

## **QUALIFICATION REQUIREMENTS**

### **1. Principal Senior Secondary School**

#### **(a) Mandatory Qualifications.**

(i) **Academic Qualification.** Masters Degree, with a minimum aggregate of 50 percent, from any University recognised by the Govt of India/UGC/AICTE. The Masters Degree should be in any one of the subjects taught in the Senior Secondary classes of that Air Force School. Those holding a Masters Degree in any other subject will not be eligible for the post.

(ii) **Professional Qualification.** A Bachelor of Education Degree or its equivalent from a college/university recognised by Govt of India/AICTE/UGC/National Council of Teachers Education.

(iii) **Experience.** Teaching experience of at least two years as a PGT or experience of at least two years as Principal of a Senior Secondary/Secondary School or at least three years teaching experience as a TGT.

#### **(iv) Age.**

(aa) Should be in the age group of 35 to 50 years as on 01 July of the academic year in which the post is being filled. There will be no upper age limit in the case of serving staff of Air Force Schools but they should have at least two years of residual service as on 01 July of the academic year in which they are being considered for the post.

(ab) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(ac) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(ad) Candidates with at least two years continuous service as a PGT or at least three years continuous service as a TGT in any Air Force School but presently not working in a Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(v) **Language.** Should be able to read, write and communicate fluently in English.

#### **(b) Desirable Qualifications (Due weightage to be given during selection).**

(i) Knowledge of computer applications, especially MS Office.

(ii) Conversant with POCSO Act, CBSE rules, NCERT etc.

- (iii) Attended educational workshops.
- (iv) Ability to read/write/communicate in Hindi.
- (v) CTET/STET qualified candidates will be given additional weightage during selection.

## 2. **Principal Secondary School**

### (a) **Mandatory Qualifications.**

(i) **Academic Qualification.** Masters Degree, with a minimum aggregate of 50 percent, from any University recognised by the Govt of India/UGC/AICTE. The Masters Degree should be in any one of the subjects taught in the Secondary classes of that Air Force School. Those holding a Masters Degree in any other subject will not be eligible for the post.

(ii) **Professional Qualification.** A Bachelor of Education Degree or its equivalent from a college/university recognised by Govt of India/AICTE/UGC/National Council of Teachers Education.

(iii) **Experience.** Teaching experience of at least two years as a TGT or experience of at least two years as Principal of a Secondary or a Primary Air Force School.

### (iv) **Age.**

(aa) Should be in the age group of 35 to 50 years as on 01 July of the academic year in which the post is being filled. There will be no upper age limit in the case of serving staff of Air Force Schools but they should have at least two years of residual service as on 01 July of the academic year in which they are being considered for the post.

(ab) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(ac) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(ad) Candidates with at least two years continuous service as a PGT/TGT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(v) **Language.** Should be able to read, write and communicate fluently in English.

(b) **Desirable Qualifications (Due weightage to be given during selection).**

- (i) Knowledge of computer applications, especially MS Office.
- (ii) Conversant with POCSO Act, CBSE rules, NCERT etc.
- (iii) Attended educational workshops.
- (iv) Ability to read/write/communicate in Hindi.
- (v) CTET/STET qualified candidates will be given additional weightage during selection.

3. **Headmaster/Headmistress Middle/Primary School**

(a) **Mandatory Qualifications**

(i) **Academic Qualification.** Graduate Degree, with a minimum aggregate of 50 percent, from any University recognised by the Govt of India/UGC/AICTE. The Graduate Degree should be in any one of the subjects taught in the Middle/ Primary classes of that Air Force School. Those holding a graduate degree in any other subject will not be eligible. However, if such candidate holds a Masters Degree in any of the subjects taught in the School, he/she will be eligible for the post.

(ii) **Professional Qualification.** A Bachelor of Education Degree or its equivalent from a college/university recognised by Govt of India/AICTE/UGC/ National Council of Teachers Education.

(iii) **Experience.** Teaching experience of at least two years as a PGT/ TGT/PRT or at least three years as a NTT or experience of at least two years as Principal/HM of an Air Force School.

(iv) **Age**

(aa) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled. There will be no upper age limit in the case of serving staff of Air Force Schools but they should have at least two years of residual service as on 01 July of the academic year in which they are being considered for the post.

