

ARMY PUBLIC SCHOOL : HISAR, PIN - 125006 (HARYANA)
(PRIVATE UN-AIDED SCHOOL)
REQUIRES ADM STAFF ON REGULAR/ FIXED TERM BASIS
AND FOR RESERVE PANEL

1. Applications are invited for the panel interview of the candidates for the following Adm Staff. The interview will be held in **Nov 2024** at Army Public School Hisar. The interview date and time will be informed later.

POST/ Vacancies	QUALIFICATION
Accountant (01 No) (Regular Basis)	(a) Commerce Graduate or fifteen years service as a clerk in the Defence Services. (b) Basic computer application course of Army/ Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. (c) Minimum 5 years experience as an Accounts Clerk in the Defence Services/ reputed organization. Ex Serviceman will be preferred.
LDC (04 Nos) (Fixed Term Basis)	(a) Graduation or 10 yrs service as a clerk (for Ex Serviceman) and Computer Literate. (b) Knowledge of computer MS Office (speed 12000 key depression per hour). (c) Basic knowledge of accounting (d) Minimum 3 years experience as Clerk in the Defence Services/ reputed organization. Ex Serviceman will be preferred.

2. **Age Limit** : Below 54 years of age.

3. Last date of submission of application: **11 NOV 2024.**

4. Please apply on prescribed form available in school or on website or **www.apshisar.com** and send it to the school address by Registered post/ by hand alongwith attested copies of educational / experience certificates and a DD of Rs 100/- in favour of **Army Public School, Hisar**. Applications received through **Courier or email** will not be accepted. Incomplete forms and forms without DD and testimonials will be rejected.

5. All candidates will have to undergo a **Computer Test**.

Notes :-

- (a) The school reserves the right to fill any or none of the posts as shown above. Decision of the Management on the selection process will be final and binding on the individual.
- (b) The number of vacancies may increase/decrease without prior intimation.
- (c) Scrutiny of applications will be made as per AWES guidelines and only short listed candidates based the criteria as decided by Management will be called for interview telephonically, followed by email intimating the date and time of interview.
- (d) Army Public Schools comes under the category of Private Un-aided School and is not a Govt Institute. TA/DA will NOT be admissible for attending the interview.

Contact No – 8929232380

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School Management