

ANTICIPATED VACANCIES ADMINISTRATIVE STAFF

ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD 500087

INVITES APPLICATION FOR :-

1. **UDC** - (01)- B.Com or fifteen years of service as a clerk(for Ex servicemen). Computer Literate (MS Office, Tally etc.)Computer Savy (12000 key depression per hour). Knowledge of relevant software applications used by Schools. 5 years experience as a clerk or an accounts clerk in reputed organization; preferably a school.
2. **IT Supervisor** _ (01). Advance Diploma or Diploma in computing & Hardware with knowledge in Networking and LAN Administration, Operating Systems and RDBMS with programming, Proficiency in language.
3. **LDC:-** (02). Graduate or ten years of service as a clerk (for Ex servicemen). Computer literate. Basic knowledge of accounting. Knowledge of Computer MS Word (Speed 12000 key depression per hour).
4. **Librarian:-** (01). B. Lib Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.
5. **Receptionist** : (01) Good Communication skill. Graduate or ten years of service as clerk (for ex servicemen). Computer literate. Knowledge of Computer MS Word (Speed 12000 key depression per hour).
6. **Science Lab Attendant:-** (02). 10 +2 with Science, Computer knowledge – Internet, email, MS Word, Excel, Power point, Age below 35 years.
7. **Computer Lab Technician:-** (01). Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking.
8. **Para- Medics:-** (02). 10+2 and diploma in nursing with minimum five years experience. Female Paramedics should be given preference.
9. **Clerical Staff (Accounts Clerk) Pre Primary School. –** (01). Commerce graduate or Fifteen years service as clerk in the Defence Services. Basic computer application course of Army / Diploma in Computer Applications of not less that one –year duration. Speed- 12000 key depression per hour. Knowledge of double entry system of accounting , excel sheet and accounting software. Minimum 5 years experience as an Accounts clerk in the Defence Services / reputed organization.

Note :-

1. **Hard copy of application form along with Xerox copies of educational qualifications and experience certificate to be sent by post / by hand to The Principal , Army Public School Bolaram, JJ Nagar Post, Secunderabad 500087 by 10 January 2024 by 1400 hrs. No application will be accepted via – e- mail.**
2. Rs.100/- DD drawn in favour of Army Public School Bolaram Secunderabad payable at Secunderabad to be enclosed with Application Form.
3. For any additional eligible qualification, please refer to vacancy Tab in the School Website & CBSE guidelines.
4. **Scrutiny of Application will be made as per AWES /CBSE guidelines and only eligible shortlisted candidates will be called for the interview.**
5. Incomplete Application forms and application forms send through e- mail will **NOT be accepted.**
6. Terms and Conditions – Term Based appointment for three years.