

# ARMY PUBLIC SCHOOL ASC C & C

(Affiliated to CBSE Delhi)

ASC Centre & College, Lower Agaram Road, Bangalore-07

Tel : 08025550677 / 9740703550

[www.apsasc.edu.in](http://www.apsasc.edu.in)

## JOB OPPORTUNITIES – NON-TEACHING AND ADM STAFF ON FIXED TERM/ADHOC

Ser No	Post	Qualification required
1	Supervisor Adm	Retired Army JCO having good communication skills, preferable experience in administration.
2	UDC	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.
3	IT Supervisor	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.
4	Science Lab Attendant	10 + 2 with Science & Computer literate
5	Clerk	Ex-servicemen clerks up to the age of 55.
6	Ayah	Preferred 10 <sup>th</sup> pass
7	Full time Gardener	Minimum 2 years experience in gardening

**Eligibility :** (a) **Age :** below 40 years (may be relaxed with experience. (b) **Computer literacy** is mandatory for all the posts. (c) **Interviews only** for short listed candidates tentatively in first week of Mar 2025. (d) No TA/DA admissible. Download the application form from : [www.apsasc.edu.in](http://www.apsasc.edu.in). **ONLY HARD COPY APPLICATIONS ARE ACCEPTED** along with self-attested copies of certificates and ₹250/- DD in favour of APS ASC C & C. Submit filled Application Form on or before **20 Feb 2025**.

**PRINCIPAL**