step 1** : Submit the required info (In Capital Letters) through the given link and take the printout of the Google form acknowledgement received on your email and attach it with the application form <https://forms.gle/bEgcQgEjVideNcMg8>
 - (b) **Step 2** : Download the prescribed application form from school website www.armyschoolgwalior.edu.in and complete all required fields. Please ensure that relevant certificates (Self attested) in support of educational qualification and experience should be attached with the application form. Demand Draft of **Rs 100/-** in favour of **Army Public School Gwalior, should be attached with the application form.** Please ensure that data filled through Google form and entered in the offline application form should not be mismatched.
3. Candidates are advised to give their **working E-mail ID & Whatsapp mobile number and correct address for correspondence** in Application Form. **Dates of interview will be intimated on E-mail ID or mobile number.** You can also check your interview date and time schedule on the school website vacancy tab.
4. **Please note that only shortlisted candidates will be called for interview.**
5. **Candidate will have to appear for interview at their own expenses.**
6. Last date of submission of application form is 28 Feb 2024 by 1400 hrs at APS Gwalior. Application sent by email will not be accepted.
7. **Selection criteria** : Based on Qualifications, Computer Literacy, Experience and Panel Interview (only short-listed candidates based on their Bio-data will be invited).
8. **Qualification & Experience (on the date of applying for the post):**
 - (a) Graduate in any specialization with minimum 50% marks in each and overall aggregate.
 - (b) B.Ed / M.Ed / B.El.Ed / Diploma in elementary education.
 - (c) Minimum 08 yrs of teaching experience with at least 05 yrs as per PRT in a CBSE recognised school.
 - (d) Age as on 31st Mar 2024 Max 55 Yrs and 57 Yrs for ESM / teacher from the same school.
 - (e) Qualified in CTET. (OST is not mandatory).
 - (f) IT / Computer literate.
9. Special preference will be given to 'WAR WIDOW' / 'VEER NARI'.
10. Pay & Allowance : As per AWES norms.