

ARMY PUBLIC SCHOOL, JALANDHAR

Website www.apsjalandhar.com Email ID: apsjalandharcantt@gmail.com

REQUIRES NON TEACHING ACADEMIC/ADM STAFF ON ADHOC BASIS 2025-26 (Maximum 11 months)

POST	Essential Qualification
LDC	(a) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. (b) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting.
Driver	Matriculate and above. Exp - 10 yrs & above. ESM upto the age of 55 years. Should have Heavy Vehicles Driving License.
Nursing Asst (Female)	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic would be given preference.
Receptionist	(a) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. (b) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting with good communication skills.
Librarian	B.Lib Science or Graduate with Diploma in Library Science from a recognized institute & Computer Literate.
Asst Librarian	B.Lib Science or Graduate with Diploma in Library Science from a recognized institute & Computer Literate.

1. Age as on 01 Apr 2025 – Candidates should be below the age of 55 years (Ex-servicemen) and 40 years for civilian candidates.

2. Candidate must fill the application form available on school website **www.apsjalandhar.com** and submit the same at APS Jalandhar Cantt (Reception Counter) from 0900h to 1100h along with self-attested copies of testimonials/certificates and processing fee of Rs 250/- in the form of Demand Draft from any Nationalized Bank made in favour of Army Public School, Jalandhar Cantt. Last date for submission of application form is **09 Jun 2025 till 1200h**. Application form sent by e-mail will not be accepted. Incomplete application form will not be considered for Interview. One form would be used for one post only.

3. The school reserves the right to fill any or none of the post given above. No TA/DA will be admissible. Interviews for only shortlisted candidates will be conducted. Candidates would be intimated about the dates of written exam and interview through telephone/email/SMS (E-mail ID & Mob No are compulsory and should be active). If message sent is not received due to any reason the school will not be held responsible.

4. Salary as per AWES Rules.

Sd/-Principal