(ab) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(ac) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(ad) Candidates with at least two years continuous service as a PGT/ TGT or three years as a PRT or NTT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(v) **Language**. Should be able to read, write and communicate fluently in English.

(b) **Desirable Qualifications (Due weightage to be given during selection).**

(i) Knowledge of computer applications, especially MS Office.

(ii) Conversant with POCSO Act, CBSE rules, NCERT etc.

(iii) Attended educational workshops.

(iv) Ability to read/write/communicate in Hindi.

(v) CTET/STET qualified candidates will be given additional weightage during selection.

4. **Headmaster/Headmistress Pre-Primary School**

(a) **Mandatory Qualifications**

(i) **Academic Qualification**. Graduate Degree with an aggregate of 50 percent from any University recognised by the Govt of India/UGC/AICTE.

(ii) **Professional Qualification**. A Bachelor of Education Degree or Nursery Teachers Training Certificate/Montessori or its equivalent from a college/university/institution recognised by Govt of India/AICTE/UGC/National Council of Teachers Education/State Council of Educational Research & Trg (SCERT).

(iii) **Experience**. Teaching experience of atleast two years or experience of at least one year as Principal/HM of any Air Force School.

(iv) **Age**

(aa) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled. There will be no upper age limit in the case of serving staff of Air Force Schools but they should have at least two years of residual service as on 01 Jul of the academic year.

(ab) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(ac) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(ad) Candidates with at least two years continuous service as a PGT/ TGT/PRT or three years as a NTT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(v) **Language**. Should be able to read, write and communicate fluently in English.

(b) **Desirable Qualifications (Due weightage to be given during selection).**

(i) Knowledge of computer applications, especially MS Office.

(ii) Conversant with POCSO Act, CBSE rules, NCERT etc.

(iii) Ability to read/write/communicate in Hindi.

(iv) Working knowledge of child psychology.

(v) CTET/STET qualified candidates will be given additional weightage during selection.

5. **Post Graduate Teachers**

(a) **Mandatory Qualifications**

(i) A Masters Degree from any University recognised by the Govt of India/ UGC/ AICTE with a minimum aggregate marks of 50 percent in the subject and 50 percent in the aggregate:-

(aa)	PGT (English)	:	English
(ab)	PGT (Hindi)	:	Hindi
(ac)	PGT (Maths)	:	Mathematics/ Applied Mathematics
(ad)	PGT (Physics)	:	Physics/ Electronics/ Applied Physics/ Nuclear Physics
(ae)	PGT (Chemistry)	:	Chemistry/ Bio-Chemistry
(af)	PGT (Biology)	:	Botany/ Zoology/ Life Sciences/ Bio-Sciences/ Genetics/ Micro-Biology/ Bio-Technology/ Molecular Biology/ Plant Physiology, provided the candidate has studied Botany and Zoology at graduation level
(ag)	PGT (History)	:	History
(ah)	PGT (Geography)	:	Geography
(aj)	PGT (Commerce)	:	Commerce with Accountancy/ Cost Accounting/ Financial Accountancy. Holder of degree of M Com in Applied/ Business Economics shall not be eligible
(ak)	PGT (Economics)	:	Economics/ Applied Economics/ Business Economics

(al) PGT (Computers): B.E. or B.Tech (Computer Science/IT) or an equivalent Degree or Diploma from an institution/ university recognised by the Govt. of India.

OR

B.E or B.Tech (any stream) and Post Graduate Diploma in Computers from any recognised University

OR

M.Sc. (Computer Science)/ MCA or equivalent from a recognised University

OR

B.Sc. (Computer Science)/ BCA or equivalent and Post Graduate degree in any subject from a recognised University

OR

Post Graduate Diploma in Computer and Post Graduate degree in any subject from a recognised University

OR

'A' Level from DOEACC and Post Graduate degree in any subject

OR

'B' or 'C' Level from DOEACC

(ii) A Bachelor of Education Degree or its equivalent from a college/ university recognised by Govt of India/AICTE/UGC/National Council of Teachers Education. However, B.Ed. degree is not mandatory for the post of PGT (Computers) and Health Wellness Teacher (Qualification of HWT is laid down in Para 6 below).

(iii) Should be in the age group of 21 to 50 years as on 01 July of the academic year in which the post is being filled.

(iv) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(v) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or

the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(vi) Candidates with at least two years continuous service as a PGT/TGT or three years as a PRT/NTT in any Air Force School but presently not working in an Air Force School will be given age relaxation up to the extent of such service rendered in Air Force School.

