

Army Pre Primary School Jaipur invites application for selection of following post from aspiring candidates:-

S No	Post	Vac	Qualification	Age criteria
1.	Headmistress	01	(a) Graduate or above in any discipline. (b) Mandatory- A teaching degree B.Ed. (Elementary Education or NTT (Mandatory) (c) Experience as required under anyone of the following clauses:- (i) At least 3 years experience of administrative charge of recognized Middle school or higher classes. (ii) At least 5 year experience as Head of school (headmistress)/ Coordinator/ Supervisor of Primary Wing of recognized High school or an APPS.	Below 55 years on the date of appointment.
2.	Teacher	15	Must have at least qualified Grade XII through any recognized Board CBSE/ ICSE/NIOS Etc. with minimum 50% Marks. She should have done Nursery Teachers Training Course or Two year diploma in Elementary Education from an institution recognized and approved by the state education department. Graduation in any field is desirable.	As on 01 April of the year of appointment, the age of the candidate should not be less than 25 years & more than 40 years if not holding any experience candidate with at least 5 years teaching experience in the last ten years in Pre Primary classes can be enrolled upto the age of 55 years.
3.	Ayaas	08	At least 8 th pass. Experience in any recognized school will preferred.	Below 50 years
4.	Safaiwala	01	At least 8 th pass.	Below 50 years.
5.	Gardener	01	At least 8 th pass.	Below 50 years.
6.	Driver cum watchman	01	At least 8 th pass.	Below 50 years.

7.	Supervisor Adm cum Head Clerk	01	(a) Preferably an ex-serviceman of General duties category upto the age of 55 years. (b) Minimum graduate in case of civilian. (c) Working knowledge of computers and basic financial matters. (d) 05 years of experience in administration and ability and willingness for liaison work with various governments and non-government agencies and office management, account handling with highly proficiency in staff duties and drafting experience. (e) Should not have any disciplinary case against him in the entire service. (f) Computer savy-MS Office etc	Upto 55 years
8.	Account Clerk/ Accountant	01	(a) Commerce graduate or fifteen years service as a clerk in the Defence service. (b) Basic computer application course of Army/ Diploma in computer Application of not less than one year duration. Speed – 12000 key depression per hour. Knowledge of double entry system of accounting, excel sheet and accounting software. (c) Minimum 5 years' experience as an Account clerk in the Defence Services/ reputed organization.	Upto 55 years

(a) Application form with contract No. to be forwarded to Army Pre Primary School Jaipur before 16 May 2024.

(b) Date & time of written examination & Interview of Principal on 18 May 2024 (0900 hrs onward) at APPS Jaipur.

(c) Date & time of written examination & Interview of teachers & other staff on 20-21 May 2024 (0900 hrs onward) at APPS Jaipur.

(d) Address: Principal

Army Pre Primary School

Army Area Jaipur Cantt

PIN 302012

Contact 9116190939, 9988851195

FORMAT FOR BIO DATA

1. School :
2. Name :
3. Husband/Father's Name & Profession :
4. Date of Birth :
5. Date of Appointment :
6. Date of Superannuation :
7. Date of Marriage :
8. Mob. Number :
9. Qualification (Graduation & above)

Recent
passport
size
Photograph

Qualification	Year	Institution	Subject

10. Experience:-

Job	Institute	From	To

11. Awards, if any :
12. Expertise :
13. Major achievements :

14. Seminar/Workshops attended:-

Event	Date	Venue

15. Books/Papers Published :
16. Computer Literacy :
17. Previous EPF Membership :
18. Any other aspect the appointee would like to highlight :

Date:

Signature of candidate

