



ARMY PUBLIC SCHOOL AKHNOOR  
(J & K)-181201  
SCHOOL CODE-23515&  
CBSE AFFILIATION NO –730017

1862/APS/Advt

16 Feb 2022

**REQUIREMENT OF STAFF FOR SESSION 2022-23**

Ser No	Vacancies	Eligibility
1.	Assistant Librarian	B. Lib Science or Graduate with diploma in Library Science from a recognized institute and computer literate.
2	Head Clerk	(a) Preferably an Ex-Serviceman of clerk category upto the age of 55 years. (b) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. (c) Computer Savvy – MS Office etc. (d) Educational Qualification – Minimum Graduate in case of civilian. (e) Should not have any disciplinary case against him in the entire service.
3	LDC	(a) Graduate or ten years as a clerk (for Ex Servicemen). Computer Literate (b) Knowledge of Computer MS Office (12000 key depression per hour). Knowledge of relevant software applications used by Schools. (c) Basic knowledge of accounting.
4.	Receptionist	(a) Graduate or ten years as a clerk (for Ex Servicemen). Computer Literate (b) Knowledge of Computer MS Office (12000 key depression per hour). Knowledge of relevant software applications used by Schools. (c) Basic knowledge of accounting. (d) Good communication skills.
5	Science Lab Attendant	10+2 with Science and Computer literate,
6.	Computer Lab Technician	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
7.	Para Medic Staff	10+2 and diploma in nursing with minimum 05 years of experience.
8.	Group D	Preferably matriculate or 10 years service for ex-serviceman.
9.	Drivers	Preferably matriculate and Holding valid Heavy Vehicle driving license (PSB) from competent authority.

**Note :-**

1. **Age as on 01 Apr 2022 :-**

- (a) Fresh candidates (No Experience) - Below 40 years  
(Less than 5 yrs experience)
- (b) Experienced candidates (incl ESM) - Below 55 years  
(More than 5 yrs experience in last 10 yrs in appropriate category)

2. Salary – As per AWES Rules.

3. **Application Forms.** Desirous candidates to apply on application forms given on school's website along with attested copies of certificates and processing fee of Rs 100/- to the Principal APS Akhnoor on or before **03 Mar 2022**. Bank Draft should be in favour of **APS Akhnoor**, payable at Akhnoor. Incomplete applications and not as per format given on School's website will not be considered. Application forms may also be collected from APS Akhnoor on cash payment of Rs 100/-.

4. **Shortlisted Candidates** will be called for interview telephonically / by e-mail.

5. Please visit school website [www.armypublicschoolakhnoor.com](http://www.armypublicschoolakhnoor.com)

(Geeta Devi)  
Principal