

ARMY PUBLIC SCHOOL

NEW MILITARY STATION, PO - LAKHAN KALAN, KAPURTHALA-144601

(AFFILIATED TO CBSE, NEW DELHI)

Mob: 9914923104, 9797688444 Website: www.apskpt.in

Requires Administrative Staff on Contractual Basis.

| Sr. No. | Post | Qualification |
|---------|--------------------------|--|
| 01. | Head Clerk (ESM Only) | Preferably Ex Serviceman of Clerk Category upto the age of 55 years. 5 years experience in office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer savvy. Should not have any disciplinary case against him in the entire service. |
| 02. | Accountant (ESM Only) | Commerce Graduate or fifteen years service as a clerk and experience as Accounts Clerk (for Ex-Servicemen). Computer Literate with knowledge of double entry system of accounting, excel sheet and accounting software. |
| 03. | LDC (ESM Only) | Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer Literate with Basic knowledge of accounting. |

Note: • Salary & Eligibility as per AWES rules & regulations. • Please apply on the application form given on the school website (www.apskpt.in) under "Career" section along with self-attested copies of certificates and bank draft of Rs 100/- in favour of ARMY PUBLIC SCHOOL KAPURTHALA payable at KAPURTHALA by 23 September 2023. • School management reserves the right to increase/ decrease/ cancel any vacancy without assigning any reason. No TA/ DA will be admissible.