

# 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](http://www.apsbeas.org)

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

<u>Post</u>	<u>Qualification Requisites</u>	<u>Salary &amp; Other Addl Allces</u>
<b>IT Supervisor (Fixed Term Basis)</b>	Graduation & should have Advance Dip or Dip in Computing & Hardware with knowledge in at least two of the following:- (i) Networking & LAN Administration. (ii) Operating Systems. (iii) RDBMS with programming. Proficiency in one language.	Salary: <b>BasicRs 35,723/-</b> along with <b>DA</b> (as applicable) with annual increments. Additional allowances for on- campus residents.
<b>Lower Division Clerk (LDC) (Contractual)</b>	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: <b>Rs 16,002/-</b> (consolidated). Additional allowances for on-campus residents.
<b>Warden (Contractual)</b>	Ex-Servicemen with 10 years of service are only eligible to apply.	Salary: <b>Rs 16,002/-</b> (consolidated). Additional allowances for on-campus residents.
<b>Mess Supervisor (Contractual)</b>	<b>JOB DESCRIPTION – CATERING.</b> Qualification – Retired JCO/ OR or equivalent experienced in handling MESS AND KITCHEN (Can be from Catering Trade). Minimum Experience – 05 years in Mess Catering, Ability to handle Ration and Accounts. Age – Less than 55 yrs at the time of initial joining.	Salary: <b>Rs 18,161/-</b> (consolidated). Additional allowances for on-campus residents.
<b>Computer Lab Attendant (Contractual)</b>	Should be 12 <sup>th</sup> Pass 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: <b>Rs 13,081/-</b> (consolidated). Additional allowances for on-campus residents.
<b>Science Lab Attendant (Contractual)</b>	12 <sup>th</sup> Pass with Science & Computer Literate.	Salary: <b>Rs 13,081/-</b> (consolidated). Additional allowances for on-campus residents.
<b>Dorm Attendant (Boys Hostel) (Male) (Contractual)</b>	Matric with one year exp in same capacity or Ten years' service for Ex-Servicemen can also apply.	Salary: <b>Rs 12,383/-</b> (consolidated). Additional Allowance of Rs 5,000/- (only for Ex-servicemen) and other allowances for on-campus residents.
<b>Lady Dorm Attendant (Girls Hostel) (Contractual)</b>	Matric with one year exp in the same capacity. Stay in campus is mandatory	Salary: <b>Rs 12,383/-</b> (consolidated) and other allowances for on-campus residents.
<b>Carpenter-cum-Groundsman</b>	Should be a Matric from a recognized Board having ITI Diploma as Carpentry and must be conservant with the duties of Groundsman or 10 years of Service as ESM (Ex-Servicemen). Desirable- One year experience in same capacity.	Salary: <b>Rs 12,383/-</b> (consolidated) and other allowances for on-campus residents.
<b>STP Operator-cum-Groundsman</b>	Should be a Matric from a recognized Board and must be conservant with the duties of STP (Sewerage Treatment Plant) or 10 years of Service as ESM (Ex-Servicemen). Desirable- One year experience in same capacity.	Salary: <b>Rs 12,383/-</b> (consolidated) and other allowances for on-campus residents.

**Selection Process.** Computer Practical Test for IT Supervisor and Computer Lab Attendant only. Computer Test for LDC and Receptionist, 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, Warden & Mess Supervisor) 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 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 **15 Feb 2025** 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**

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