

GENERAL INSTRUCTIONS

1. **PGT.** PG from Govt recognized university & B. Ed. For Physical Education- M.P.Ed and for Computer Science- MCA with minimum 50% marks in each.
2. **TGT.** Graduation with B.Ed and equivalent with minimum 50% marks in each. In case a candidate has not scored 50% in graduation but has qualified as a post graduate with the same main subject and scored 50% or more marks in PG, the candidature shall be valid.
3. **PRT.** Graduate with 2 years Diploma in Elementary Education (D.E.Ed)/B.Ed with minimum 50% in each. Should have qualified in Part A of the Screening Examination . The candidate who is qualified in B.Ed and not D.E.Ed would have to undergo a six months bridge course in elementary education from an institution recognized by the NCTE within 2 years of such appointment.
4. **PRT (PHE).** Graduate in Physical Education or B.P.Ed.
5. **Librarian.** B.Sc (Lib) and computer literate.
6. **Science Lab Attd.** 10 + 2 with Science & Computer literate.
7. **Gp 'D' Karamcharies.** Preferably matriculate or 10 years service (Ex-servicemen).
8. **Head Clerk.** Ex-Servicemen Clerk category (JCO/OR) or civilian (minimum graduate). Ex-Servicemen preferred. Age upto 55 years. Medically fit (preferably SHAPE-1) 5-10 years experience in Office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer Savy- MS office etc. Should not have any disciplinary case against in his entire service.
9. **Accountant.** Graduate. Preferably commerce graduate or fifteen years service as a Clerk in the Defence Services. Ex-servicemen preferred. Medically fit (preferably SHAPE-1). Age upto 55 years. Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. Minimum 5 years experience as an Accounts clerk in the Defence Services/Reputed organization
10. **Upper Division Clerk.** Graduate or fifteen years of service as a clerk (for ex-servicemen). Computer literate. Computer savvy (12000 key depression per hour). Knowledge of software applications used by Schools. 5 years experience as a clerk or an accounts clerk in a reputed organization, preferably a school.
11. **Lower Division Clerk.** Graduate or ten years of service as a clerk (for Ex-servicemen). Medically fit (preferably SHAPE-1). Ex-servicemen preferred. Age upto 55 years. Computer literate. Typing with a minimum speed of 40 WPM. Knowledge of Computer MS Office (Speed 8000 key depression per hour).
12. **Supervisor Administrative.** A Retired Honorary Commissioned Officer/Junior Commissioned Officer. Age upto 55 years
13. **Driver.** Medically fit, holder of valid Heavy Motor Vehicle Driving License, experience of 5 years. Preferably Ex-Serviceman. Age upto 55 years.
14. **Coaches.** Experienced and qualified in their field. Age- (a) Fresh candidates below 40 years (b) For experienced candidates including Ex-Servicemen below 55 years as on 01 Jul 2019.

Note:

1. Interested candidates may apply on prescribed application form available in school and School website www.apsmiransahib.in along with a bank draft of Rs 100/- (Nationalized bank) in favour of Army Public School Miran Sahib payable at Jammu
2. Age criteria for Ser No 1 to 7 as on 01 Jul 2019. (a) Fresh candidates below 40 years (b) For experienced candidates including Ex-Servicemen below 57 years.