

REQUIRED HEADMASTER/HEADMISTRESS
ON TERM BASIS FOR FOUR YEARS CONTRACT,
ARMY PUBLIC SCHOOL, BENG DUBI
(CBSE AFFILIATED)

Army Public School, Bengdubi invites applications from dynamic, experienced candidates having good inter personal communication & IT skills.

Eligibility Criteria :- 1. Graduation in any specialization with minimum 50% marks in each an overall aggregate. 2. B.Ed/M.Ed/B.El.Ed/Two years Diploma in elementary education. 3. Minimum 08 years of teaching experience with atleast 05years as PRT in CBSE recognized school. 4. Qualified in CTET/State TET and OST. 5. IT/Computer literate. 6. Age - Maximum 55 years and 57 years for ESM/ teachers from the same school. 7. Teachers from the same school who fulfill the minimum QR as laid down above would be preferred.

Pay & allowances :- As per School norms.

How to Apply :- Interested candidates may download application form available on school website 'apsbengdubi.org' and submit the same duly completed alongwith passport size photograph, photocopies of all testimonials/ certificates with demand draft of Rs. 250/- in the name of Army Public School Bangdubi, payable at Bengdubi, in a sealed envelopes duly marked "**Application for the post of Headmaster/Headmistress**" by Registered Post/Speed Post / by hand to **The Principal, APS Bengdubi, P.O. Bengdubi, Dist. Darjeeling, PIN-734424** latest by **30 Sep 2026**. Incomplete applications and application received via E-mail will not be considered.

Selection Process :- Through Panel Interview (Only candidates shortlisted, based on qualification, experience and other criteria as may be considered by the Management, will be called for interview. Those who have applied earlier may apply afresh. Application received via E-mail will not be considered.

Note :- The decision of school management shall be final and binding in candidate selection. No TA/DA admissible. For further information contact School Office (Mobile No 8207070238, Army No. through Mil Exch Extn 6375.

Sd/-Principal
APS Bengdubi

ARMY PUBLIC SCHOOLS
APPLICATION FOR HEADMASTER/HEADMISTRESS

Application form for the post of Headmaster / Headmistress

School where you would like to work:-

.....

Please paste
recent
passport size
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Do not staple

1 **PERSONAL DATA :**

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/wife of : _____
- (c) Date of Birth : _____
- (d) Nationality : _____
- (e) State : _____
- (f) Address -----

- (g) Contact Details :-
Landline No(with STD Code) -----
Mob No -----
Email ID -----

2. **PRESENT /PREVIOUS OCCUPATION:**

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization : _____
- (c) Designation of superior In charge : _____
- (d) Contact No of superior(for verification if need be) : -----
- (e) Period of notice you will have to give, if selected? : _____
- (f) What salary are you drawing? : _____

3 **FAMILY LIFE**

- (a) Marital status Single / Married / Widowed
- (b) If married/widowed Name & occupation of spouse

No of children with age and sex

4 **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

Graduation/Post Graduation through correspondence or regular _____

5. Have you cleared CSB:_____ CTET/STET:_____ (date) (date)
6. Name of classes you would prefer to teach with subjects:-
(a) Classes _____ (b) subjects:_____
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved.....
8. Merit Scholarship won? If so what?_____
9. Languages you can read write and speak fluently.
(a) (b) (c)
10. Any books/articles written? If so, give their titles/ Magazines in which published?

11. **EXPERIENCE:**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					
Experience as TGT year (Exact dates to be indicated)						
From	To					
Experience as PRT year (Exact dates to be indicated)						
From	To					

Include any other post held which are relevant to the field of Education

12. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most?_____
- (b) Other area (Cultural activities):_____

13. (a) Can you take indoor/outdoor games with boys and girls?

Indoor Boys : _____ Outdoor Boys: _____
 Girls : _____ Girls: _____

Which major games do you play? _____

14. **HEALTH:**

- (a) What kind of health do you keep?.....
 (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
 (c) Are you differently abled? Give details

15. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**

What co-curricular activities can you teach? _____

16. **COMPUTER KNOWLEDGE** (Separate sheet can be att.)

- (a) Have you done any degree/diploma in computer give details:
 (b) Any experience on working on computer Details.
 (c) Do you own a personal Laptop, if yes give details:
 (d) Your knowledge of computer hardware :

17. **OTHER ACTIVITIES**

- (a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

(i) _____
 (ii) _____

18. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

(a) Name: _____ (b) Name _____
 Address _____ Address: _____

19. I have / have not been selected at the CSB Interviews held at _____ on _____ and I have been / have not been selected for appointment at _____.

Agreement:

20. 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 final term, ie upto the finalization of the results of the class taught or a period specified/ fixed by the management.
 (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
 (d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date

.....

(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. Fill the name of only one school in a cluster.
3. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
4. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by post. No applications will be accepted via e-mail.
6. Send DD for Rs 100/- payable at a bank close to the location of the school.