



ARMY PUBLIC SCHOOL, WELLINGTON (CBSE SYLLABUS)

Near Jubilee Garden, DSSC, Wellington Post, Nilgiris - 643 231. Mobile: 98940 34538.

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LOCAL SCREENING BOARD (LSB 2025-26)

REQUIREMENT OF STAFF FOR THE FOLLOWING **ADHOC / CONTRACTUAL** FOR TEACHING, NON TEACHING & ADM STAFF AND GROUP-D CASUAL POSTS:-

Ser No	Post	Subjects & No of Vacancy	Qualification Requisites
(a)	PGT	Psychology - 01 Commerce - 01 Economics - 01 Physical Education - 01	Details of required qualifications for the posts are available at our school website www.apswellington-nilgiris.edu.in
(b)	Headmistress (KG to II)	01	
(c)	CLT	01	
(d)	Librarian	01	
(e)	Administrative Staff	Head Clerk - 01, LDC - 02, Adm Supervisor – 01 Receptionist - 01 Group D – 17 (13 - Housekeeping Staff, 01 - Gardner, 01 - Watchguard, 01-Multitasking Staff, 01 - Gardner cum Watchguard)	

Note: 1. Application can be collected from Army Public School, Wellington or downloaded from website www.apswellington-nilgiris.edu.in. Application duly completed along with all the testimonials and payment of Rs. 250/- through Demand Draft should be sent through post to Principal, Army Public School, Wellington, Near Jubilee Garden, DSSC Wellington, The Nilgiris-643 231. ('Application for the post should be clearly mentioned on the envelope')

2. Last date for submission of application is **20 Mar 2025** by **1400hrs**. Candidates are also requested to fill up the **Google Form (mandatory)** available on the school website.

3. No TA/ DA admissible)

4. Only shortlisted candidates will be called for Interview.

5. Decision of School Management will be final and no appeal will be entertained

Sd/-

Principal

Army Public School

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S. No	Post	Subject	Eligibility Criteria		
1.	PGT	Psychology Commerce Economics Physical Education	1. Two years Integrated Post Graduate M.Sc. Course of Regional. College of Education of NCERT in concerned subject with at least 50% aggregate marks. OR Post-Graduation with minimum 55%marks or equivalent grade and three-year integrated B.Ed./M.Ed. OR Master Degree from a recognized University with at least 50 % marks in aggregate in any of the following subjects: -		
			S.NO	POST	Education Qualification (Master Degree)
			(a)	Psychology	Psychology
			(b)	Commerce	Commerce
			(c)	Economics	Economics
(d)	Physical Education	Physical Education			
2.	Head Mistress	KG - II	(a) Graduate in any specialization with min 50% mark in each and overall aggregate. (b) B.Ed/ M.Ed and B.El.Ed with diploma in elementary education. (c) Min 8 Yrs of teaching experience with at least of 05 Yrs as PRT in a CBSE recognized school. (d) Age-Max 55 Yrs and 57 Yrs for ESM/Teachers from the same school. Qualified in CTET and OST.		

3	CLT	Non-Teaching	<p>(a) Work Experience: Minimum 3 years of experience in computer lab Technician, or a similar technical role (preferably in an educational setting).</p> <p>(b) Maintain lab equipment, including printers, projectors, and interactive boards.</p> <p>(c) Provide technical support to students and teachers during lab sessions.</p> <p>(d) Troubleshoot and resolve hardware, software, and connectivity issues.</p> <p>(e) Experience with troubleshooting hardware (desktops, laptops, printers, etc.)</p>
4	Librarian	Non-Teaching	<p>(a) Graduate in B.lib/Dip in CLIS</p> <p>(b) 5-10 yrs exp in library management.</p> <p>(c) Good knowledge of library sections and services</p> <p>(d) Good command over in house library operations</p> <p>(e) Excellent communication and writing skills</p> <p>(f) Proficient in: MS Office.</p>

5.	Head Clerk	Admin	<p>(a) Graduate in any discipline.</p> <p>(b) 5-10 yrs exp in Office Management, account handling as Head clerk with high proficiency in staff duties and drafting exp.</p> <p>(c) Computer Savvy – MS Office etc</p>
6.	Supervisor Adm	Admin	<p>(a) Graduate in case of civilian or fifteen years of service in case of ESM who should be physically fit to undertake strenuous job of running errand.</p> <p>(b) Working knowledge of computers and basic financial matters.</p> <p>(c) Minimum 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non- Govt organization.</p> <p>(d) Preferable for ESM (JCO or equivalent).</p> <p>(e) Medically Fit.</p>
7.	LDC	Admin	<p>(a) Graduate or 3 years of service as a clerk, Computer literate.</p> <p>(b) Knowledge of Computer MS Office (Speed 12000 key depression per hour).</p>
8.	Receptionist	Admin	<p>(a) Education: Bachelor's degree preferred.</p> <p>(b) Knowledge of Computer MS Office</p> <p>(c) Good Communication Skill in English</p>
9.	Group D		<p>a) Education: Minimum 8 Std</p> <p>(b) Experience in Housekeeping</p> <p>(c) Medical: - Medically Fit</p> <p>(d) Age-For Fresh Candidate- Not more than 40yrs, as on 01 April 2025</p> <p>(e) For Experienced candidates - Not more than 55 yrs.</p>