



The Hyderabad Public Schools, a premier 90 years old renowned educational institution seeks responsible and committed people at Begumpet and Ramanthapur, Hyderabad for the following posts.

Recruitment Notification for HPS(B) and HPS(R) With Reference to Advt. dated: 27-06-2013 & 03-07-2013

Eligibility Criteria:

- * Age Limit: Less than 45 years as on the date of notification for all other posts.
- * Above 45 years for the posts of VP, HM-Primary & Registrar.
- * Above 35 years for the post of Finance Controller.
- * Candidates should have English medium background.(Mandatory)
- * Minimum qualifications for all teaching posts: As per ICSE/CBSE norms,
- * Higher qualification for any given post will be an added advantage.
- * HPS can add/cancel any post at any stage without citing any reasons.
- * Applications should be attached with all supporting documents.
- ****Read Instructions before applying online.**

THE HYDERABAD PUBLIC SCHOOL BEGUMPET (ICSE/ISC)

1. Vice Principal

- * Masters Degree from a recognized University.
- * B. Ed from a recognized University.
- * Minimum experience of 15 years as PGT, teaching in Senior Secondary Classes with atleast 5 years as Vice Principal/Housemaster in a CBSE/ICSE residential school.
- * Proficiency in computer usage.
- * Desirable: M Ed, MBA - Education / School Administration.

2. Head Master/Head Mistress(Primary School)

- * Bachelors Degree from a recognized University.
- * B. Ed from a recognized University.
- * Minimum experience of 15 years with atleast 5 years as Head Master/Head Mistress in a recognized school.
- * Proficiency in computer usage.

3. Director - Physical Education (PED)

- * Masters Degree in Physical Education from a recognized University with atleast 50% marks in the subject(s) concerned.
- * A certificate in coaching in atleast one of a particular Game/Sport namely Athletics/Gymnastics/ Football/Basketball/Volleyball/Cricket etc. of one year duration from NIS, Patiala or equivalent.
- * Minimum experience of 12 years with atleast 5 years as PED.
- * Proficiency in computer usage.
- * Desirable: Defence background.

4. Mess Manager(Boarding House Superintendent)

- * Bachelors Degree in Hotel Management or three Years Diploma in catering technology with atleast 50% of marks.
- * Minimum experience of 10 years in Management of Canteen/Hotel.
- * Proficiency in computer usage.
- * Working knowledge in ERP implemented environment.

5. Assistant Mess Manager

- * Bachelors Degree in Hotel Management or three Years Diploma in catering technology with atleast 50% of marks.
- * Minimum experience of 5 years in management of canteen/hotel.
- * Proficiency in computer usage.

6. TGT - History

- * Bachelors Degree with History as a subject from recognized university with atleast 50% marks in the subject(s) concerned.
- * B.Ed in methodology of Social Studies from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant subject.
- * Proficiency in computer usage.

7. School Counselor

- * Masters Degree in Psychology or Masters Degree in Social Work.
- * Qualification / experience in dealing with children having Learning Difficulties / Challenges.
- * Proficiency in computer usage.

8. Primary School Teacher-General (MATHEMATICS)

- * Bachelor's Degree in Mathematics from recognized university with atleast 50% marks in the subject(s) concerned.
- * B.Ed in methodology of Mathematics from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant subject.
- * Proficiency in computer usage.

9. Stores In charge

- * Bachelors Degree from recognized university.
- * Degree/diploma/certificate in inventory management.
- * Minimum experience of 2 years in stores/inventory management.
- * Working knowledge in ERP implemented environment.
- * Should possess good communication skills.

THE HYDERABAD PUBLIC SCHOOL RAMANTHAPUR (CBSE)

1. Registrar

- * MBA - Finance/HR/School administration etc.
- * Bachelors Degree from a recognized university.
- * Minimum experience of 12 years with atleast 5 years in the same capacity.
- * Candidates from defence background with working experience in Public/Sainik/Military schools will be preferred.
- * Proficiency in computer usage.

2. Post Graduate Teacher - Physics

- * Masters Degree in Physics from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodology of Physical Science from a recognized university with atleast 50% marks.
- * Minimum experience of 5 years in relevant area.
- * Proficiency in computer usage.

3. Post Graduate Teacher - Chemistry

- * Masters Degree in Chemistry from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodology of Physical Science from a recognized university with atleast 50% marks.
- * Minimum experience of 5 years in relevant area.
- * Proficiency in computer usage.

4. TGT-Physics & Mathematics

- * Bachelors Degree in Mathematics & Physics from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodologies of Mathematics & Physical Science from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant area.
- * Proficiency in computer usage.

5. TGT-Social Studies

- * Bachelors Degree from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodologies of Social Studies from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant area.
- * Proficiency in computer usage.

6. TGT- English

- * Bachelor's Degree from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodology of English from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant area.
- * Proficiency in computer usage.

