

**ARMY PUBLIC SCHOOL**  
Affiliated to CBSE, New Delhi  
(Private unaided school)  
60 Feet Road, Nandambakkam,  
Chennai-600 089. Tele: 044-29506771

**REQUIRES**

**NON-TEACHING STAFF**

**HEAD CLERK**

- ❖ Preferably an Ex-Serviceman of clerk category up to the age of 55 years
- ❖ 5 – 10 years in Office Management, Account Handling as Head Clerk with high proficiency in staff duties and drafting experience.
- ❖ Computer savvy – MS office etc.,
- ❖ Educational qualification – minimum graduate in case of civilian
- ❖ Should not have any disciplinary case against him in the entire service.

**AGE:** ESM the maximum age shall be up to 55 years at the time of initial joining and for other 45 years.