

**STAFF SELECTION (2019-20)**  
**PRELIMINARY ROUND**

Following staff is deputed to design Preliminary Staff Selection question papers scheduled on **15 Jan, 2019 (Tuesday)** from **09.00 a.m.** onwards.

**STAGE-1 : WRITTEN EXAMINATION:**

S NO.	SUBJECT	NO OF APPLICANTS	ROOM / CLASS	TEACHER INVIGILATOR ON DUTY	REPORTING TIME	ASSISTANCE
Exam Timings : <b>09.00 to 11.00 a.m.</b>						
01	TGT (Geography)	08	XII A	Ms S Tyagi	08.30 a.m.	Deepak Rana & Ompal are required to escort the candidates to the respective venues. From 08.30 to 09.00 a.m.
02	TGT (History)	03				
03	TGT (Hindi)	15				
04	PRT (English)	18	XII B	Ms Parimeeta Khanna	08.30 a.m.	Harender & Sunder are required to escort the candidates to the respective venues. From 08.30 to 09.00 a.m.
05	PRT (Social Studies)	08				
06	PRT (General)	21				
08	Special Educator	05	XII C	Ms Archana Dhar	08.30 a.m.	Dipti & Jagatpal are required to escort the candidates to the respective venues. From 08.30 to 09.00 a.m.
09	Librarian	17				

The written examination will be of 75 minutes 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**

**STAGE-2 : EVALUATION : I/C Mr R K Sikri (10.30 a.m. to 03.00 p.m. during the free periods only)**

S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS
01	TGT (Geography)	Ms K Shreya	06	PRT (General)	Ms Nandini B
02	TGT (History)	Ms Richa Mohan	07	Special Educator	Ms A Gaur
03	TGT (Hindi)	Ms Komal M	08	Librarian	Ms Anita Panda
04	PRT (English)	Ms Rumpa B	09		
05	PRT (Social Studies)	Ms S Maitra	10		

Mr R K Sikri is to supervise the correction work and ensure the entry of marks in prescribed format. The compiled result is to be handed over to the undersigned latest by **02.30 p.m. on 15.01. 2019**. Section-C questions will be evolved by Ms. Rumpa B/ Ms. Rachna Sondhi

**STAGE-3 : PRELIMINARY INTERVIEW : I/C Ms Asha Menon (10.30 a.m. to 01.00 p.m.)**

S.NO	SUBJECT	VENUE	WAITING ROOM	SUBJECT EXPERTS	TIMINGS	ASSISTANCE
1	TGT (Geography)	Sr Library	Sr Library	Ms. K. Shreya	10.30 a.m.	Ms A Bhardwaj
2	TGT (History)	Sr Library	Sr Library	Ms S Walia	10.30 a.m.	
3	TGT (Hindi)	Jr Library	Jr Library	Ms U Kumari	10.30 a.m.	Ms Preeti Pandey
4	PRT (English)	XII A	XII B	Mr. R. Sondhi	10.30 a.m.	Ms M Gulati
5	PRT (Social Studies)	PPL's Room	Reception	Principal	10.30 a.m.	Ms Kavita Pandey
6	PRT (General)	PPL's Room	Reception	Principal	11.30 a.m.	
07	Librarian	PPL's Room	Reception	Principal	12.30 p.m.	
08	Special Educator	Conference Room	Reception	Ms Aditi Gaur	12.30 p.m.	

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

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

Distribution  
VPL, HMs, A.O.  
All Staff, Website, File

**Asha Prabhakar**  
(Principal)

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एक कदम स्वच्छता की ओर