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ARMY PUBLIC SCHOOL BEAS
(A Prestigious, Co-educational, Residential Senior Secondary School, Affiliated to CBSE, New Delhi)
Army Public School Beas, P.O. Dhilwan, Distt: Kapurthala, Punjab - 144804
Tele: 94172-54898 Website- www.apsbeas.org

1. The interviews for the existing/anticipated vacancies for ADM Staff on Contractual Basis (3 years) be held at APS Beas.

Post	Qualification Requisites	Salary & Other Addl Allices
Lower Division Clerk (LDC) (Contractual)	Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer Literate. Knowledge of Computer MS Office (Speed 12000 key depression per hour). Basic knowledge of Accounting. Age - Less than 55 yrs at the time of initial joining.	Salary : Rs16,002/- (consolidated). Additional allowances for on-campus residents.
Electrician-cum-Dorm Attendant (Contractual)	Should be a Matric from a recognized Board having ITI Diploma as Electrician and must be conversant with the duties of Dorm Attendant or 10 years of Service as ESM (Ex-Servicemen). Desirable- One year experience in same capacity.	Salary : Rs 12,383/- (consolidated). Additional allowances for on-campus residents.
Dorm Attendant-cum-Waiter (Contractual)	Should be a Matric from a recognized Board. One year experience as Dorm Attendant in any reputed institute. Must be conversant with the duties of Waiter or 10 years of Service as ESM (Ex-Servicemen). Desirable- One year experience in same capacity.	Salary : Rs 12,383/- (consolidated). Additional allowances for on-campus residents.
Computer Lab Attendant (Contractual)	Should be a Matric from a recognized Board having one year diploma in Computer Software/Hardware. 10 years of Service as ESM (Ex-Servicemen). Desirable - One year experience in same capacity.	Salary : Rs 13,081/- (consolidated). Additional allowances for on-campus residents.
Nursing Assistant (Female) (Contractual)	BSC (Nursing) or Dip in ANM/GNM & Computer Literate with one year Experience. 10 years of Service as ESM (Ex-Servicemen Lady). Desirable- One year experience in same capacity.	Salary : Rs 12,383/- (consolidated). Additional allowances for on-campus residents.
Driver - cum-Groundsman (Contractual)	Matric or Ten years' service for Ex-Servicemen. Possesses valid Heavy Duty Driving license.	Salary : Rs 16,002/- (consolidated). Additional allowances for on-campus residents.

Selection Process . Computer Test for LDC. Computer Practical Test for Computer Lab Attendant only, followed by an interview and hands - on - experience (as applicable). For rest of the posts interview and hands-on-experience (as applicable).

NOTES. 1. Age - Fresh candidates below 40 years (civilians) (less LDC & Driver) and experienced candidates below 55 years (including Ex-servicemen) can apply.

2. Rent Free Accommodation with subsidized meals (if required, subject to availability & seniority roll).

3. Only shortlisted candidates will be called for Interview. No TA/DA will be admissible.

4. Application form available in the school office for Rs100/- 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 **10 Mar 2024** through Registered/Speed Post ONLY.

5. Incomplete Applications without supporting documents and online applications received through e-mail will be rejected. The schedule of interview will be uploaded on school website.

(MRS LAVEENA RAJPUT)
PRINCIPAL