

ARMY PUBLIC SCHOOL

JALANDHAR,

Website www.apsjalandhar.com Email ID: apsjalandharcantt@gmail.com

REQUIRES NON TEACHING ACADEMIC/ADM STAFF ON ADHOC BASIS 2024-25 (Maximum 11 months)

Sr. No.	POST	ESSENTIAL QUALIFICATION
(a)	UDC	Please visit school website www.apsjalandhar.com
(b)	LDC	
(c)	Adm Supervisor	
(d)	Nursing Asst. (Female)	
(e)	Computer Lab Tech	
(f)	Asstiant Librarian	
(g)	Library Attendant	

1. **Age as on 01 Apr 2025** – Candidates should be below the age of **55 years** (Ex-servicemen) and **40 years** for civilian candidates.
2. Candidate must fill the application form available on school website (www.apsjalandhar.com) and submit the same at **APS Jalandhar Cantt (Reception Counter)** from **0900h to 1100h** along with self-attested copies of testimonials/certificates and processing fee of **Rs 250/-** from any Nationalized Bank Demand Draft in favour of Army Public School, Jalandhar Cantt. Last date for submission of application form is **02 Mar 2025 till 1200h**. Application form sent by e-mail will not be accepted. Incomplete application form will not be considered for Interview. One form would be used for one post only.
3. The school reserves the right to fill any or none of the post given above. **No TADA** will be admissible. Interviews for only shortlisted candidates will be conducted. Candidates would be intimated about the dates of written exam and interview through telephone/email/SMS (E-mail ID & Mob No are compulsory and should be active). If message sent is not received due to any reason the school will not be held responsible.
4. Salary as per AWES Rules.

Sd/-Principal

Post	Essential Qualification
UDC	(a) B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.) (b) Computer Savvy (12000 key depressions per hour). Knowledge of relevant software applications used by Schools. (c) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
LDC	(a) Graduate or ten years of service as a clerk (for Ex-Servicemen). (b) Knowledge of Computer, MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting. Knowledge/experience in handling store ledgers and procurement will be preferred.
Adm Supvr	(a) Mandatory. (i) Should be retired JCO/Hony rank having Administrative experience. (ii) Should be of age less than 55 years at the time of joining. (iii) Should have basic knowledge of:- (aa) Handling of Master ledger of stores. (ab) Stores, Eqpt maintenance and Man Mgt. (iv) Should not have left service on disciplinary/Dismissal grounds. (b) Preferred. (i) Should be security course qualified. (ii) Should be computer savvy. (iii) Should be SHAPE-I or SHAPE-II (less S factor)
Nursing Asst (Female)	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
Cmptr Lab Tech	10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
Asst Librarian	B.Lib Science or Graduate with Diploma in Library Science from a recognized institute & Computer Literate.
Library Attendant	10+2 with Science and computer literate.