

ARMY PUBLIC SCHOOL RAIWALA MILITARY STATION

Requires following Administrative and Non teaching staff:-

1. **Administrative Staff:** - (a) Account Clerk - 01 (Regular) (b) LDC-01 (Contractual)

2. **Non teaching staff** - Lab Attendant - 01 (Contractual)

3. **Qualification** for the above mentioned posts are as follows:-

(a) **For Account Clerk** - B.Com or fifteen years of service as a clerk (for ESM), Computer Savvy (12000 key depression per hour), 5 years experience preferably as account clerk in a school.

(b) **LDC**- Graduate or 10 yrs of service for ESM with knowledge of computers, Knowledge of Computer MS Office (Speed 12000 key depression per hour) & Basic knowledge of accounting.

(c) **Lab Attendant** - 10+2 with science and Computer Literate.

Age as on 01 Apr 2022-

(i) For Fresh candidates (No experience) - Below 40 yrs

(ii) For Experienced candidates- Below 57 yrs (incl ESM)

Documents required -Two passport size photographs and photocopy of testimonials. Application forms can be downloaded from the school website

www.apsraiwala.com. Last date of submission of applications with a DD of Rs 100/- in the school office is **10 Oct 2022** till 02:00 pm Date of written test and interview will be intimated separately through e-mail & telephonically.

Exempted from written test:-

(a) Widows of Army Personnel (b) Wives and wards of disabled Army persons

School Mob: 8449712023