

“The Tribune” & “Danik Bhaskar” Advt on 05 Feb 2023

ARMY PUBLIC SCHOOL, FEROZEPUR (Pb)-152001

Civil Tele No 01632-246209, Mob 9876148209 and Army Tele No 5061

www.apsferozepur.com

REQUIREMENT- NON – TEACHING ACADEMIC STAFF AND ADMINISTRATIVE STAFF ON FIXED TERM BASIS LOCAL SCREENING BOARD - I : 2023-24

(Co-educational, Private Unaided, Well Established, CBSE Affiliated Institutions)

Sr.	Post	Qualification Required
NON – TEACHING ACADEMIC STAFF		
1.	Health Wellnees Teacher (Counsellor)	Graduate with Psychology with a Certificate or Diploma in Counselling with minimum experience of three years as Wellness Teacher/Counsellor. Age below 40 years for fresh & 55 for experienced candidate.
2.	Science Lab Attendant	10+2 with Science and should be computer literate. Age below 40 years for fresh & 55 for experienced candidate.
3.	Computer Laboratory Technician	10+2 with One year Diploma in Computer Science and knowledge of Hardware or Peripheral and Networking. Age below 40 years for fresh & 55 for experienced candidate.
4.	IT Supervisor	Graduate & should have Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following (Hands on experience will be given due weight-age):- (a) Networking and LAN Administration. (b) Operating Systems. (c) RDBMS with programming. Proficiency in one language. Age below 40 years for fresh & 55 for experienced candidate.
ADMINISTRATIVE STAFF		
5.	Supervisor Administration	(Rank of Retd Sub/Sub Maj) with experience in maintenance of building, vehicle, furniture & Supervision the work of group D Staff. (Age Up to 55 years of age).
6.	Accountant	Commerce graduate or fifteen years service as a clerk in the Defence Services. 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. Minimum 5 years experience as an Accounts clerk in the Defence Services/Reputed organization. Age: Below 55 Yrs.
7.	UDC	B.Com or fifteen years of service as a clerk (for Ex – Servicemen). Computer literate (MS Office, Tally etc). Computer Savvy (12000 Key depression per hour). Knowledge of relevant (software application used by Schools). 5 Years as a clerk or an accounts clerk in a reputed organization, preferably a school. Age:: Below 55 Yrs
8.	Paramedic (Female)	10+2 and diploma in nursing with minimum five years of experience. Age below 40 years.

*All candidates will be tested for Computer proficiency for all posts. Accountant will be tested related to subject before the interview. *Only short listed candidates will be called for the interview. Salary as per the School Rules. *School Management reserves the right to increase/decrease/ cancel any appointment without assigning any reasons. Notwithstanding qualification sighted above, selection will be based on merit as judged by the board during the interview. *Application received through E-mail will not be accepted. *TA/DA will not be admissible for the interview.

How to Apply ? Application form is available in the school office and on the School website “Downloaded Section”. Complete application form (with requisite fee for a sum of Rs 100/- through Demand Draft in favour of ‘Army Public School, Ferozepur’ payable at Ferozepur only) to reach the school office by **20 Feb 2023.**

Army Public School, Near Army Recruiting Office, Ferozepur Cantt- 152001.

(Visit us at www.apsferozepur.com)

Sd/- Principal