(vii) Should be able to read, write and communicate fluently in English (except PGT Hindi).

(b) **Desirable Qualifications (Due weightage to be given during selection).**

(i) Knowledge of computer applications, especially MS Office.

(ii) Ability to read/write/communicate in Hindi.

(iii) CTET/STET qualified candidates will be given additional weightage during selection.

• **PGT (Physical Education)**

**Mandatory Qualification**

(i) Post Graduate or equivalent Degree in Physical Education from a recognized university with minimum 50% marks in aggregate.

(ii) Other mandatory qualifications applicable for Post Graduate Teachers will be applicable for PGT (Physical Education).

**Desirable Qualifications**

(i) Knowledge of Computer Application.

(ii) Ability to read/write/communicate in Hindi and English.

(iii) CTET/STET qualified candidates will be given additional weightage during selection.

(iv) Experience of working Physical Education Teacher in a recognised Higher Secondary or Intermediate college.

- **Age Limit** :- Should be in the age group of 21 to 50 years as on 01 Jul of. The academic year in which the post is being filled

## 6. **Trained Graduate Teachers**

### (a) **Mandatory Qualifications**

(i) A Masters or a Bachelor's Degree from any University recognised by the Govt of India/ UGC/ AICTE with a minimum marks of 50 percent in the subject and 50 percent in the aggregate, including electives and languages, in the combination of subjects as under :-

- |      |                       |   |  |
|------|-----------------------|---|--|
| (aa) | TGT (Sanskrit)        | : | Sanskrit as an elective subject at Degree level  |
| (ab) | TGT (Hindi)           | : | Hindi as an elective subject at Degree level   |
| (ac) | TGT (English)         | : | English as an elective subject at Degree level   |
| (ad) | TGT (Social Studies): |   | Any two out of History, Geography, Economics or Political Science, of which one must be either History or Geography  |
| (ae) | TGT (Maths)           | : | Maths with any two out of Physics, Chemistry, Electronics, Computer Science or Statistics  |
| (af) | TGT (Science)         | : | Physics, Chemistry , Mathematics, Botany, and Zoology (Any three subjects should have been studied)  |
| (ag) | Health Wellness :     |   | Diploma in Counselling from a Teacher recognised University or BA/ BSc Psychology with Educational Psychology/ Counselling Psychology from a recognised University or MA/ MSc in Counselling Psychology or MA MSc Psychology with Counselling Psychology as specialisation or MA/MSc in Applied Psychology with Counselling Psychology from a recognised University. |
| (ah) | TGT (Music)           | : | Degree in Music from a Govt recognised University  |



OR

Higher Secondary with any of the following, viz., Sangeet Visharad of Gandharva Mahavidyalaya Mumbai

OR

Bhatkhande Sangeet Vidyapeeth, Lucknow

OR

Indira Kala Sangeet Vishwavidyalaya, Khairagarh (Chhattisgarh)

OR

Sangeet Prabhakar Examination of Prayag Sangeet Samiti, Allahabad

OR

Equivalent qualification from other Govt recognised institutions.

OR

Degree/Diploma awarded by Pracheen Kala Kendra, Chandigarh in the following categories, viz., Sangeet Bhaskar with graduation in any discipline, Sangeet/ Nritya Bhushan with graduation in any discipline, Sangeet Bhushan with Sr Sec/ Sec/ Pt I of three-year degree course and Sangeet/ Nritya Visharad with Sr Sec/ Sec/ Pt I of three-year degree course

- (aj) TGT (Games) : Degree in Physical Education or its equivalent from any Govt recognised institution
- (ak) TGT (Computer) : PGDCA/ MCA/ BE from any Govt recognised institution
- (al) (TGT(Drawing): Diploma in Drawing and Painting/ Sculpture/ Graphic Art from any Govt recognised institution

OR

Four years' Diploma in Fine Arts

and Crafts from Viswa Bharati,  
Shanti Niketan

OR

Diploma in Fine Arts from Govt.  
School of Arts and Crafts, Patna

OR

M.A. in Drawing and Painting  
from Agra University, Agra

OR

Degree/ Diploma in Fine Arts  
from Regional Colleges of  
Education

(ii) A Bachelor of Education Degree or its equivalent from a college/ university recognised by Govt of India/AICTE/UGC/National Council of Teachers Education. However, B.Ed. degree is not mandatory for the post of TGT (Computers), TGT (Music), TGT (Games), TGT (Drawing)and Health Wellness Teacher.

