



ARMY PUBLIC SCHOOL DAMANA
(MUTHI) JAMMU -181205
10+2 , affiliated to CBSE

REQUIRES STAFF THROUGH LSB SESSION 2023- 2024
CONTRACTUAL BASIS

Post	Vac	Qualification
Head Clerk	01	Preferably an Ex-Serviceman of Clerk category upto the age of 55 years. 5-10 years of experience in Office Management, Account Handling as Head Clerk with high proficiency in Staff Duties and Drafting Experience. Must be Computer Savvy. Graduate in case of a civilian. Should not have any disciplinary case against him in the entire service.
Accountant	01	Commerce graduate or fifteen years service as a clerk in the Defence Service. 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.
UDC	01	B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.). Knowledge of relevant software applications used by Schools. 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
LDC	01	Graduate or ten years of service as a clerk (for ESM), Computer literate having knowledge of Computer MS Office (Speed 12000 key depression per hour and basic knowledge of accounting.
Driver cum Multitasking Staff	02	Preferably matriculate or 10 years of service for Ex-Serviceman with good health and eye sight. Should be in possession of a valid heavy vehicle driving licence.
Computer Laboratory Technician	01	Minimum 10+2 with one year diploma in Computer Science and knowledge of Hardware Peripheral and Networking.
Receptionist	01	Graduate having fluency in English communication skills and good computer knowledge.
Paramedics (Female)	01	10+2 and Diploma in Nursing with minimum five years of experience.
Science Lab Assistant	03	10+2 in Science Stream and Computer Literate.

Application forms are available on school website www.apsdamana.org.in. Last date for submission of application form is **16 Jan 2023** till **1200 hours**. Please attach all testimonials duly attested along with the application form and a draft of Rs 100/- in favour of Army Public School Damana payable at Jammu. Written test of all eligible candidates will be held on **20 Jan 2023 at 0900 hrs**. Date of Interview with shortlisted candidates will be displayed on school website/School Notice Board on **24 Jan 2023**.

Note:

1. Age limit below 40 years as on 01 Apr 2023 for fresh candidates and below 55 years for experienced candidates / ESM.
2. Preference will given to ESM for the post of Head Clerk, Accountant, UDC, LDC and Driver cum Multitasking Staff.
3. Concessions for widows of battle casualty/battle accident and wives of disabled Army Persons who were boarded out with 100% disability – As per AWES rules.

Salary : As per AWES Rules.

www.apsdamana.org.in Tel No 6006413231

Sd/-
Principal