

AIR FORCE SCHOOL JAMMU

DETAIL AND ELIGIBILITY CRITERIA FOR THE POST OF ACCOUNT ASSISTANT & PRT (ACADEMIC SESSION 2024-25)

FOR THE POST OF ACCOUNTS ASSISTANT -(CONTRACTUAL)

1. **CONTRACTUAL VACANCY** for the post of Account Assistant exists in AF School Jammu. Interested candidates can apply through **ONLINE APPLICATION FORM** given on the school website www.afsjammu.co.in. Selected candidates will be empaneled and appointed as per requirement during the academic session 2024-25 only.
2. **THE CONTRACT WILL AUTOMATICALLY EXPIRE ON MARCH 29, 2025.**
3. **NO HARD COPY OF APPLICATION FORM WILL BE ACCEPTED.** Written test will be conducted for eligible candidates on a date which will be intimated later. All those shortlisted after written test will be invited for a typing test followed by an interview.
4. Candidates would be intimated about the dates of written exam and interview through e-mail (provided in the application form) and same will also be displayed on school website.
5. Decision of the selection committee will be final and no communication will be entertained in this regard at any point of time.
6. No TA/DA will be admissible to attend either written test or subsequent interview
7. **Date of submission of Application Form through Online Mode only (Link Available on School Website) is from 06 OCTOBER 2024 TO 20 OCTOBER 2024 (both days inclusive)**
8. For any queries, contact 0191-2956025, 9055042588 during working hours (from Monday to Saturday except second Saturday or any other state holiday, 0730 hrs to 1330hrs)
9. **MANDATORY QUALIFICATION**
 - (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 2024.
- (e) Women candidates and physically challenged candidates will be given age relaxation up to 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.

FOR THE POST OF PRIMARY TEACHER (PRT) - CONTRACTUAL

1. WALK IN INTERVIEW FOR THE POST OF PRT ONLY ON CONTRACTUAL BASIS.
2. CONTRACT WILL EXPIRE ON MARCH 29, 2025 OR BEFORE (AS PER THE REQUIREMENT OF THE SCHOOL).
3. **NO ONLINE APPLICATION FORM IS TO BE FILLED.**
4. CANDIDATES MUST BRING DETAILED RESUME ALONG WITH ORIGINAL DOCUMENTS AND ONE SET OF SELF ATTESTED PHOTOCOPIES OF DOCUMENTS AT THE TIME OF INTERVIEW.
5. For any queries, contact 0191-2956025, 9055042588 during working hours (from Monday to Saturday except second Saturday or any other state holiday, 0730 hrs to 1330hrs)

6. **MANDATORY QUALIFICATION FOR PRT**

- (a) A Bachelor's Degree from any University recognized by the Govt of India/UGC/AICTE, with minimum marks of 50 percent in the aggregate.
- (b) A Bachelor of Education Degree or its equivalent from a college/university recognized by Govt of India/AICTE/UGC/National Council of Teachers Education.
- (c) Should be in the age group of 21 to 50 years as on 01 July 24.
- (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 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.
- (g) Should be able to read, write and communicate fluently in English.

7. **DESIRABLE QUALIFICATION**

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