

Dainik Jagran (HKO Edn) dt 21/11/2023

ARMY PUBLIC SCHOOL
32 PUNJAB LINES, AYODHYA CANTT (UP)-224001
Tele : 05278-224944

**SELECTION OF NON TEACHING STAFF(CONTRACTUAL)
THROUGH LOCAL SCREENING BOARD**

1. Applications are invited for the following:-

S/No	Category	Qualitative Requirement (QR)
(a)	Head Clerk-01 (Contractual)	Preferably an Ex-Serviceman of Clerk category. 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer Savvy- MS Office. Edn Qualification- Min Graduate in case of Civilian.
(b)	UDC/Accounts Clerk-01 (Contractual)	15 years of service as a Clerk (for Ex-Serviceman). B.Com (for Civilian). Computer Knowledge- MS Office, Tally etc with fair idea of Software Applications used by Schols. Experience as a Clerk/Accountant preferably in school is desirable.

2. Age:-
(a) Upto 55 Years (Experienced Candidates).
(b) Upto 40 Years (Fresh Candidates).

3. Salary- As per Army Public School norms.

4. Selection Process- Through a Practical Test & Panel Interview.

5. Candidate may download application form available on school website www.apsfaizabad.in and submit duly completed in all respect, along with photocopy of all testimonials (Academic & experience) and demand draft of Rs. 100/- (non refundable) in favour of **Army Public School, Ayodhya**. The School Management reserves all right of selection/rejection based on QR/ Experience/ performance during interview.

6. Last date of submission of Application is **05 Dec 2023**.

7. Tentative date for interview is **10 Dec 2023**.

Note:- Applicants are requested to attach attested copy of education, experience and achievement certificates. Incomplete applications & applications through E-mail will not be accepted. No TA/DA will be admissible for the interview.

For any query pl contact **05278-224944**.

Principal