

CORRIGENDUM

ARMY PUBLIC SCHOOL RANCHI
Dipatoli Cantt, PO- Hotwar, Ranchi (Jharkhand) - 834012
Phone : 0651-2273354

Please refer to our advertisement (1428/APS - requirement of adm staff/ non teaching academic staff on term based / adhoc basis) dated 28/02/2024 published in this newspaper, the following amendment is made: -

FOR : **Administrative Officer**
READ : **Supervisor Adm**

(REST NO CHANGE)

Principal

ARMY PUBLIC SCHOOL RANCHI
Dipatoli Cantt, PO- Hotwar, Ranchi (Jharkhand) - 834012
Phone : 0651-2273354

REQUIREMENT OF ADM STAFF/ NON TEACHING ACADEMIC STAFF ON TERM BASED / ADHOC BASIS

1. Army Public School Ranchi requires following posts on Term Based/Adhoc basis. Only eligible candidates should apply.

Post	Administrative Officer	LDC	CLT
No. of Vacancy	01	02	02

2. **Salary** Consolidated as per AWES Rules & Regulations.
3. Interested candidates for above posts may apply on or before **28 Mar 2024**. The application form and all other details are available at School website **www.apsranchi.com** .
4. Only eligible candidates should apply. Short listed candidates will be called for a panel interview and a Skill Test. Date and time of Interview will be intimated through Telephone/E-mail.

(Abhay Kumar Singh)
Principal

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ARMY PUBLIC SCHOOL RANCHI
(DIPATOLI) MIL STATION

REQUIRES ADM STAFF/ NON TEACHING ACADEMIC STAFF ON TERM BASED / ADHOC BASIS

1. The details of the anticipated vacancy are as under: -

Ser No	Post	No of Post	Qualification
(a)	Supervisor Adm	01	(a) <u>Mandatory</u> :- (i) Should preferably be retired JCO/ Honorary rank having administration experience. (ii) Should be of age less than 55 years at the time of joining. For ESM, it should be 57 years. (iii) Should have basic knowledge of: - (aa) Handling of master ledger of stores. (ab) Stores equipment maintenance and man management. (b) <u>Preferred</u> : - (i) Should be security course qualified. (ii) Adequate working knowledge in computer. (iii) Should be SHAPE-I or SHAPE-II (less 'S' factor)
(b)	LDC	02	(a) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. (b) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting.
(c)	CLT	02	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

2. **Salary** Consolidated as per AWES Rules & Regulations.

Note: -

1. Interested candidates for above posts may apply on or before **28 Mar 2024** on application form available at School website www.apsranchi.com. Hard copy of the application form along with self-attested copies of testimonial with a DD of Rs 100/- (Non refundable) in favour of Army Public School Ranchi and two PP size photographs be sent by Post/Hand to this School on or before last date i.e. **28 Mar 2024** before 1400 hrs. No application received after due date will be entertained.

2. Only eligible candidates should apply. Short listed candidates will be called for a panel interview followed by Skill Test and Computer Proficiency Tests. Date and time of Interview will be intimated through Telephone/E-mail.

3. Vacancy may increase/ decrease.

(Abhay Kumar Singh)
Principal