

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

REQUIRES

NON-TEACHING ACADEMIC STAFF

1. Head Clerk
2. Lower Division Clerk
3. Receptionist
4. Computer lab technician,
5. Atal Lab Co-Ordinator
6. Science Lab Attendant,
7. Multitasking Staff,
8. Peon,
9. Group D Staff
10. Gardeners

Qualification :

For SN.1 HEAD CLERK

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

For S.No. 2 a. Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.
b. Knowledge of Computer MS Office (Speed 12000 key depression per hour)
c. Basic knowledge of accounting
d. Good communication skills.

For S.No. 3 a. Same as laid down for LDC and Knowledge of Hindi desirable

For S.No.4 a. Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

For S.No. 5 a. Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, AI, Peripheral and Electronics.

For S.No. 6 a. 10+2 with Science and computer literate

For S.No. 8 to 10 Preferably matriculate or 10 years service for Ex-Servicemen. Relevant skills for the post.

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

NOTE:

HARD COPY OF THE APPLICATION FORM ALONG WITH DD OF RS.250/- (IN FAVOUR OF ARMY PUBLIC SCHOOL, PAYABLE AT CHENNAI) AND ATTESTED COPIES OF EDUCATIONAL QUALIFICATION, EXPERIENCE CERTIFICATES SHOULD REACH BY POST / BY HAND TO THE PRINCIPAL, ARMY PUBLIC SCHOOL, 60 FEET ROAD, NANDAMBAKKAM, CHENNAI – 600089 (PH: 044 29506771) ON OR BEFORE 25 JAN

2025. PLEASE ATTACH CSB /OST SCORE CARD IF AVAILABLE. NO APPLICATION WILL BE ACCEPTED AFTER THE DUE DATE. NO TA/DA ADMISSIBLE.

Candidates who have already submitted their applications in response to the advertisements dated December 22, 2024, and January 5, 2025, published in The Hindu need not apply again. This is simply an extension of the application deadline. Fresh applications are welcome.