ARMY PUBLIC SCHOOL, MEERUT CANTT

REQUIRES TEACHERS(ADHOC) & ADM OFFICER

S.NO.	CATEGORY	VACANCY	QUALIFICATION(Min.)
1	ADM Officer	1	(a) A Civilian Lady/Retired or released woman officer of 30 to 45 years at entry stage. (b) Graduate from a recognized university. Preferably graduates/post graduates in Commerce or MBAs. (c) Working knowledge of Computer and Accounts. (d) Good communication skills in English & Hindi. (e) Medically Fit. (f) Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws. (g) Minimum five years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non Govt organization.
2	TGT(SST)	1	Min. 50% marks in Graduation in respective subject & B.Ed.
3	PRT(ALL SUBJECTS)	1	Min. 50% marks in Graduation& B.Ed.

Note:a. A candidate can apply for only one post.(for Teachers only)

b.Application can be downloaded from school website www.apsmeerut.com.

c. Last date for depositing the application in **ARMY PUBLIC SCHOOL MEERUT is 17 Sep 2016 for Teachers and 03 Oct 2016 for AdmOffr.**

Application received after due dateOR without certificates, without DD be summarily rejected.

d. Please enclose all certificates/Testimonials and

Demand Draft of Rs. 100/- in favour of APS Meerut Cantt, Payable at Meerut.

e.Selection Procedure (for teachers)
(i) English & Computer Test for all.
(ii) Language test for Subject English Candidates.
(iii) Shortlisted candidates will be called for interview. List will be updated on website on 26 Sep 2016 for teachers **NO CALL LETTERS BEING SENT.**

f. Tentative Schedule for TEACHERS is as under:-

23 Sep 2016 : Written Test

24 Sep 2016 :Computer Test

27 Sep 2016 onwards : Interview

Tentative Schedule for Adm Officer selection will be intimated subsequently.

g. Age Limit(Teachers):- For Fresher's below 40 years as on 01 Jan 2017.
For Experienced Candidates: Relaxable upto 57 yrs.

NOTE:- (a) The appointment of teacher will be on adhoc only.

(b) Appointment of Adm Officer will be on Contract for 03 years subject to approval after one year of probation.

For details and updates visit school website **www.apsmeerut.com** frequently.

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REQUIRES ADM STAFF

S.NO.	CATEGORY	VACANCY	QUALIFICATION(Min.)
1.	Head Clk	1	(a) Graduate or fifteen years of service as a clk (for Ex Serviceman) Computer literate. (b) Good working knowledge of office Rules and Regulations. (c) Computer savvy (12000 key depression per hour). Knowledge of software applications used by schools. (d) 10 years' experience as a clk in a reputed organization preferably a school. (e) Ability to draft letters.
2.	Adm Supervisor	1	(a) Ex Serviceman in the rank of JCO/Hony Lt/Capt, (b) Good working knowledge of MES Rules and Regulations. (c) Adequate knowledge of Security, Administration and school Management. (d) Aptitude for liaison and coordination with civil as well as Army authorities. (e) Working Knowledge of accounts, contract and inventory management.
3.	Accountant	1	(a) Graduate preferably commerce graduate or 15 years of service as a clk in the defence services. (b) Basic computer application course of Army/Diploma in computer application of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. (c) Minimum five years experience as an accounts clk in the defence services/reputed organization. (e) Ability to draft letters.
4.	LDC*	1	(a) Graduate or ten years service as a clk (For ex-serviceman). Computer literate. (b) Typing speed minimum 40 WPM Min. (c) Knowledge of computer MS Office (Speed 8000 key depression per hour). (d) Basic knowledge of accounting.

* Advertisement for LDC published on 03 Jan 2016 in Dainik Jagran & Amar Ujala stands cancelled due to administrative reasons. Candidates who applied in response to our advertisement may apply again, application fee already paid by them will be adjusted accordingly.

Note: **a.** A candidate can apply for only one post.

b. Application can be downloaded from school website www.apsmeerut.com.

c. Last date for depositing the application in **ARMY PUBLIC SCHOOL MEERUT is 05 Sep 2016 by hand. Application received after 1400 hrs on 05 Sep 2016 OR without certificates, without DD will be summarily rejected.**

d. Please enclose all certificates/Testimonials and **Demand Draft of Rs. 100/- in favour of APS Meerut Cantt**, Payable at Meerut.

e. Selection Procedure (i) English & Computer Test for all.
(ii) Shortlisted candidates will be called for interview. List will be updated on website . **NO CALL LETTERS BEING SENT.**

f. Tentative Schedule is as under:-

(i) 19 Sep 2016 - Written Test
(ii) 20 Sep 2016 - Computer Test
(iii) 21 Sep 2016 - onwards - Interview

g. Age Limit:- Below 55 years as on 01 Oct 2016.

For details and updates visit school website **www.apsmeerut.com** frequently.