

## AIR FORCE SCHOOL, FARIDABAD

### ➤ Selection Process for Academic Staff (PRT, NTT & Special Educator)

(a) **Written Test.** The first part of the selection process will be a written test. The test is to include multiple choice, fill in the blanks, short and long answer questions. The types of questions are to be in accordance with those specified for students by the NCERT, CBSE. This test is not required for candidates who have taught in other AF Schools for a minimum period of two years in the same category. All other candidates will have to appear in written test of 70 marks (30 objective questions of 01 mark each +10 subjective questions of 02 marks each + 02 descriptive essay type questions of 10 marks each) and duration of two hours. This test will be of qualifying nature only. Candidates scoring 60 percent marks in this written test will qualify for Teaching Aptitude Test.

(b) **Teaching Aptitude Test (TAT).** All candidates who have passed Written Test are to be called for a Teaching Aptitude Test of 130 marks. This also includes candidates who have taught in other AF Schools in the same category of post and were exempted from appearing in written test phase. Candidates are to be evaluated as per the proforma placed at **Appendix A**. Candidates will have to secure a minimum of 80 marks out of 130 to be eligible for the interview. A practical test for ability to use technology is also to be conducted as part of TAT. The sample tasks for said test are placed at **Appendix B**. Test would be for 20 marks and candidate will have to secure minimum 10 marks. Candidate is required to pass both TAT and practical test for ability to use technology separately.

(c) **Interview.** Candidates who have qualified Teaching Aptitude Test are to be called for an interview of 100 marks, which will be final stage of the selection process. Candidates are to be evaluated as per the proforma placed at **Appendix C**.

(d) **Final Merit List.** It will be prepared based on the performance of the candidates in TAT and interview.

### ➤ Selection Process for Administrative Staff (Helper)

(a) Practical Skill Test of 50 marks is to be administered. Criteria for the Practical Skill Test will be based on the trade for which the candidate has applied.

(b) All candidates are to be in possession of medical fitness certificate issued by an authorized physician.

**TEACHING APTITUDE TEST CHECKLIST****Name of Teacher/ Candidate:****Class:****Lesson:****Subject:**

Total Marks obtained out of 130 -

1.	Preparation		
	(a)	Matter (5)	Good/ Fair/ Average/ Below Average/ Inferior
	(b)	Lesson Plan (5)	Good/ Average/ Below Average
2.	Method		
	(a)	Teaching Aids (5)	Interesting/ Average/ Below Average
3.	Use of Technology	Power Point Presentation(5)	Not Available/ Average/ Good/ Excellent
		Quality of PPT(5)	Excellent/ Good/ Average/ Below Average
		Ease of handling the PPT(5)	Good/ Fair/ Average/ Below Average/ Inferior
		Use of Content from Internet (5)	Not used/ Relevant and Good Quality/ Relevant but Average Quality
		Use of Content Provided by Govt Agencies (5)	Not Used / Used but Irrelevant/ Used & Relevant
4.	Teaching Style	Experiential & Multi-Disciplinary approach ( 5)	• Integrates cross-disciplinary concepts and real-world examples.
		Focus on developing creative thinking (5)	• Facilitates connections between subjects for holistic understanding.
5.	Learner Centric Approach	Student Engagement (5)	• Are students actively participating in discussions, asking questions, and contributing to class activities?
		Learning Environment (5)	• Does the environment encourage collaboration, interaction, and a sense of community among students?
		Individualized Learning (5)	• Is the teaching able to accommodate diverse learning styles, abilities, and preference?
6.	Mannerism		
	(a)	Bearing & Turnout (5)	Good/ Average/ Below Average
	(b)	Enthusiasm (5)	Adequate/ Overbearing/ Lacking
	(c)	Voice (5)	Audible/ Inaudible/ Sing-song/ Dull/ Harsh/ Low
	(d)	Delivery (5)	Fluent & Effective/ Jerky/ Average
	(e)	Language (5)	Simple & Clear/ Average/ Difficult
	(f)	Accent (5)	Standard/ Average/ Provincial
	(g)	Attitude (5)	Sarcastic/ Bullying/ Friendly/ Shooting & Bluffing/ Aloof & Distant
	(h)	Class Activity (5)	Occasional/ Throughout/ Absent
7.	Class Management (5)		Good/ Average/ Bad
8.	Motivation (5)		Throughout/ Beginning Only/ Negligible
9.	Assimilation		
	(a)	Question Technique(5)	Good/ Average/ Bad
	(b)	Answering Technique (5)	Satisfied Queries/ Not Satisfied Queries/ Average
	(c)	Summary (5)	Well Done/ Average/ Not Summarised Well
10.	Achieved Objective		Fully/ Partly/ Not Achieved
11.	General Impressions		
12.	Instructional Grading		Excellent/ Above Average/ Average/ Below Average/ Poor

**PRACTICAL TEST FOR ABILITY TO USE TECHNOLOGY**

1. Make a power point presentation with five slides.
2. Make a question paper in MS word with one each of the following
  - (a) True/ False
  - (b) Fill in the blanks
  - (c) Subjective question
3. Create an excel sheet to compile the result of 5 students
4. Create a Google form
5. Download an educational video from internet.
6. Send an e-mail to Principal requesting for leave of one day.
7. Initiate an online class on google meet through laptop or mobile.
8. Connect laptop/ mobile with hotspot
9. Take a print of the presentation with two slides on one page.
10. From a given document copy the indicated data and paste it on a new document.
11. Assessment of homework/ assignment submitted by students on-line.

**INTERVIEW PROFORMA FOR SELECTION OF ACADEMIC STAFF  
IN AIR FORCE SCHOOL**

1. Name of Candidate:
2. Post Applied:
3. Date of interview:
4. Marks Obtained in Written Test:
5. Marks Obtained in TAT and Technology Usage Test:
6. Bearing: (10)
  - (a) Professional appearance and demeanor
  - (b) Confidence and poise during interview
7. Past Experience and Achievement (5)
8. CTET/ TET (5)
9. General Awareness (10)
10. Knowledge about IAF (5)
11. Depth of Knowledge: (15)
  - (a) Mastery of subject matter
  - (b) Ability to answer advanced questions
12. Pedagogy: (10)
  - (a) Understanding of effective teaching methods in the particular subject
  - (b) Awareness of contemporary system, relevant policies/ guidelines, provisions (NEP and Subject specific)
  - (c) Latest developments in the field (NEP and Subject specific)
13. Relevant Courses and Professional Development (5)
  - (a) Completion of any course which helps enhance teaching skill
  - (b) Participation in workshop or training related to education
14. Additional Skill or Hobby (5)
  - (a) Any specific skill or hobby that can contribute to school community
  - (b) Demonstrated ability to integrate unique skills into teaching practice.
15. Achievements if any in Co – Curricular activities (5)
16. Achievements in sports (if any) (5)
17. Ability to Leverage Digital Tools/Technology (10)
  - (a) Experience of handling educational technology (smart board, online class or any other software)
  - (b) Ability to integrate technology into teaching methodology
  - (c) Examples of using technology to enhance student learning
18. Communication Skills (10)
19. Total: /(100)