**SCHOOL MANAGEMENT COMMITTEE (SMC) INVITES APPLICATIONS**

**FOR SELECTION AND / OR EMPANELMENT OF ELIGIBLE CANDIDATES**

**FOR THE POST OF HEADMISTRESS**

**For the Post of Headmistress**

(a) Last date for submission of Application forms : 18 Apr 25

(b) Applications should be submitted (by post) : The Executive Director

No.2 Air Force School

Air Force Station

Maharajpur, Gwalior – 474020

(c) Applications should be submitted (by hand) : In the drop box

available at Main Gate Air Force Station

Maharajpur, Gwalior

(d) 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 at least two years orexperience 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 25. 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.

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

1. Knowledge of computer applications, especially MS Office.
2. Conversant with POCSO Act, CBSE rules, NCERT etc.
3. Ability to read/write/communicate in Hindi.
4. Working knowledge of child psychology.
5. CTET / STET qualified candidates will be given additional weightage during selection.

3. Application should be submitted in a sealed envelope superscribed with name of the post applied for.