

ARMY PUBLIC SCHOOL RANCHI
Dipatoli Cantt, PO- Hotwar, Ranchi (Jharkhand) - 834012
Phone : 0651-2273354

REQUIREMENT OF ADM STAFF/ NON-TEACHING ACADEMIC STAFF ON
TERM BASED / ADHOC BASIS

1. Army Public School Ranchi requires following posts on Term Based/Adhoc basis. Only eligible candidates should apply.

Post	Head Clerk	UDC	LDC	Paramedics	Receptionist	Driver	CLT
No. of Vacancy	01	01	03	01	01	01	01

2. **Salary** Consolidated as per AWES Rules & Regulations.
3. Interested candidates for above posts may apply on or before **10 August 2024**. The application form and all other details are available at School website **www.apsranchi.com** .
4. Only eligible candidates should apply. Short listed candidates will be called for a panel interview and a Skill Test. Date and time of Interview will be intimated through Telephone/E-mail.

Sd/-xxx
(Abhay Kumar Singh)
Principal

ARMY PUBLIC SCHOOL RANCHI
(DIPATOLI) MIL STATION

REQUIRES ADM STAFF/ NON TEACHING ACADEMIC STAFF ON TERM BASED / ADHOC BASIS

1. The details of the anticipated vacancy are as under: -

Ser No	Post	No of Post	Qualification
(a)	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.
(b)	UDC	01	(a) B. Com. 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 a school
(c)	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.
(d)	Paramedics	01	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
(e)	Receptionist	01	(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. (d) Good communication skills.
(f)	Driver	01	(a) Having valid driving license (b) Sound knowledge of road safety regulations. (c) Age upto 40 Years
(g)	CLT	01	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

2. **Salary** Consolidated as per AWES Rules & Regulations.

Note: -

1. Interested candidates for above posts may apply on or before **10 August 2024** on application form available at School website www.apsranchi.com. Hard copy of the application form along with self attested copies of testimonial with a DD of Rs 250/- (Non refundable) in favour of Army Public School Ranchi and two PP size photographs be sent by Post/Hand to this School on or before last date i.e **10 Aug 2024** before 1400 hrs. No application received after due date will be entertained.

2. Only eligible candidates should apply. Short listed candidates will be called for a panel interview followed by Skill Test and Computer Proficiency Tests. Date and time of Interview will be intimated through Telephone/E-mail.

3. Vacancy may increase/ decrease.

Sd/-xxx
(Abhay Kumar Singh)
Principal