

Advertisement

Army Public School, Nehru Road, Lucknow Cantt

REQUIRES FOLLOWING STAFF ON ADHOC BASIS (11 MONTHS):-

<u>Designation & Tentative vacancies</u>	<u>Qualification & Experience</u>	<u>Pay & Allowances</u>
Upper Division Clerk (UDC) (Adhoc)	(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) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.	₹ 17,408/- per month CTC (consolidated) as per AWES Rules & Regulations.
Lower Division Clerk LDC (Adhoc)	(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) Good Communication skills.	₹ 16,128/- per month CTC (consolidated) as per AWES Rules & Regulations.
Paramedics Staff (Adhoc)	(a) 12 th or equivalent and diploma in Nursing with minimum five years of experience	₹ 16,128/- per month CTC (consolidated) as per AWES Rules & Regulations.
Receptionist (Adhoc)	(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) Good Communication skills.	₹ 16,128/- per month CTC (consolidated) as per AWES Rules & Regulations.
Driver (Adhoc)	Preferably matriculate. Candidate must be in possession of Commercial Driving Licence.	₹ 12,480/- per month CTC (consolidated) as per AWES Rules & Regulations.

General Instructions

- (a) Candidates to apply as per application format available in the school website <https://www.apsnrlucknow.org> alongwith this notice and submit the application alongwith a DD for ₹ 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 **Army Public School, Nehru Road, Lucknow-226022 by 27 Jan 2025 (upto 1400 hrs)**. **Application received after this date will not be considered.**
- (b) Application form can be obtained from School Main Office or downloaded through AWES website.
- (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 based on qualification and experience. A written/computer proficiency Test will be conducted before Interview.
- (e) Interview is likely to be held during the last week of Jan 2025. Exact schedule of Interview and other details shall be intimated through email or telephone. 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

OR EMAIL -apsnehruroadlucknow@gmail.com

NO TA/ DA ADMISSIBLE FOR YOUR JOURNEY EITHER WAY

ARMY PUBLIC SCHOOL, NEHRU ROAD LUCKNOW
APPLICATION FOR NON-TEACHING STAFF

Application form for the post of _____
Demand Draft No _____ Bank _____

Please paste
recent passport
size colour
photograph. Do
not staple

1. PERSONAL DATA :

(a)	Name in full (Block letters)	:	
(b)	Son/Daughter/wife of	:	
(c)	Date of Birth	:	
(d)	Nationality	:	
(e)	Address	:	
	City	:	
	District	:	
	State	:	
	Pin Code	:	
(f)	Contact details	:	
	Mob No	:	
	Email id	:	
	Landline No/Whatsapp No	:	
(g)	Aadhar No	:	
(h)	PAN No	:	

2. PRESENT/PREVIOUS OCCUPATION:

(a)	Designation of Post	:	
(b)	Name and Address of Institution/Organization	:	
(c)	Designation of superior In-charge	:	
(d)	Contact No of superior (for verification if need be)	:	
(e)	Period of notice you will have to give, if selected.	:	

3. FAMILY LIFE

(a)	Marital status (Single/Married/Widowed)	:	
(b)	If married/widowed	:	
	Name & occupation of spouse	:	
(c)	No. of children	:	
	Child Name, Age & Gender	:	
		:	

4. **EDUCATIONAL RECORDS : SCHOOL, COLLEGE OR UNIVERSITY**

Give details of all exams starting from Secondary School onwards.

SNo	Examinations	Marks obtained	Percent (%)	Division	Year of passing	Subject Taken	Name of University/Board/Institute
(i)	High School						
(ii)	Intermediate						
(iii)	Graduation						
(iv)	Post Graduation						
(v)							
(vi)							

5. Graduation/Post Graduation through correspondence or regular : _____

6. Training in NCC, scouting, Music/Art, Dramatics or other such activities. Give rank, status/proficiency achieved.:

7. Merit Scholarship won? If so what : _____

8. Languages you can read write and speak fluently.

(a)		(b)		(c)	
-----	--	-----	--	-----	--

9. **EXPERIENCE**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet)

	S.NO Organization/School/Institutions	Designation	(Exact dates to be indicated)		Total Exp in years
			From	To	

Include any other post held which are relevant to the field of Education.

10. **HEALTH**

- (a) What kind of health do you keep ? _____
- (b) Do you need any medical treatment/assistance for the disease you are suffering from :

- (c) Are you differently abled ? Give details _____

11. **COMPUTER KNOWLEDGE** (Separate sheet can be attd)

- (a) Have you done any degree/diploma in computer give details :
- (b) Any experience on working on computer Details.
- (c) Do you own a personal Laptop, if yes give details:
- (d) Your knowledge of computer hardware:

12. **OTHER ACTIVITIES**

- (a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:
 - (i) _____
 - (ii) _____

13 Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

- (a) Name : _____ (b) Name : _____
Address : _____ Address : _____

14 I have/have not been selected at the CSB/LSB Interviews held at _____ on _____ and I have been/have not been selected for appointment at _____

AGREEMENT

15 If appointed:-

- (a) I agree to abide by the AWES Rule and Regulations for Army Public Schools
- (b) I undertake to serve the school till the end of the final term, i.e. upto the finalization of the results of the class taught or a period specified/fixed by the management.
- (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
- (d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date : _____

(Signature of Applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. All details at Ser 1 (Personal data) are mandatory. Fill up in BLOCK Capitals.
3. Paste one recent coloured passport size photograph on the form.
4. Send by Post/hand. No applications will be accepted via e-mail.
5. **Send DD for Rs 100/- along with application form of any bank in favour of Army Public School, Nehru Road.**