

## **TO BE UPLOADED ON SCHOOL WEBSITE**

### **INSTRUCTIONS FOR THE CANDIDATES**

**Dear Applicant,**

**Please make a note of the points mentioned below:**

1. Take a print of the Application Form from the School Website ([www.apsdelhicantt.com](http://www.apsdelhicantt.com), under "Vacancy tab").
2. Submit the duly filled form by post/ by hand. No applications will be accepted via e-mail. The envelope must state "Application for the post of Headmistress."
3. Get a demand draft of Rs.500/- in favour of 'Army Public School, Delhi Cantt'" payable at New Delhi and attach it with the application form. Incomplete application forms/ forms received without the demand draft will not be considered. Please fill all the fields
4. In case of any issues/ queries please feel free to contact the School Head Clerk (Mob No. +919818795322)
5. The last date to submit the applications is 14 Nov 2023. Applications received after 2.00 PM on 14 Nov 2023 will not be accepted.

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### **ELIGIBILITY CRITERIA : HEADMISTRESS**

1. Graduate in any specialization with min 50% marks in each and overall aggregate.
2. B.Ed / M.Ed and B.El.Ed / Diploma in elementary education.
3. Min 08 yrs of teaching experience with at least of 05 yrs as PRT in a CBSE recognized school.
4. Maximum age 55 years (on the date of receipt of application) and 57 yrs for ESM/teachers from the same school.
5. Qualified in CTET and Online Screening Test (OST).
6. Should be IT/computer literate.
7. Appointment on regular basis.

**Note.** Teachers from the same school who fulfill the min QR as laid down above can also apply.

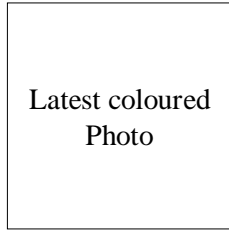
**Selection Process-** Only shortlisted candidates (based on qualifications, experience, merit and other criteria) considered by the Management will be called for the interview. School Management reserves the right to select/ reject applications for interview.

**Pay & Allowances-** As per AWES norms.



**ARMY PUBLIC SCHOOL, DELHI CANTT, NEW DELHI -110010**

**APPLICATION FORM FOR SCREENING/INTERVIEW FOR THE SELECTION  
OF HEADMISTRESS IN APS DELHI CANTT**



**1. PERSONAL DATA :**

- (a) Name in full (Block letters) : \_\_\_\_\_
- (b) Daughter/wife of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_
- (d) Age as on 01<sup>st</sup> Nov 2023 : \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
- (e) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (f) Marital Status : \_\_\_\_\_
- (g) Name & occupation of the spouse (if married) : \_\_\_\_\_  
\_\_\_\_\_
- (h) Number of children with age & sex : \_\_\_\_\_
- (i) Contact details: Landline No. (with STD code) : \_\_\_\_\_  
Mobile number : \_\_\_\_\_  
Email ID : \_\_\_\_\_

**2. PRESENT/LAST OCCUPATION**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name & Address of the Institution/ Organization: \_\_\_\_\_  
\_\_\_\_\_
- (c) Notice period (if applicable) you will have to serve, if selected: \_\_\_\_\_
- (d) Current remuneration : \_\_\_\_\_
- (e) Expected remuneration : \_\_\_\_\_



4. **EXPERIENCE:** Fill the particulars in chronological order starting with your current appointment (if there is not enough space, please attach a separate sheet).

Experience (Exact dates to be indicated)		School/ College	Subject taught/ leadership position held	Designation	Classes taught/ supervised	Total experience
From	To					
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
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						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
						__ Yrs __ Months
<b>Total Experience</b>						__ Yrs __ Months
<b>Teaching experience as PRT</b>						__ Yrs __ Months
<b>Administrative experience in Schools/Educational Institutions</b>						__ Yrs __ Months

**Note :-**Include all posts held which are relevant to the field of Education)

5. **INITIATIVES TAKEN:**

- (a) As a teacher :  
(b) As a leader :

6. **MEDICAL HISTORY:**

- (a) Are you suffering from any medical condition which needs regular attention :  
(b) If yes, please specify :

7. (a) **COMPUTER KNOWLEDGE**

Program	Level of Proficiency		
	Average	Good	Excellent
MS Word			
MS Excel			
MS PowerPoint			
Google doc, Google Sheet			
Google/ MS Forms			
Any other			

- (b) Online classes taken and tools used during the classes :-

8. **NAME & CONTACT DETAILS OF THE REFERENCES :** ( Please also specify the nature of the association with the individual).

9. **AGREEMENT :** If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools.  
(b) I undertake to serve the School till the end of the academic session/ period specified/ fixed by the management.  
(c) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

10. I am attaching Demand Draft bearing No \_\_\_\_\_ dated \_\_\_\_\_ for Rs 500/- (Rupees five hundred only) payable in favour of 'ARMY PUBLIC SCHOOL DELHI CANTT' payable at New Delhi.

(Signature of applicant)

Date .....

Name : \_\_\_\_\_

**INSTRUCTIONS TO CANDIDATES**

1. Please download and print the Application Form.
2. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
3. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post/ by hand. No applications will be accepted via e-mail. The envelope must clearly state '**Application for the post of Headmistress**'.
5. Send DD for Rs 500/- in favour of Army Public School, Delhi Cantt payable at Delhi Cantt.
6. Form should also be accompanied with a hand written application (legible) for the said post.
7. Please fill all the fields. Incomplete form will be rejected.
8. Form received without the Demand Draft will not be considered.