

ARMY PUBLIC SCHOOL HEMPUR : ADM STAFF REQUIRED

1. The following Administrative staff category is required for Army Public School Hempur:-

Post	Vacancy	Salary	Qualitative Requirements	Age
Administrative Supervisor	01	Salary as per AWES Norms	Graduation with working knowledge of computer and experience in store keeping and maintenance/management of various faculties. JCO (Retired) will be preferred.	(a) Fresh Candidate. Below 40 Years. (b) Experienced Candidates- Below 55 Years (incl ESM)
Account Clerk	01		Graduate, Preferably Commerce graduate. 2. Basic computer application course of Army/Diploma in computer application of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. 3. For ex-serviceman fifteen years service as a clerk or minimum 5 years service as an account clerk or minimum 5 years experience as an account clerk in the Defence Services/reputed organization.	
Heavy Veh Driver	01		1. License Heavy Vehicle. 2. 10 Year Experience. 3. Minimum Education Qualification 10 th Pass	

2. All desirous candidates fulfilling the above criteria may apply on prescribed application form as available on Website: <https://apshempur.in/recruitment.php> under link 'Recruitment'
3. Shortlisted candidates will be called for the written /Computer proficiency test and interview.
4. The Candidates must bring alongwith original certificates/ testimonials, with one photocopy of each certificate, one pass-port size photograph. No TA/DA will be paid.
5. Last date of forms submission – **08 Jun 2023.**

Principal