(iii) Should be in the age group of 21 to 50 years as on 01 July of the academic year in which the post is being filled.

(iv) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(v) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(vi) Candidates with at least two years continuous service as a PGT/TGT or three years as a PRT/NTT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(vii) Should be able to read, write and communicate fluently in English (except TGT Hindi, Sanskrit, Games and Drawing).

(b) **Desirable Qualifications (Due weightage to be given during selection)**

- (i) Knowledge of computer applications, especially MS Office.
- (ii) Ability to read/write/communicate in Hindi.
- (iii) CTET/STET qualified candidates will be given additional weightage during selection.

7. **Primary Teachers**

(a) **Mandatory Qualifications**

(i) Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known) from a recognized board.

Or

Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor in Elementary Education (B EI Ed)

Or

Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Education (special education)

Or

Graduation with at least 50% marks and Bachelor of Education (B Ed) from any NCTE recognized institution along with six-month Bridge Course in Elementary Education recognized by the NCTE.

(ii) Should be in the age group of 21 to 50 years as on 01 July of the academic year in which the post is being filled.

(iii) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(iv) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(v) Candidates with at least two years continuous service as a PGT/TGT or three years as a PRT/NTT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(vi) Should be able to read, write and communicate fluently in English.

**(b) Desirable Qualifications (Due weightage to be given during selection)**

(i) Knowledge of computer applications, especially MS Office.

(ii) Ability to read/write/communicate in Hindi.

(iii) CTET/STET qualified candidates will be given additional weightage during selection.

**8. Promotion of Regular NTT/PRT/TGT/PGT to Regular PRT/TGT/HM/PGT/Principal.** NTTs, PRTs, TGTs and PGTs on regular vacancies are eligible for promotion to regular posts of PRT, TGT, HM, PGT and Principal respectively only in the Air Force School where they are presently employed. They are to be considered before the vacancy is advertised (Also see Para 4 Chapter 5 of this Code). Promotion will be subject to the following conditions:-

(a) Vacancy of PRT/TGT/HM/PGT/Principal should be available in the School.

(b) Should have the requisite qualification for the post applied for.

(c) They will have to undergo the probation period for PRT/TGT/HM/PGT/Principal.

(d) Last drawn pay as NTT/PRT/TGT/PGT will be protected.

(e) In case they do not complete six months service as a PRT/TGT/PGT before the vacations, they will be paid vacation salary as per their entitlement as a NTT/PRT/TGT.

(f) In the event of non-confirmation as a PRT/TGT/HM/PGT/Principal, such teacher will have the option of reverting back to the regular post of NTT/PRT/TGT/PGT. In such case, service rendered as PRT/TGT/HM/PGT/Principal on probation will count towards calculation of increment for NTT/PRT/TGT/PGT.

**Note:** - ED is to ensure that the vacancy arising due to selection of a staff to a higher post through DPC is filled only on contractual basis till the promotee staff is either confirmed in the higher post or reverted back to the earlier post.

9. **Nursery Trained Teacher**

(a) **Mandatory Qualifications**

(i) Senior Secondary with Nursery Teachers Training diploma or diploma in Nursery/Montessori/Pre-Primary Teachers Training or Diploma in Elementary Education from a Govt recognised institution. While candidates with higher qualifications may apply, preference is to be given to candidates with diploma in Nursery/Montessori Training.

(ii) Should be in the age group of 21 to 50 years as on 01 July of the academic year in which the post is being filled.

(iii) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(iv) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(v) Candidates with at least two years continuous service as a PGT/TGT/ PRT/ or three years as NTT in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School.

(vi) Should be able to read, write and communicate fluently in English.

(b) **Desirable Qualifications (Due weightage to be given during selection)**

(i) Basic knowledge of computer applications, especially MS Office.

(ii) Should be able to read/write/communicate in Hindi.

(iii) Experience in art, craft, cartoon, caricature, puppet making, music, dance etc.

**10. Librarian**

- (a) University degree in Library Science or graduate with one year diploma in Library Science from a Govt recognised institution.
- (b) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.
- (c) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (d) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.
- (e) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.
- (f) Should be able to read, write and communicate fluently in English and Hindi.
- (g) Basic knowledge of computer applications, especially MS Office.

