

**ARMY PUBLIC SCHOOL, MEERUT CANTT**  
**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	LDC	2	(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.

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

b. Application can be downloaded from school website [www.apsmeerut.com](http://www.apsmeerut.com).

c. Last date for depositing the application in **Army Public School Meerut is 07<sup>th</sup> Oct 2017 by hand. Application received after 1400hrs on 07<sup>th</sup> Oct 2017 OR without certificates,**

**without DD will be summarily rejected.**

d. Please enclose all certificate/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) 11<sup>th</sup> Oct 2017 - **Written Test**

(ii) 11<sup>th</sup> Oct 2017 - **Computer Test**

(iii) 12<sup>th</sup> Oct 2017 - **Onwards Interview**

g. **Age Limit** – Below 55 years as on 01<sup>st</sup> Oct 2017

For details and updates visit school website [www.apsmeerut.com](http://www.apsmeerut.com) frequently.