

**INSTRUCTIONS TO CANDIDATES FOR ON-LINE REGISTRATION FOR  
SCREENING EXAM FOR SELECTION OF TEACHERS FOR ARMY SCHOOLS**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY  
BEFORE COMMENCING ON-LINE REGISTRATION**

Ensure that you meet the laid down criteria for appointment as teachers in Army Public Schools as available on AWES web site. They are reproduced below:-

(a) Educational/Professional Qualifications :-

Ser No	Post	Minimum Qualifications			
		Education	% Marks	Professional	% Marks
1.	PGT	Post Graduation	50	B Ed	50
2.	TGT	Graduation	50	B Ed	50
3.	PRT	Graduation	50	B Ed/ Two yr Diploma	50

(b) Age - As on 01 April 2018 :-

(i) Fresh Candidates - Below 40 years (except for Delhi schools where TGT/PRT should be < 29 yrs and PGT < 36 years)

(ii) Experienced Candidates - Below 57 years

**( Should have minimum 5 years teaching experience in the last 10 years)**

**Pre-requisites before starting the APS Registration:**

We suggest you have the following ready before starting the APS registration process

- A Computer with good Internet connectivity so that there is no breakage of Internet during registration
- All your qualification details as you need to enter them while registering for APS exam
- You need to upload your scanned photo, signature and education qualification document while registering, hence keep ready a scanned clear photo, signature and education qualification document of yours. The size of the photo should be 140 x 160 (60Kb) and size of this signature file should be 60 x 90 (30Kb)
- A Valid e-mail id which you will be using at least for the next 6 months. All communication will be done on this e-mail id which you will enter while registering for APS exam
- A Valid mobile number as all information via sms will be sent to this number
- A valid Credit / Debit card or your net-banking details in case you want to pay ONLINE

## **Registering for APS is a 3 Step process as mentioned below:**

### **Step 1) Read Instructions and Self Registration:**

- First time you will enter as NEW USER. Here you will read the instructions carefully, accept the declaration and proceed.
- Now you need to do Self Registration. Here you need to enter few basic details. Please ensure you enter the correct details on this Self Registration form and verify it before you click on **“Proceed”** button on this page. Once you click on **“proceed”** button, you cannot edit any data entered on this page.
- After that you need to fill the details pertaining to eligibility for examination, if candidate is eligible for examination a unique 6 digit password will be generated and shown on your screen and also will be sent to you via e-mail and sms.
- From now onwards, whenever you wish to login to the registration portal, you will come as an EXISTING USER and login with your email id and this unique 6 digit password. This completes your registration

### **Step 2) Payment Process:** You can do the payment in either of the two modes mentioned below

Mode i) ONLINE PAYMENT: You can select ONLINE PAYMENT mode and then do the payment using Credit card / Debit card / Net Banking

Once your payment is successfully done, you will receive a confirmation E-mail and SMS. Once you have received the successful payment confirmation, you can proceed with the remaining part of registration process

Mode ii) CASH Payment in SBI bank: You can select this option to pay by CASH at any of the designated SBI bank branch. Once you select this option and proceed, you will see a CHALLAN on your screen with your details already filled in it. You need to take 3 PRINT OUTS of this CHALLAN, fill in the details wherever required in all the copies, and walk in to your nearest SBI bank branch with CASH on the next day of generation of Challan.

Cash Deposit will be accepted only from the next day of your Challan generation

### **E.g. If you Generate and Print the Challan copies on 10 December 2017, then walk in to the nearest SBI bank branch with Challan copies and CASH from 13 December 2017 onwards.**

In return to the CASH Deposit, the bank will give you one copy of CHALLAN with their stamp and a JOURNAL number written on it. Please ensure the JOURNAL number written is clearly visible before you leave the bank.

Now that you have deposited the CASH and got the acknowledgement CHALLAN, you need to wait for 48 hours.

In these 48 hours, your payment will get updated in the registration portal. You will receive an E-mail and SMS confirming that your payment data has got updated in the registration portal.

Then you need to re login to the portal proceed with the remaining part of registration process

### **Step 3) Now that you are done with the payment, you need to fill the remaining part of the form. Once you have filled the complete form, we suggest you once**

again check the complete data entered by clicking on VIEW/MODIFY button. Clicking on VIEW/MODIFY button will allow you to modify your data in case you want to modify. Once you are sure that all the data entered is accurate, you will have to accept a declaration and click on **I AGREE**. The system will re-confirm to you before SUBMIT. Once you confirm, your form will get finally SUBMITTED and no change in the data is possible after this **SUBMIT**. You will see a message on your screen stating **“Thank** you for successfully registering for the APS exam.

Here you can click on PREVIEW button to view your filled form.

If you wish, you can PRINT your filled form and keep a copy with you for reference

**This completes the registration process** **NOTE-:** The detailed instructions are also available under **“NEWS TAB-How to Apply”** on the home page

In case of any query you can contact our helpline number mentioned under the Helpline tab. Please visit our website **“[www.aps-csb.in](http://www.aps-csb.in)”** for all the latest updates

**ALL THE BEST!!!!**