

ARMY PUBLIC SCHOOL(S) IN JABALPUR
(PRIVATE UNAIDED SCHOOLS UNDER AWES, HQ CENTRAL COMMAND)

REQUIREMENT OF ADM STAFF ON REGULAR/CONTRACTUAL/ADHOC BASIS
THROUGH SAMC FOR APS NO 1 JABALPUR (MP)
UNDER HQ MB AREA, (AWES)

Phone : 0761-2933235

Email : aps1jbp@gmail.com

Website : aps1jabalpur.ac.in

1. Interview for the following post will be held on 24 & 25 Apr 2023 to select the Adm staff as per criteria mentioned below :-

(a) **Head Clerk**

- (i) Preferably an Ex-Serviceman of Clerk category upto the age of 55 years.
- (ii) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
- (iii) Computer Savvy – MS Office etc.
- (iv) Educational Qualification - Minimum Graduate in case of civilian.
- (v) Should not have any disciplinary case against him in the entire service.

(b) **Supervisor Administration**

A Graduate from a recognized university. An Ex-servicemen (JCO) will be given preference.

(c) **UDC/Account Clerk**

- (i) Commerce Graduate or fifteen years service as a Clerk in the Defence Services.
- (ii) Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.
- (iii) Minimum 5 years experience as an Account Clerk in the Defence Services/ reputed organization.

(c) **LDC**

- (i) Graduate or ten years of service as a Clerk (for Ex-Servicemen), Computer literate.
- (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour).
- (iii) Basic knowledge of accounting.

(d) **Receptionist**

- (i) Same as laid down for LDC given at 1 (c) above.
- (ii) Good communication skills in English & Hindi both.

3. **Age (as on 01 Apr 2023)**

- (a) Fresh candidates - Below 40 Yrs (No Experience)
- (b) Experienced candidates (incl ESM) - Below 57 yrs (Minimum 5 years experience in the appropriate category in the last 10 years.

4. **Salary**

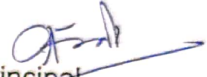
As per AWES and Army Public Schools norms as negotiated during the selection.



HOW TO APPLY

1. Apply on prescribed application form available at school website www.aps1jabalpur.ac.in alongwith DD of Rs 100/- (non refundable) in favour of Army Public School No 1, Jabalpur (MP).
2. The application duly completed in all respect alongwith attested copies of marks sheets and certificates should reach the school office on or before **20 Apr 2023** (1400 hrs) through by post or by hand. Address of School - Army Public School No 1, Water Works Road, Dhobi Ghat, Near Gora Bazar, Jabalpur (MP) - 482001.
3. Tentative date of interview is 24-25 Apr 2023. Interview will be held at APS No 1, Jabalpur from 0800 hrs onwards. Short listed candidates will be given confirmation call through email & SMS on mobile number.




Principal
Army Public School No 1
Jabalpur