

NOTICE

**ARMY PUBLIC SCHOOL, SHIVAJI ROAD,
AGRA CANTT PRIVATE UNAIDED SCHOOL
CBSE AFFILIATION NO 2180005. TELE NO
0562-2226009 AN ENGLISH MEDIUM CO-
EDUCATION SENIOR SECONDARY SCHOOL
REQUIRES**

REQUIRES FOLLOWING STAFF: -

(a) Administrative Staff (Fixed-term Employment)

Designation & Tentative vacancies	Qualification & Experience	Pay & Allowances
Head Clerk -01	(a) Preferably an Ex-Serviceman of clerk category upto the age of 55 years. (b) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. (c) Computer Savvy – MS Office, etc. (d) Educational Qualification – Minimum Graduate in case of civilian. (e) Should not have any disciplinary case against him in the entire service.	As per APS Norms
UDC-01	(a) B. Com./ Graduate or fifteen years of service as a clerk (for Ex-Servicemen); Computer literate (MS Office, Tally etc.) (b) Computer Savvy (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 at School	
LDC -02	(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.	
Paramedics-01	(a) Should be 10+2 and diploma in nursing with minimum five years of experience. (b) Only female paramedics should apply.	

(b) Non-Teaching Academic Staff (Regular Basis)

Designation & Tentative vacancies	Qualification & Experience	Pay & Allowances
Science Lab (Physics) Attendant -01	(a) 12 th or equivalent with science. (b) Knowledge of computer MS Office	As per APS Norms

How to Apply: Candidates may apply only on the prescribed application form available on school website (www.armypublicschoolagra.com). Candidates may download the application form through the above website and submit by post or by hand, duly completed in all respect along with photocopy of all testimonials (Academics, Experience & all relevant documents) and demand draft of Rs 250/- (Rupees two hundred fifty only, payable at Agra) (non-refundable) in favour of Army Public School, Agra. Last date for submission of application form is **03 Feb 2025 by 1200h.**

Written test, Computer Test & Interview &: Date for eligible candidates for appearing in written test, computer test & interview will be available on school website by **10 Feb 2025**

Note:

1. Name of candidate and e-mail ID should be filled up in capital letters.
2. No applications will be accepted via e-mail. Only hard copy by post/by hand will be accepted.
3. Pay scale : As per Army Public School norms.
4. The School Management reserves all rights of selection/rejection based on QR/ Experience /Merit.
5. School Administrative & Management Committee has the right not to fill any vacancy or keep only for reserve panel.

Principal