

**STAFF SELECTION (2024-25)**  
**PRELIMINARY ROUND**

Following staff is deputed for the conduct of Preliminary round of Staff Selection on **13 Feb, 2024** from **11.30 a.m.** onwards.

**Overall I/C : VPL & ACADEMIC COORDINATOR**

**STAGE-1 : WRITTEN EXAMINATION (12.00 Noon to 01.30 p.m.)**

**I/C : HM (SR) Coordinator : Ms Meenakshi G**

Staff on invigilation duty is to report to the examination venue at 11.30 a.m. The question papers will be photocopied and provided in the class rooms by HM (Sr) and Mr Dipti Singh.

S NO.	SUBJECT	NO OF APPLICANTS	VENUE	TEACHER INVIGILATOR ON DUTY	ASSISTANCE
Exam Timings : <b>12.00 Noon to 01.30 p.m.</b>					
1	PGT Physics	14	XII A	Ms M S Sithara	Mr Deepak, Mr Ompal, Mr Harender & Mr Sunder are required to escort the candidates to the examination venue. From 11.00 a.m. to 12.30 p.m. The above team will direct the candidates to the respective venues as stated below for the interview and demo round after the written test gets over.
2	PGT Maths	18	XII A		
3	PGT Legal Studies	05	XII A	Mr Niladri S	
4	PGT Political Science	14	XII B		
5	PGT History	14	XII B	Ms Neha G	
6	PGT Commerce	26	XII C		
7	STEM Coordinator	06	XII C	Ms Philo M	
8	School Counsellor	08	XII D		
9	TGT Hindi	30	XII D	Mr Mohit B,	
10	TGT English	36	XI B		
11	TGT History	13	XI B	Mr Yuvraj P	
12	TGT Physics	20	XI A		
13	PGT Hindi	14	XI A	Ms Abha B Mr Prateek B Mr Swapan M Ms Smriti S <b>Standby: Anoop Dixit</b>	
14	PRT English	17	Audi		
15	PRT Hindi	09	Audi		
16	PRT Social studies	11	Audi		
17	PRT Mathematics	12	Audi		
18	PRT Physical Sciences	16	Audi		
19	PRT General	40	Audi		
20	Pre Primary Teacher	14	Audi		

The written examination will be of 01 Hr 30 Minutes duration and the answer sheets alongwith Attendance Sheet will be collected from the invigilators by **Ms Meenakshi G** and submitted in VPL's office under the supervision of HM (Sr). The candidates will appear for a Demo and an Oral Interview from 01.45 p.m., they will move to the respective venues as stated below under the supervision of **Ms V Jain (Sr Secy Block), Ms Abha B (Basement), Ms Mamta M (3<sup>rd</sup> Floor) at 1.45 p.m.**

The candidates are to be served tea after the written exam outside the auditorium from 01.45 p.m.

: **Action - Ms Neha, Ms Geeta & Ms Maya**

The internal candidates of the school will appear for the written exam in the Junior library from 2.15 pm to 03.45pm. Invigilation will be done by Ms Alka and Ms Sona Rawat. Question papers to be collected from HM(Sr)

**STAGE-2 : PRELIMINARY INTERVIEW (01.45 p.m. to 03.30 p.m.)**

**I/C : Academic Co-ordinator.**

S.NO	SUBJECT	EXPERTS	VENUE	WAITING ROOM	STAFF ATTACHED
1	<b>PGT Physics*</b>	<b>PGT Phy Brij Vihar &amp; PGT, BBPS PP</b>	Physics Lab	XII-C	Ms Vibha J
2	PGT Maths	<b>Ms Anjali S, Ex-PGT, BBPS ND &amp; Ms Jyoti Razdan VBPS</b>	XII B	XII C	Ms Vibha J
3	<b>PGT Legal Studies*</b>	VPL	VPL Office	XII C	Ms Abha B
4	<b>PGT Pol. Science*</b>	Ms Loveleen K & Ms Shally W	XII B	XII D	Ms Abha B
5	PGT History	Ms Loveleen K & Ms Shally W	XI B	XII D	Ms Abha B
6	PGT Commerce	Ms Ruby S & <b>PGT Commerce GRM</b>	XI A	XII D	Ms Abha B
7	STEM Coordinator	Mr Umesh Verma & Mr Rajkumar CC	Physics Lab	XII D	Ms Vibha J
8	<b>School Counsellor*</b>	<b>Counsellor DPS Nd &amp; Counsellor Somerville</b>	XI B	XII D	Ms Mamta M
9	<b>TGT Hindi*</b>	Ms U Kumari & Ms Komal M	XII A	XII C	Ms Mamta M
10	<b>TGT English*</b>	Ms Rumpa B & Ms Rachna S	Bio Lab	Audi	Ms Philo M
11	TGT History	Ms Loveleen K & Ms Shally W	XI B	XII D	Ms Abha B
12	TGT Physics	<b>PGT Phy Brij Vihar &amp; PGT, BBPS PP</b>	Physics Lab	XII C	Ms Vibha J
13	PGT Hindi	Ms U Kumari & Ms Komal M	XII A	XII C	Ms Dhanya P
14	PRT English	Ms Rumpa B & Ms Rachna S	Bio Lab	Audi	Ms Philo M
15	PRT Hindi	Ms U Kumari & Ms Komal M	XII A	XII C	Ms Dhanya P
16	PRT Social studies	Ms K Shreya & Ms Sabari M	Sr Comp L	EG/Op St Rm	Ms Kuldeep S
17	PRT Mathematics	Ms Subha R & Ms Ruchika Khanna	X A	X B	Mr Mohit B
18	PRT Physical Sciences	Ms Indula M & HM (Sr)	AI Lab	EG/Op St Rm	Ms Manami G
19	PRT General	Ms Vidhi O & HM (Pr)	Mid Comp L	EG Room	Ms Eva K
20	Pre Primary Teacher	HM (PP) & Ms Sheuli G	PP-C	PP-B	Ms Neeru S

