

**RECRUITMENT OF TEACHING / NON TEACHING STAFF AT
AIR FORCE GOLDEN JUBILEE INSTITUTE FOR THE ACADEMIC SESSION 2024-25
(REGULAR POSTS)**

Receipt of Application Forms	:	From 13 May 24 to 24 May 24 between 0900 hrs to 1300 hrs. (Except Holiday, Saturday & Sunday)							
Venue: Submission of application	:	Main Guard Room Subroto Park WAC Campus (towards IAF Auditorium)							
Cost of Application Form	:	Rs.300/- (for each post)							
Submission of duly filled Application Form	:	<p>Candidates are required to apply using the prescribed application form available at school websites i.e. www.afgji.in, www.tafssp.com & www.airforcebalbharatischool.in and submit the same at :-</p> <ul style="list-style-type: none"> ➤ Main Guard Room Subroto Park WAC Campus (towards IAF Auditorium) ➤ The application has to be submitted strictly in offline mode between 13 May 24 to 24 May 24 on all working days (except Saturday, Sunday & Govt Holidays) between 0900 hrs to 1300 hrs at Main Guard Room Subroto Park WAC Campus (towards IAF Auditorium). <i>(Please note that application submitted through online mode, will not be accepted / considered.)</i> The School will not be responsible for any postal delay. Applications received after due date will not be accepted. ➤ Candidates are to attach self-attested photocopies of the following documents / certificates along with application form :- <ul style="list-style-type: none"> (i) Proof of Date of Birth (Matriculation Certificate). (ii) Qualifying degree and mark sheets. (iii) Degree and mark sheets of higher qualifications (Over and above the minimum qualification). (iv) B.Ed. Degree certificate from a recognized Institute of NCTE. (v) Experience certificate (if any) from a recognized school countersigned / by the District Education Officer. (vi) Applicants who have experience of teaching in a recognized school run under the aegis of Army, IAF, Navy, Coast Guard or other paramilitary Forces can also submit their proof of experience duly countersigned by Commissioned Officers or equivalent with official stamp. (vii) CTET Pass certificate (wherever applicable). (viii) Copy of Discharge book, self attested (For Ex-Servicemen) 							
Date of uploading of list of Eligible Candidates for Written Test	:	30 May 2024 (Thursday)							
Date of Written Test	:	<table border="1" style="width: 100%;"> <tr> <td colspan="2">08 Jun 24 (Saturday) as per following timings:-</td> </tr> <tr> <td>Headmaster /Headmistress</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">0930 h to 1100 h</td> </tr> <tr> <td>Section Officer</td> </tr> <tr> <td>Assistant (Administration)</td> </tr> <tr> <td>TGT- Sanskrit</td> </tr> </table>	08 Jun 24 (Saturday) as per following timings:-		Headmaster /Headmistress	0930 h to 1100 h	Section Officer	Assistant (Administration)	TGT- Sanskrit
08 Jun 24 (Saturday) as per following timings:-									
Headmaster /Headmistress	0930 h to 1100 h								
Section Officer									
Assistant (Administration)									
TGT- Sanskrit									
Venue for Written Test	:	Air Force Golden Jubilee Institute, Subroto Park, New Delhi-10							

Note:- Candidates willing to apply for more than one post & type of vacancy are to submit separate application for each post with fee. Candidates to take considerate decision to appear for the written test for the preferred post, if he/she is applying for more than one post.

QUALIFICATIONS FOR VARIOUS (REGULAR) POSTS

HEADMASTER /HEADMISTRESS - (REGULAR) - VACANCY- AFGJI -01

Mandatory Qualification:-

- **Education Qualification:-** Graduate **OR** Post graduate with 50% marks from a recognized Institution / Board /University recognized by the govt of India/UGC/AICTE.
- **Professional Qualification:-**
02 years Diploma in Elementary Education (D.El.Ed) **or** Equivalent duly recognized by NCTE.

OR

Bachelor of Elementary Education (B.El.Ed) from a recognized Institution /University

OR

B Ed. Degree (Only for those who had been working as PRT for at least 10 years in a recognized school).
- Competent to teach through English medium.
- At least 10 Years of total teaching experience in Primary Schools.
- CTET-I / STET-I

Desirable :

- (a) Knowledge of Computer Application specially MS Word Office
- (b) Understanding of administrative Functioning of a school
- (c) Attended educational workshops
- (d) Conversant with POCSO Act, CBSE Rules, NCERT, NEP and NCF policy.
- (e) Preference would be given to experienced candidates
- (f) Ability to read/write and communicate in Hindi.

Age Limit: Maximum permitted age 45 years as on 01 July 2024.

Pay Scale :- Level-7 (44900-142400)

SECTION OFFICER - (REGULAR)-VACANCY - AFGJI - 01

Mandatory Qualification:-

- Graduate /Post graduate with at least 50% marks.
- Retired MWO/Warrant Officer/JWO from Indian Air Force with minimum 10 years of experience in supervisory capacity / OS.

Desirable Qualification

- (a) Proficiency in works service, drafting, typing and file maintenance work.
- (b) Experience of School administration and financial management on NPF.
- (c) Expertise in Computer operations (Microsoft Word, Excel and Power Point Presentation).
- (d) Knowledge of DSEAR Rules/ DPM/GFR.

