

Dainik Jagran (hko) dt 15 Mar 2024



ARMY PUBLIC SCHOOL, 32 PUNJAB LINES,
AYODHYA CANTT (UP)-224001

VACANCY

1. Applications are invited for the following:-

Sl	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)	Accountant -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 Schools. 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 **25 Mar 2024**.

7. Tentative date for interview is **31 Mar 2024**.

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