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ARMY PUBLIC SCHOOL BEAS

(A Prestigious, Co-educational, Residential Senior Secondary School, Affiliated to CBSE, New Delhi)

REQUIRES BURSAR ON CONTRACTUAL BASIS

(a) Mandatory -

- (i) Civilian (Male/ Female) / ESM Offr may be selected for Bursar.
- (ii) **Age.** Upto 55 Years of age.
- (iii) **Education.** A graduate from a recognized university. Preference will be given to graduates/post-graduates in Commerce or MBAs.
- (iv) **Experience.** 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non-Govt organisation.
- (v) **Others :-**
 - (aa) Working knowledge of Computer and Accounts.
 - (ab) Good communication skills in English and Hindi.

(b) Desirable:- Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.

(c) Terms and Conditions:- Term based appointment for three years.

Selection Process. Computer Test followed by Interview.

Salary- As per School Rules, best in the region. Rent Free Accommodation with subsidized meals. Stay in School Campus is mandatory. Only shortlisted candidates will be called for Interview.

How to Apply? Application form available in the school office for Rs 100 /- in cash. Same may also be downloaded from the School Website. Complete application forms (with requisite fee, through Demand Draft in favour of 'Principal, APS Beas' payable at Beas only) to reach the school office by **30 NOV 2023** through Registered/Speed Post ONLY. Do not send application by e-mail. No TA/DA will be admissible.

Army Public School Beas, P.O. Dhilwan, Distt : Kapurthala, Punjab – 144804
Tele : 01822-273218 (Visit us at www.apsbeas.org).

**(MRS LAVEENA RAJPUT)
PRINCIPAL**