**\*Please note the demo and interview round for School Counselor, PGT (Pol. Sc), PGT (Physics), PGT (Legal Studies), TGT (English) and TGT (Hindi) will be conducted by the subject experts in the morning hours (09.30 a.m. to 11.30 a.m.).**

### **STAGE-3 : EVALUATION**

#### **Phase-1, dated, 13.02.2024 (02.00 p.m. to 04.00 p.m.) : I/C - VPL**

The evaluation work for The following subjects will be carried out on the same day i.e. on 13 Feb, 2024 strictly under the supervision of VPL in the Sr Library. The answer scripts along with the attendance sheets are to be collected by **Ms Meetu T, Ms Meenakshi G, Ms Sonam M & Ms Asha M** from VPL's office and handed over to the evaluators in the Sr Library.

S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS
1	PGT Maths	Mr Sanjay D	05	School Counsellor	Ms Philo M	09	PRT Social St	Ms Deepti M
2	STEM Coordinator	Mr U Verma	06	TGT Physics	Mr Anshul D	10	PRT Mathematics	Ms Subha R & Ms Ruchika K
3	PGT Commerce	Ms Ruby S	07	PRT General	Ms Mukul S & Ms Sona R	11	PRT (Phy Sc)	Ms Neerja B & Ms Indula M
4	Pre Primary Teacher	Ms Manami G & Ms Sheuli G	08	PGT Physics	Ms Swati C	12	TGT (History)	Ms Deepti M

Section on Education & Pedagogy will be evaluated by **Ms Sabari M & Ms Poonam S.**

#### **Phase-2, dated, 14.02.2024 (12.30 a.m. to 02.30 p.m.) I/C : HM (PP) under the supervision of VPL.**

S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS	S.NO	SUBJECT	EVALUATORS
1	PGT Hindi	Ms U Kumari	4	TGT Hindi	Ms Komal M	7	PRT Hindi	Ms Deepa C
2	PGT Political Sc	Ms S Walia	5	TGT English	Ms Rachna S	8	PGT Legal Studies	Ms. Sabri Maitra
3	PGT History	Ms S Walia	6	PRT English	Ms Rumpa B			

Section on Education & Pedagogy will be evaluated by **Ms Sabari M & Ms Poonam S.**

**Ms Meetu T, Ms Meenakshi G, Ms Sonam M & Ms Asha M** are to ensure the timely completion of the correction work by the evaluators under the guidance of HM (PP). The evaluators will enter the marks obtained by the candidates in the hard copy of the result sheet provided by Mr Yograj Malik.

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

The uploading of marks in the Google Drive Link will be carried out by **Ms Meetu T, Ms Meenakshi G, Ms Sonam M & Ms Asha M** under the guidance of HM (PP) after verification.

The compiled result is to be handed over to the VPL latest by **03.30 p.m. on 14 Feb 2024.**

#### **Note :**

Ms Anjuni Razdan shall prepare the attendance sheets and 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.

Application Forms and the marking formats are to be handed over to the Academic Coordinator for preliminary interview and Attendance Sheets to HM (Sr) by Ms Anjuni Razdan.

Google Drive Link having the split up of marks for each post is to be shared by Mr. Yog Raj Malik with **Ms Meetu T, Ms Meenakshi G, Ms Sonam M & Ms Asha M** for entry of marks and compilation of result.

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

**Asha Prabhakar  
(Principal)**

Kindness, Resilience, Respect