**11. Junior Librarian**

- (a) Matriculation or equivalent with certificate in library science from a Government recognised institute.
- (b) Should be in the age group of 21 to 50 years as on 01 July of the academic year.
- (c) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (d) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.
- (e) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given

age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.

(f) Should be able to read, write and communicate fluently in English and Hindi.

(g) Basic knowledge of computer applications, especially MS Office.

**12. Part Time Instructors (Optional).** Subject to prior approval of SMC, the Executive Director, may engage part time instructors (like taekwondo trainer, yoga instructor, skating instructor, band master and other such tradesmen) for practical training as felt necessary. In case of doubt on the issue of appointing any particular tradesman, clarification may be sought by the ED from the Secretary CSMC. It is not mandatory for such part time instructors to have an academic or teaching degree but Chairman SMC must satisfy himself/ herself that the instructors have impeccable credentials. (Also see Para 7 of Chapter 7).

**13. Exemption from NTT/BEd Degree.** All regular appointments should have a teaching degree as laid down above before joining the School. However, as an exception, only when a trained candidate is not available, contractual academic staff may be appointed for short durations only. This should be an exception rather than the rule. Whenever this clause is used prior approval of Chairman CSMC is to be obtained for an initial duration of three months. During this period if the qualified teacher is still not available, case is to be processed through the Society for approval by Executive Vice Chairman. However, this exemption is not available for Principal/HM, who must have a recognised teaching degree.

**14. Special Educator (Refer Note VII of Para 6, Chapter 4).** Minimum qualification for appointment of Special Educators will be as per guidelines of Rehabilitation Council of India. The guidelines are placed as **Appendix Y**.

**15. Bar on Recruitment.** Spouses of AOsC/Stn Cdrs/COO/C Adm O/CEO/ED/ Principal/HM are barred from working in that Air Force School in any capacity whatsoever. No waiver will be granted.

**16. Panel of Parents As Leave Vacancy Teachers.** All Air Force Schools are to maintain a panel of volunteer parents who may be called at short notice to help out the school in case of leave/immediate resignation of a teacher. Such parents need not have a teaching degree. Such parents may be paid honorarium of R 200/- to R 500/- per day depending on the financial viability and as approved by Chairman SMC. However, for vacancies lasting more than one month, ED is to ensure that a duly selected contractual teacher is employed.

**17. Office Superintendent (Erstwhile Adm Officer)**

(a) Graduate with at least five years' experience in office work.

(b) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.

(c) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(d) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(e) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.

(f) Should be able to read, write and communicate fluently in English.

(g) Basic knowledge of computer typing and applications, especially MS Office.

**18. Lab Attendant**

(a) 10+2 with Science.

(b) Should be in the age group of 21 to 50 years as on 01 July of the academic year in which the post is being filled.

(c) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(d) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(e) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.

(f) Should be able to read, write and communicate fluently in English or Hindi.



**19. Accounts Assistant**

- (a) B Com from a Govt recognised University with knowledge of accounts and book-keeping.
- (b) Typing speed of at least 40 wpm in English.
- (c) Basic knowledge of computer applications, especially MS Office.
- (d) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.
- (e) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (f) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.
- (g) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.
- (h) Should be able to read, write and communicate fluently in English and Hindi.

**20. Clerk**

- (a) Graduate from a Govt recognised University.
- (b) Typing speed of at least 40 wpm in English.
- (c) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.
- (d) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (e) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

- (f) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be so eligible.
- (g) Should be able to read, write and communicate fluently in English and Hindi.
- (h) Basic knowledge of computer applications, especially MS Office.

**21. Helpers**

(a) Only the following categories of Helpers (erstwhile Multi-Tasking Staff) are to be employed as per the scale authorized as per Para 7(d), Chapter 4. Henceforth, only the following trade categories of Helpers are permitted:-

- (i) Ayah
- (ii) Peon
- (iii) Gardener
- (iv) Sweeper

(b) No educational qualifications are laid down. However, candidates should be selected keeping in view suitability for trade duties.

(c) Should be in the age group of 21 to 40 years as on 01 July of the academic year in which the post is being filled.

(d) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.

(e) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.

(f) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years.

(g) BOO must satisfy itself about the genuineness of the date of birth of the candidates.