7. Primary School Teacher - English & EVS

- * Bachelors Degree in English & Biological Science from a recognized university with atleast 50% marks in subject(s) concerned.
- * B.Ed in methodologies of English & Biological Science from a recognized university with atleast 50% marks.
- * Minimum experience of 3 years in relevant area.
- * Proficiency in computer usage.

8. Primary School Teacher - Computer Science

- * Bachelors Degree in Computer Science/Applications from a recognized university with atleast 50% marks in subject(s) concerned.
- * Minimum experience of 3 years in relevant area.

9. Special Education Teacher (Remedial Instructor)

- * Bachelors Degree from a recognized university.
- * Experience in remedial teaching for children having learning difficulties (Dyslexia, ADHD, ADD etc.).
- * Atleast 3 years of experience in a recognized school.
- * Proficiency in computer usage.

10. Office Assistant

- * Bachelors Degree in commerce from a recognized university.
- * Working knowledge in ERP implemented environment.
- * Proficiency in handling computers is essential.
- * Minimum experience of 3 years preferably in a school.

11. Assistant Mess Manager

- * Bachelors Degree in Hotel Management or three Years Diploma in catering technology with atleast 50% of marks.
- * Minimum experience of 5 years in management of canteen/hotel.
- * Proficiency in computer usage.

THE HYDERABAD PUBLIC SCHOOL, BEGUMPET & RAMANTHAPUR

1. Finance Controller

- * Bachelors Degree from a recognized university.
- * Qualified practicing professional CA/ICWAI/ACS.
- * Preference will be given to experience in AP state statutory laws proficiency.
- * Minimum of 12 years of relevant experience.
- * Experience in an educational institution will be desirable.

Apply online or send by courier / post. All supporting documents are mandatory.

ONLINE APPLICATION CLOSSES AT **5.00 pm ON 17th July, 2013.**

The Secretary to BOG

The Hyderabad Public School, Begumpet,

1-11-87&88, S.P Road, Begumpet,

Hyderabad-500 016 Phone: 040-27761546 / 27764698

Instructions for Online Application

Last Date TO APPLY : 17-07-2013 (5.00pm)

Screen-1

1. Give all information clearly.
- 2. Compulsory Fields: (MARKED IN RED)**
 - First Name
 - Surname
 - DOB
 - Gender
 - Marital Status
 - Mobile no
 - Address
 - Email ID
3. DOB in **mm/dd/yyyy** format.
4. Marital status:
 - If married both spouse & father names to be provided.
 - If single provide father name.
5. Mobile no. should be 10 digits. (Communication will be either through SMS or email hence provide correct details)
6. Email id should be valid without space in between. (Communication through Email)
7. Other field though not mandatory, complete detailed information may be provided.

Screen-2

Qualification:

1. It is mandatory to provide all information as tabulated.
2. Provide information for:
 - Class 10
 - Class 12
 - Graduation
 - Post Graduation
 - B.Ed
 - Others
- 3. Compulsory Fields: (MARKED IN RED)**
 - Select Group Code
 - Qualification-To be selected.
 - Subject & Optional-Important for Graduation, PG, B.Ed etc.
 - Year of passing-4 digits.
 - Medium of instruction.
4. Click on add qualification after entering every qualification.
5. Remarks:-Maximum of 250 characters may be given if any extra information is to be provided.
6. You may delete the line if any mistake by directly by delete in the grid.
- 7. It is highly desirable to provide full information as listed.**

Experience:-

1. Compulsory Fields: (MARKED IN RED)

- Name of institution
 - From Date and To Date (**mm/dd/yyyy**) format
 - Designation
2. For teaching experience provide information
 - Medium of Instruction.
 - Board Affiliated.
 - Classes & Subjects taught.
 3. Extra information may be provided through remarks field.
 4. Remarks:-Maximum of 250 characters may be given if any extra information is to be provided.
 5. You may delete the line if any mistake by directly by delete in the grid.
 6. **It is highly desirable to provide full information as listed.**

Screen-3

1. Upload documents of .pdf, .jpeg, .jpg file types only.
2. Maximum size of all files together is 4 MB.
3. Uploading will take time, do not click back or refresh button during the processing time.
4. Upload document for Class 10, 12, Graduation, B.Ed (Teaching posts) etc.
5. Upload experience document.
6. Without supporting qual/exp documents application will be treated as incomplete.

General:

1. For eligibility criteria refer to the detailed recruitment notification on the careers page.
2. Contact: 27761546, 27764698(Ask for extension 44) during working hours in case of technical help.
3. Confirmation mail will be automatically sent to the primary email ID provided by you.
4. Note down the resume-ID for future reference.
5. **Do not submit duplicate applications.**
6. Do-Not-Reply to the confirmation mail.
7. The candidate shall hold sole responsibility of the data provided any omission/incorrect data.

*****Best of Luck*****