

STAFF SELECTION (2022-23)
PRELIMINARY ROUND

Following staff is deputed for the conduct of Preliminary round of Staff Selection on **15 Feb, 2022 (Wednesday)** from **09.00 a.m.** onwards.

Overall I/C : VPL

STAGE-1 : WRITTEN EXAMINATION (09.00 to 10.30 a.m.) I/C : HM (Pr) Coordinator : Ms Ruby Singh

Staff on invigilation duty is to report to the examination venue at 08.30 a.m. The question papers will be photocopied and provided in the class rooms by HM (Pr) and Mr Dipti Singh.

S NO.	SUBJECT	NO OF APPLICANTS	VENUE	TEACHER INVIGILATOR ON DUTY	ASSISTANCE
Exam Timings : 09.00 to 10.30 a.m.					
01	PGT (Physics)	07	Audi	Ms Sanjay D, Ms Vibha J, Ms Mandeep K, Mr Anoop Dixit	Mr Deepak, Mr Ompal, Mr Harender & Mr Sunder are required to escort the candidates to the examination venue. From 08.30 to 09.00 a.m.
02	PGT (Mathematics)	09			
03	PGT (Commerce)	14	XII A	Ms Anita Panda	
04	PGT (Psychology)	11	Audi	Ms Sanjay D, Ms Vibha J, Ms Mandeep K, Mr Anoop Dixit	
05	PGT (Legal Studies)	03			
06	STEM Coordinator	02	XII A	Ms Anita Panda	
07	TGT (Sanskrit)	14			
08	TGT (Computer Sc)	22	Audi	Ms Sanjay D, Ms Vibha J, Ms Mandeep K, Mr Anoop Dixit	
09	PRT (English)	13	XI B	Ms Vibha Jain	
10	PRT (General)	20			
11	PRT (Mathematics)	18	Audi	Ms Sanjay D, Ms Vibha J, Ms Mandeep K, Mr Anoop Dixit	
12	PRT (Hindi)	08			
13	PRT (Physical Science)	07			
14	Pre Primary Teacher	15			

The written examination will be of 75 minutes duration following which the candidates will have to appear for a Demo and an Oral Interview as per the venue given in Stage-2. Stage-1 I/C is required to hand over the answer scripts along with the attendance sheet to Stage-3 I/C. The evaluation work will be strictly carried out under the supervision of HM (Sr) 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 at 10.30 a.m. : **Action : Ms Neha, Ms Geeta & Ms Maya**

STAGE-2 : PRELIMINARY INTERVIEW (10.30 a.m. to 12.30 P.M.) : I/C : HM (PP)

S.NO	SUBJECT	EXPERTS	VENUE	WAITING ROOM	STAFF ATTACHED
01	PGT (Physics)	Ms Swati C & Ms A P Shreelata	Physics Lab	XI-B	Mr. Deepak
02	PGT (Maths)	Ms Anjali S & PGT (Somerville)	XII A	XI-B	Mr. Dipti
03	PGT (Commerce)	Ms Ruby S & PGT (BBPS - RH)	XII C	XI-B	Mr. Jagatpal
04	PGT (Psychology)	PGT (BBPS-PP)	Auditorium	Bio Lab	Mr Harender
05	PGT (Legal St)	PPL	PPL Office	Reception	Ms. Anjuni / Ms. Binu
06	STEM Coordinator	HM (Sr) & Ms Rani Vaid	PPL Office	Reception	Ms. Anjuni / Ms. Binu
07	TGT (Sanskrit)	Ms Nishi N	Resource Room	Optional Study Room	Ms. Anuradha
08	TGT (Computer Sc)	Ms Meetu T & PGT (BBPS-GR)	Comp Lab (Sr)	Optional Study Room	Mr Narender Kumar
09	PRT (English)	Ms Rachna S & PGT (BBPS-GR)	AI Lab	E.G. Room	Ms. Bina
10	PRT (General)	HM (Sr) & HM (Pr)	Middle Computer Lab	E.G. Room	Mr. Sunder Lal
11	PRT (Mathematics)	Ms Subha R & PGT (BBPS-RH)	XI-C	XI-D	Ms. Anju Bala
12	PRT (Hindi)	Ms Umesh K & Komal M	Auditorium	Bio Lab	Mr. Ompal
13	PRT (Physical Sc)	Ms Rani V & Mr Prabhat M	Conference Room	Reception	Mr. Gulab
14	Pre Primary Teacher	VPL & PP Tr (BBPS-BV)	VPL Office	XI-B	Ms Jaya

Preliminary Interview for the post of PRT (Physical Science) will commence at 11.00 a.m.

STAGE-3 : EVALUATION (02.30 p.m. to 04.00 p.m.) : I/C : Ms Anita Panda (under the supervision of HM (Sr))

S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS
01	PGT (Physics)	Ms Swati C Mr Prabhat M	06	STEM Coordinator	Mr Umesh V	11	PRT (Maths)	Ms Namrta K Ms. Subha R
02	PGT (Maths)	Ms. Anjali S Mr Sanjay D	07	TGT (Sanskrit)	Dr Nishi N Ms Nishi S	12	PRT (Hindi)	Ms Rajni G Ms. Umeshi Kumari
03	PGT (Commerce)	Ms. Ruby S Ms Mandeep K	08	TGT (Comp. Sc)	Ms Meenakshi G Ms. Meetu T	13	PRT (Phy. Sc)	Ms Indula Ms. Rani Vaid
04	PGT (Psychology)	Ms Vidhi O Ms. Neerja B	09	PRT (English)	Ms Rumpa B Ms. Rachna S	14	Pre Prim. Tchr	Ms Parimeeta K Ms. Meena A
05	PGT (Legal St)	Ms Shally W	10	PRT (General)	Ms Manisha A Ms. P Sharma			

Section-B will be evaluated by Ms Sabari M, Ms Kamna, Ms K Shreya & Ms. V. Jain .

Ms Anita P and Ms Vibha Jain are to collect the answer scripts from HM (Pr) along with the Attendance Sheets Evaluation work will be carried out in the Bio Lab. Both Ms. Anita and Ms Vibha Jain are to supervise the correction work under the guidance of HM Sr. and ensure the entry of marks in the Google Sheet after verification of marks scored by candidates.

STAGE-4 : COMPILATION (Stage 2 & Stage 3) : I/C Ms Meetu Tripathi and Ms. M Gulati under the supervision of VPL

The compiled result is to be handed over to the VPL latest by **04.30 p.m. on 15.02. 2023.**

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 : Google Sheet Link to be shared by Mr. Yog Raj Malik.

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



Asha Prabhakar
(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर