

# **VACANCIES FOR ADMIN STAFF**

## **For Asha School, Pune**

### **(School for Special Children)**

1. Applications are invited for the following post on contractual basis for Asha School, Pune c/o HQ Southern Comd :-

Ser No	Post	Qualification Required
(a)	Office Clerk	More than 05 years' experience in office management. Computer savvy- MS Office, etc. Preference shall be given to ESM.
(b)	Accountant	More than 05 years' experience in handling accounts in defence org/large sized company. Computer savvy- MS Office, etc. Preference shall be given to ESM.
(c)	Student Attendant	Preferably Matric/8th pass.
(d)	Co- Driver/Peon/MTS	Preferably Matric pass. Preference shall be given to ESM.
(e)	Security Guard	Preferably Matric pass. Preference shall be given to ESM.

**Note:** Prior experience of special, inclusive school shall be given preference

**2. Age.:** Below 55 years as on the date of assumption of the appointment.

**3. Application.** Interested candidates may apply on plain paper enclosing bio- data including details of experience along with recent passport size photograph, copies of experience certificates/testimonials and any other relevant details in a sealed envelope marked "Application for the Post of Principal, Asha School, Pune" by Registered/ Speed Post to :-

**DIRECTOR**

**ASHA SCHOOL, PUNE**

**8, JIJAMATA ROAD**

**NEAR HEADQUARTERS DAKSHIN MAHARASHTRA & GOA SUB AREA**

**PUNE - 411 001.**

4. Last date of submission of application is **03 Jun 2025**.

**Note:** \*Applicants are requested to attach attested copy of all Educational Qualification, Mark Sheets, Experience, Achievements Certificates.