

**ARMY PUBLIC SCHOOL RK PURAM SECUNDERABAD**  
**ADVERTISEMENT FOR SELECTION OF ADM OFFR (CONTRACTUAL) & TGT, PRE PRIMARY**  
**TEACHER ON ADHOC BASIS FOR ACADEMIC SESSION 2024-2025**

1. **ARMY PUBLIC SCHOOL RK PURAM SECUNDERABAD INVITES APPLICATIONS FROM ELIGIBLE CANDIDATES FOR :**

- (a). **Adm Officer** : 01 (Contractual basis)  
(b). **TGTs** : English-01 (Adhoc basis)  
(c). **Pre Primary Teacher** : 02 (Adhoc basis)

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

(a) **Administrative Officer-01 (One).** A civilian lady/retired or released woman officer (For Adm offr only). Male civilian/ESM Offr may be selected. Age upto 55 years of age. A graduate from a recognized university. Preference will be given to graduates/post graduates in Commerce or MBAs. 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non-Govt organisation. Working knowledge of Computer and Accounts. Good communication skills in English and Hindi. Understanding of gov't Rules/Regulations, procurement procedure and legal aspects including labour laws. Term based appointment for three years. Salary Rs 42,400/- (Consolidated pay with 6% increment every year).

**NOTE :-** Where a civilian or retired/released woman officer, meeting the laid down criteria, is not available, a retired male defence service officer of the rank of Maj/Lt Col/Col or equivalent may be employed with the express permission of Chairman Executive Committee. Age in such a case may be relaxed to 57 years.

(b) **TGTs (Eligible for teaching classes VI-X)-01 (One).** Qualifications –Bachelor's degree from a recognized University in concerned subject with at least 50% aggregate marks with B.Ed. Proficiency in teaching in English Medium and Knowledge of Computer Application. Salary Rs 38,000/-.

(c) **Pre Primary Teacher (Nursery to UKG)- 02.** Must have at least qualified Grade XII through any recognized Board CBSE/ICSE/NIOS etc. With minimum 50% of marks should have done Nursery Teachers Training Course or a two year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field in desirable. Salary Rs 20,000/-.

3. **Age Criteria.** Below 55 years on the date of appointment.

**Notes :**

1. Application form can be downloaded from [apsrkpuram.edu.in](http://apsrkpuram.edu.in) and hard copy of application form along with Xerox copies of educational qualifications, experience certificate, Score Card and Aadhar Card to be sent by post / by hand to the Principal, Army Public School RK Puram Secunderabad – 500056 by 31 May 2024.
2. Rs 250/- DD drawn in favour of Army Public School RK Puram payable at Secunderabad to be enclosed with Application Form.
3. For any additional eligible qualification, please refer to vacancy Tab in the School Website & CBSE guidelines.
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 sent through e-mail will NOT be accepted.
6. Army Public Schools come under the category of Unaided Private School and it is not a Govt Institute. No TA DA will be admissible for attending the Interview.

Sd/- x x x x x  
Principal