

MINIMUM QUALIFICATION FOR NON TEACHING/ADMINISTRATIVE AND SUPPORT STAFF

Non-Teaching Staff

1. **Health Wellness Teacher (Counselor).** Graduate with Psychology with a Certificate or Diploma in Counselling with minimum experience of three years as Wellness Teacher/ Counsellor. (Graduate in Psychology or a Graduate with diploma in Psychology in schools where Psychology is taught as a subject at 10+2 level, a PGT (Psychology), who has a max of 14 periods per week, may be utilised as a Health Wellness Teacher in addition to his/her duties.
2. **IT Supervisor** The IT Supervisor should have Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following (Hands on experience should be given due weightage): -
 - 2.1 Networking and LAN Administration.
 - 2.2 Operating Systems.
 - 2.3 RDBMS with programming. Proficiency in one language.
3. **Computer Laboratory Technician.** Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
4. **Science Laboratory Attendant.** 10+2 with Science and computer literate.

Administrative Staff

1. **Head Clerk**
 - 1.1 Preferably an ex-servicemen of clerk category upto the age of 55 years.
 - 1.2 5-10 years' experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
 - 1.3 Computer Savvy - MS Office, etc
 - 1.4 Educational Qualification - Minimum Graduate in case of civilian.
 - 1.5 Should not have any disciplinary case against his in the entire service.
2. **Administrative Supervisor**
 - 2.1 Should be retired JCO/Hony Rank having administrative experience.
 - 2.2 Should be of age less than 55 years at the time of joining. For ESM, it should be 57 yrs.
 - 2.3 Should be security course qualified.
 - 2.4 Should be computer savvy
 - 2.5 Should not have left services on disciplinary/dismissal grounds.
 - 2.6 Should have basic knowledge of:-
 - 2.6.1 Handling of Master ledger of stores.
 - 2.6.2 Stores, Eqpt Maintenance and Man Management.

3. **Accountant**

3.1 Commerce Graduate or fifteen years' service as a clerk in the Defence Services.

3.2 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.

3.3 Minimum 5 years' experience as an Accounts Clerk in the Defence Services/reputed organization.

4. **UDC/Account Clerk**

4.1 B Com or fifteen years of service as a clerk (for Ex-servicemen). Computer literate (MS Office, Tally etc)

4.2 Computer Savvy (12000 key depressions per hour). Knowledge of relevant software applications used by schools.

4.3 5 years' experience as a clerk or an accounts clerk in a reputed organisation, preferably in school.

5. **LDC**

5.1 Graduate or ten years of service as a clerk (for experience). Computer literate

5.2 Knowledge of Computer MS Office (Sped 120000 key depressions per hour)

5.3 Basic knowledge of accounting.

6. **Receptionist**

6.1 Graduate or ten years of service as a clerk (for experience). Computer literate

6.2 Knowledge of Computer MS Office (Sped 120000 key depressions per hour)

6.3 Basic knowledge of accounting.

7. **Para-medics.** 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference

ARMY PUBLIC SCHOOL, BIRPUR, DEHRADUN
(Co-education, English Medium Senior Secondary School
(Affiliated to CBSE, New Delhi, Affiliation No 3580012)
www.apsbirpur.edu.in

1. Applications are invited from qualified and dedicated individuals for the position of following posts:-

POST	
Adhoc (from 01 Jul 2026 till end of Academic Session).	
(a)	PGT English, Psychology
(b)	TGT English, Maths, Social Science, Science & Hindi/Sanskrit (capable to teach both Hindi & Sanskrit).
(c)	PRT All Subject, PET
Adhoc (from 01 Jun 2026 till end of Academic Session)/Term Based for (04 Academic Sessions).	
(a)	Non-Teaching Staff Health & Wellness Teacher (Counsellor) TGT-Grade, IT Supervisor, Computer Lab Tech, Science Lab Assistant (Chemistry & Biology).
(b)	Administrative Staff Head Clerk, Accountant, Administrative Supervisor UDC, Account Clerk, LDC, Receptionist, Infirmary Nurse & Driver.

2. **Qualifications.** Detailed list of minimum qualification requisites (QR) for above posts are given at the school website www.apsbirpur.edu.in.

3. As on 01 Apr 2026, the age of the candidates should be:-

- | | | | |
|-----|--|---|----------------|
| (a) | Fresh candidate (No Teaching Experience) | - | Below 40 Years |
| (b) | Experienced Candidate (minimum 05 years teaching Experience in last ten years) | - | 40-55 Years |

4. CTET/TET is preferable for TGT/PRT.

5. Salary: As per AWES Norms.

6. The application form duly completed must be submitted alongwith attested copies of all testimonials (Academic & Experience) and one recent passport size photograph with a non-refundable Demand Draft of 250/- drawn in favour of **Army Public School, Birpur.** **(Note : No applications will be accepted via email. Only hard copy sent by hand/post will be accepted)**

7. The School Management reserves the right of selection or rejection of applications based on Qualification, Experience & Merit. Incomplete applications or those not in the prescribed format will not be accepted. Only shortlisted candidates will be called for interview telephonically, followed by e-mail, intimating the date/time of interview. No TA/DA will be admissible.

8. The last date for submitting the application is 25 Apr 2026.

PRINCIPAL
ARMY PUBLIC SCHOOL, BIRPUR