

Advertisement

Army Public School, Nehru Road, Lucknow Cantt

REQUIRES FOLLOWING STAFF ON REGULAR OR FIXED TERM APPOINTMENTS (3 YEARS) :-

<u>Designation & Tentative vacancies</u>	<u>Qualification & Experience</u>	<u>Pay & Allowances</u>
Administrative Supervisor (Fixed Term-1)	(a) Graduate or 10 years of service (Ex-servicemen). Computer literate. (b) Knowledge of computer MS Office. (c) Basic knowledge of accounting. (d) Staying on campus in accn provided obligatory.	Rs 17160/- per month CTC (consolidated) as per AWES Rules & Regulations. Free Education for upto two wards.
Head Clerk (Regular-1)	(a) Preferably an Ex-Serviceman of Clerk category (upto age of 55 years). (b) Should not have any disciplinary case against him in the entire service. (c) 5-10 years experience in Office Management, Account handling as Head Clerk with high proficiency in staff duties and drafting experience. (d) Computer Savvy – MS Office etc. (e) Education qualification – Minimum Graduate in case of civilian.	Rs 19200/- per month Plus DA, HRA etc as per AWES Rules & Regulations. Free Education for upto two wards.
Upper Division Clerk (Fixed Term– 1) / Hostel Clk (Fixed Term – 1)	(a) B. Com. or 15 years of service as a clerk (for Ex-servicemen). Computer literate(MS Office, Tally etc.) (b) Computer Savvy (Speed 12000 key depression per hour). Knowledge of relevant software applications used by schools. (c) Basic knowledge of accounting. (d) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.	Rs 16320/- per month CTC (consolidated) as per AWES Rules & Regulations.. Free Education for upto two wards.
Lower Division Clerk (Fixed Term– 2)	(a) Graduate or 10 years of service as a clerk (Ex-servicemen). Computer literate. (b) Knowledge of computer MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting. (d) Preference will be given to person willing to stay on campus.	Rs 15120/- per month CTC (consolidated) as per AWES Rules & Regulations. Free Education for upto two wards.
Computer Lab Tech (Fixed Term– 2)	Minimum 10+2 with one year Diploma in Computer Science and Knowledge of Hardware, Peripherals and Networking.	Rs 15570/- per month CTC as per AWES Rules & Regulations. Free Education for upto two wards.
Science Lab Asst (Regular – 1)	12 th (Science) + Computer literate (well versed with MS Office).	Rs 14495/- per month Plus DA, HRA etc as per AWES Rules & Regulations. Free Education for upto two wards.
Science Lab Asst (Fixed Term – 1)	12 th (Science) + Computer literate (well versed with MS Office).	Rs 12360/- per month CTC as per AWES Rules & Regulations. Free Education for upto two wards.
Multitasking Staff - Female (Fixed Term – 1)	Matriculate	Rs 11700/- per month CTC as per AWES Rules & Regulations. Free Education for upto two wards.

General Instructions

(a) Candidates to apply as per application format available in the School website www.apsnrlucknow.org alongwith this notice and submit the application alongwith a DD for Rs. 100/- (non-refundable) in favour of Principal, Army Public School, Nehru Road, Lucknow, photocopies of testimonials, experience certificates(if any) **by Speed Post/ By Hand** so as to reach **Office of the Chairman C/o HQ Central Command (Arty Branch), Lucknow Cantt (UP) PIN – 226002 by 25 May 2022 (upto 1400 hrs). Application received after this date will not be considered.**

(b) Application form can be obtained from School Main Office or will be sent through email on request on any working day **upto 24 May 2022 (1400 hours).**

(c) **Age** – Below 55 years for Civilians and ESM – 57 years as on date of assumption of appointment.

(d) **Selection Criteria** : Candidates will be shortlisted A written/computer proficiency Test will be conducted before Interview. Shortlisted candidates based on Interview based on qualification & experience.

(e) Interview is likely to be held in **first week Jun 2022**. Exact schedule of Interview and other details shall be intimated through email or telephone. Same will also be uploaded on School Website - www.apsnrlucknow.org. No separate call letters will be sent to candidates.

(f) The School Management reserves all right of selection/rejection based on QR/Experience/Merit.

(g) It may be noted that Army Public School, Nehru Road, Lucknow comes under the category of Unaided Private Educational Institution. Therefore, services in the School will be of private service.

QUERIES, IF ANY, MAY BE CLARIFIED ON TELE- [9695266858](tel:9695266858)/0522-2482996 OR EMAIL

apsnehroroadlucknow@gmail.com

NO TA/ DA ADMISSIBLE FOR YOUR JOURNEY EITHER WAY