

Army Public School No 1  
C/o The GRENADIERS  
Regimental Centre  
Jabalpur (MP)

1004/APS1/SAMC

29 Mar 2025

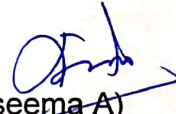
The Editor,  
Dainik Bhaskar, Jabalpur (MP)

Nai Duniya, Jabalpur (MP)

The Hitavada, Jabalpur (MP)

**ADVERTISEMENT**

1. You are requested to advertise in your daily News Paper on 05 Apr 2025. The subject matter for the same is attached to this letter.
2. You are requested to forward bill for payment at the earliest please.

  
(Naseema A)  
Principal  
Army Public School No 1  
GRC, Jabalpur

**Encls:** (One)

**Copy to:-**

School Section  
HQ MB Area  
Jabalpur (MP)-482001

- for info pl.

AWPO, Jabalpur

- for vide publicity of ESM.

Adm Bn  
The GRENADIERS  
Regimental Centre  
Jabalpur (MP)-482001

- for info pl.



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

**REQUIREMENT OF ADM STAFF ON CONTRACT & 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 25 Apr 2025 to select the Adm staff as per criteria mentioned below:-

(a) **UDC**

(i) B. Com OR fifteen years of service as a clerk (for Ex-Servicemen), Computer literate (MS Office, Tally etc)

(ii) Computer Savvy (12000 key depressions per hour). Knowledge of relevant software application used by schools.

(iii) 5 year experience as a clerk or an accounts clerk in reputed organization; preferably a school.

(b) **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.

(c) **Receptionist**. Same as laid down for LDC, with good communications skills.

3. **Age (as on 01 Apr 2025)**

(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](http://www.aps1jabalpur.ac.in) alongwith DD of Rs 250/- (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 25** (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 25 Apr 2025. 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



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(PRIVATE UNAIDED SCHOOLS UNDER AWES, HQ CENTRAL COMMAND)  
Water Works Road, Near Dhobi Ghat, Jabalpur (MP)  
Phone : 0761-2933235  
Email : [aps1jbp@gmail.com](mailto:aps1jbp@gmail.com)  
Website : [aps1jabalpur.ac.in](http://aps1jabalpur.ac.in)

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

Details of No of vacancies, eligibility criteria and application form are available on school website [aps1jabalpur.ac.in](http://aps1jabalpur.ac.in). Interested candidates can download the application form and submit by post/ by hand along with relevant documents and DD of Rs 250/- (Non refundable) in favour of Army Public School No 1, Jabalpur (MP) on or before 20 Apr 2025. Tentative dates for interview 25 Apr 2025.

- Note :
1. All candidates will be shortlisted as per approved merit list by SAMC.
  2. The SAMC/ School reserves the right to fill any or none of the posts.
  3. The No of vacancies may increase/ decrease without prior information.
  4. Only shortlisted candidates will be called for interview.

Principal  
Army Public School No 1,  
Jabalpur