

QUALIFICATION REQUIREMENTS

1. 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.42

(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.

2. 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.

3. 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.

4. **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.

5. 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.

NOTE: Due Consideration for Co-Curricular/Extra Curricular Achievements.

Whilst selecting candidates for all posts, due consideration will be given to certificates/distinction achieved in sports, cultural activities, NCC, NSS etc. The intention is to select the best candidate, who will be an integral part of the team for the smooth administration of the School.

PAY SCALE OF TEACHING AND NON TEACHING STAFF

SI No	Post	Pay Scale
1	HM (Pre-Primary)	22000-650-28500-EB-850-37000
2	NTT	18000-550-23500-EB-700-30500
3	Accts.Asst (with B.Com)	18500-550-24000-EB-700-31000
4	Clerk	14500-450-19000-EB-550-24500
5	Helpers	13000-400-17000-EB-500-22000

NOTE: EPF & ESIC facilities as applicable as per GOI rules.