

STAFF SELECTION (2018-19)
PRELIMINARY ROUND

Following staff is deputed to conduct Preliminary Staff Selection scheduled on **29 Dec, 2017 (Friday)** from **09.00 a.m.** onwards.

STAGE-1 : WRITTEN EXAMINATION: I/C Ms Vibha Jain

(Question Papers are to be photocopied in presence of VPL & kept in safe custody along with the attendance sheet generated for each of the examination venue)

S NO.	SUBJECT	NO OF APPLI CANTS	ROOM / CLASS	TEACHER INVIGILATOR ON DUTY	REPORTING TIME	ASSISTANCE
Exam Timings : 09.00 to 11.00 a.m.						
01	PGT (Physics)	20	XI A	Ms M Sethi	08.30 a.m.	Deepak Rana & Ompal are required to escort the candidates to the respective venues.
02	PGT (Legal Studies)	06				
03	PGT (Computer Sc)	31	XI B &	Ms Mukul S Ms Saba Naaz		
04	TGT (Computer Sc)	14	XI D			
05	TGT (Geography)	04	XII D	Ms Samra R		
06	TGT (English)	09				
07	TGT (Hindi)	17	XI C	Ms Namrata K		
08	TGT (French)	08				
09	PRT (Socisl Studies)	15	X B	Ms Ruchika K	08.30 a.m.	Dipti & Jagatpal are required to escort the candidates to the respective venues.
10	PRT (Computer Sc)	09				
11	PRT (EVS)	37	X C	Ms S Tyagi		
12	PRT (English)	23	X D	Ms V Kaul		
13	PRT (Maths)	24	X A	Ms D Khanna		
14	Special Educator	04				
15	Pre Primary Teacher	34	IX A	Ms P Chand		
16	STEM Coordinator	06	IX B	Ms A Dhar		

The written examination will be of 2 hrs duration. Following which the candidates will have to appear for Oral Interview as per the venue given in Stage-3. Examination I/C is required to hand over the answer scripts along with the completed attendance sheet to I/C – Written Examination. The evaluation work will be strictly carried out under the supervision of I/C – Evaluation in the Bio Lab. I/C Evaluation will ensure the answer scripts are retained in the school before the subject experts disperse for the day.

The candidates are to be served tea in the double height area : **Action : Ms Neha, Ms Kamleshwari, Ms Maya, Yoginder & Kanwarpal**

STAGE-2 : EVALUATION (Part-I,II,III,IV & V of QP) : I/C Ms A Panda (11.30 a.m. to 01.30 p.m.)

S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS
01	PGT (Physics)	Ms Rani Vaid	08	PRT (Socisl Studies)	Ms S Baitra
02	PGT (Legal Studies)	Ms S Walia	09	PRT (Computer Sc)	Ms Meetu T
03	PGT / TGT (Computer Sc)	Ms M Gulati	10	PRT (EVS)	Ms Richa M
04	TGT (Geography)	Ms K Shreya	11	PRT (English)	Ms R Sondhi
05	TGT (English)	Ms Rumpa B	12	PRT (Maths)	Ms Subha Renakumar
06	TGT (Hindi)	Ms N Nigam	13	Special Educator	Ms Aditi G
07	TGT (French)	Ms Joshita B	14	Pre Primary Teacher	Ms P Khanna

Ms M Arora, Ms P Sharma, Ms kamna J and Ms Nandini B to check part V of the question paper for all the examinees. Ms Deepika A Khan and Mr Anshul to assist I/C evaluation in the supervision of the correction work. They are to ensure the entry of marks in prescribed format and the compiled result is handed over to the undersigned latest by **02.30 p.m. on 29.12. 2017**.

STAGE-3 : PRELIMINARY INTERVIEW : I/C Ms Ruby Singh (11.30 a.m. to 02.30 p.m.)

S.NO	SUBJECT	VENUE	WAITING ROOM	SUBJECT EXPERTS	TIMINGS	ASSISTANCE
1	PGT (Legal Studies)	PPL's Room	I A	PPL, BBPS (ND)	11.30 a.m	Ms R Gathania
2	PGT (Physics)	Conference Room	Reception Area	Mr Suraj Prakash	11.30 a.m.	Ms Komal M
3	PGT (Comp Sc) TGT (Comp. Sc) & PRT (Comp. Sc)	XI B	XI A	Mr Rajiv Chaudhary & Tchr, BBPS (PP)	11.30 a.m.	Ms V Oberoi
4	TGT (English) & PRT (English)	XII A	XII B	Mr Vijayan Bala & tchr, BBPS (RH)	11.30 a.m.	Ms Neerja B
5	TGT (Hindi)	Jr Library	Jr Library	Ms U Kumari & Tchr, BBPS (PP)	11.30 a.m.	Ms Vibha K
6	TGT (Geography)	Sr Library	Sr Library	Ms K Shreya & Tchr, BBPS (BV) Tchr,Cambridge, ND	11.30 a.m.	Ms Neeru S
7	TGT (French)			Tchr, BBPS (GR)	11.30 a.m.	
8	PRT(Social Studies)	VPL's Room	XI D	Ms A Motwani Ms V Pujari	11.30 a.m.	Ms M Aggarwal
9	PRT (Maths)	Maths Lab	III B	Ms Anjali Sharma Mr R K Sikri	11.30 a.m.	Ms M Malkoti
10	PRT (EVS)	HM (Sr) Room	IX C	Ms Amita Ganjoo Ms Indula Mishra	11.30 a.m.	Ms D Prabhakar
11	Special Educators	Counselor's Room	PP Activity Room	Ms Ritu Nagar Ms Aditi Gaur	11.30 a.m.	Ms Deepali
12	Pre-Primary Teachers	PPL's Room	Reception Area	Ms Asha Prabhakar	11.30 a.m.	Ms Komal M
13	STEM Coordinator	Conference Room	Reception Area	Mr Suraj Prakash	11.30 a.m.	Ms R Gathania

STAGE-4 : COMPILATION : I/C Ms M Tripathi

Assistance : Ms Vibha J, Ms Deepika N, Mr Anshul, Ms Mukul S, Ms Monika P & Ms Arpita

Ms Anjuni Razdan shall prepare 02 files for the nominated faculty. File-I shall contain the application forms of the present and short listed applicants. File-II shall contain the Marking format for the Subject Experts. I/C Preliminary Interview will explain to the Subject Experts the marking scheme and will ensure that the marks have been added up by each expert along with the teacher assigned for assistance and the merit list is drawn.

For File-I : Forms to be handed over by Ms Anjuni For File-II : Format to be handed over by Mr Yograj Malik

Asha Prabhakar
(Principal)

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एक कदम स्वच्छता की ओर

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