Age Limit: Maximum permitted age 55 years as on 01 July 24.

Pay Scale :- Level-7 (44900-142400)

ASSISTANT (ADMIN) - (REGULAR) - VACANCY – AFGJI-01

Mandatory Qualification

- Graduate /Post graduate with at least 50% marks.
- Ex-serviceman (SNCO or Equivalent) with minimum 5 years experience in office administration in a supervisory capacity.

Desirable Qualification

- (a) Knowledge of works service, drafting, typing and file maintenance work.
- (b) Understanding of school administration and Accounting on NPF.
- (c) Knowledge of Computer operations: Microsoft Word, Excel and Power Point presentation.
- (d) Knowledge of DPM/GFR.

Age Limit: Maximum permitted age 50 years as on 01 July 24.

Pay Scale:- Level-6 (35400-109100)

TGT -SANSKRIT- (REGULAR)- VACANCY - AFGJI -01

Mandatory Qualification

- A Masters or a Bachelor' Degree from any University recognized by the Govt of India/UGC/ AICTE with a minimum aggregate mark of 50% in the subject Sanskrit and 50% in aggregate, **including electives and language in combination of subject.**
- A Bachelor of Education Degree or its equivalent from a college / University recognized by Govt of India/ AICTE/ UGC/National Council of Teachers Education.
- CTET Paper-2 qualified

Desirable Qualification

- (a) Knowledge of Computer Applications, especially MS Office and tools for online teaching
- (b) Ability to Teach Hindi Subject

Age Limit: Below 32 years as on 01 July 24.

Pay Scale -Level-7 (44900-142400)

Only for TGT (Sanskrit):- Following age relaxation would be considered:-

- (a) (i) Age limit is relaxable as per rules to explained (CBSE Bye Laws & latest Gazette notification issued by Govt of NCT of Delhi, Rule 104, DSEA & R 1973).
- (ii) Female candidates are entitled to a general concession of 10 years in the age limit in PGT, TGT and PRT categories. {CBSE Bye Laws & Latest Gazette notification issued by Govt of NCT of Delhi, Rule 103 DSEA & R 1973. (Dte of Edn F.1/16/3/R&S/79 dated 01 Nov 1980)}.
- (iii) Female candidates can avail any one type of age relaxation i.e. either (i) or (ii). (GOI, Deptt of Edn No. F.5/260/82-UT.1 (Sch.6), Dt. 24 Mar 1983).

(iv) Notwithstanding the conditions laid down in (i) and (ii) above the maximum age will not be more than 45 years as on 01 Jul 24. GOI, Dte Of Edn. F.32/1/ 84/Gen/75/ dated 03 May 1976.

(v) Ex-serviceman 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.

(b) Maximum recruitment age not to exceed 45 years (GOI, Dte Of Edn. F.32/1/84/Gen/75/ dated 03 May 1976). This clause of 45 years is relaxable for candidates belonging to the same school and as per the Govt Rules framed from time to time. Age relaxation for further 5 yrs may be granted to the following categories of persons, if they possess other qualifications:-

(i) Persons (School staff/ AF Personnel and their dependents - wife and children only as per age criteria in view of existing rule position) who have been left as destitute due to death of their husbands/wives or parents.

(ii) Dependents (wife and children only as per age criteria in view of existing rule position) of those AF personnel who have been incapacitated during active service.

(iii) Persons who had already been in service in an Institution (at the three Delhi based AF Schools) but had left the Institution due to some special reason and now seek appointment again for meeting their ends. The said age relaxation is completely on the discretion of management committee not to be claimed as right.

(iv) Persons who have experience of teaching in recognized schools. The number of years of teaching experience may be added to the maximum age limit and relaxation be allowed to the extent of 10 years to the maximum age limit. (Dte of Edn vide No. F.32/1/84/Gen/75 dtd 03 May 76) refers.

Note:

All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit will be granted.

GENERAL INSTRUCTIONS

1. Names of the short listed candidates for written test will be displayed on the school websites on 30 May 2024 (Thursday). Please refer to the Venue, Date and Timings mentioned above for the specific vacancies. Candidates qualifying in the written test will be called for interview. No TA/DA will be admissible for written test and interview. Amendments/addendums if any will be communicated through School website only.

2. Candidate found Eligible in all posts will only be called for the written test on 08 Jun 2024 (Saturday) at Air Force Golden Jubilee Institute, Subroto Park, New Delhi-110010.

Written Test will be conducted between 0930 hrs - 1130 hrs for all posts on 08 Jun 2024.

3. Post wise date and time of interview in respect of qualified candidates will be hosted on the schools websites on 14 Jun 2024 (Friday). Only those candidates who clear the written test will be called for the interview. Date of interview would be intimated later.

4. The school management reserves the right to abolish a post / decrease the number of vacancies/ change the nature of posts from regular to contractual and vice-versa at any stage without assigning any reason.

5. Experience certificate must be submitted along with the form. Ex-servicemen must submit a self attested copy of discharge book.

Note: Non Submission of any one of the photocopies of the certificates shall make an application liable for rejection without any further correspondence. Chairman Management Committee reserves the rights to reject any / all candidates without assigning any reason.

Chairman Management Committee, CSDO Complex

Subroto Park, New Delhi – 110010