

SITUATION VACANT

ARMY PUBLIC SCHOOL NARANGI
PO: SATGAON, GUWAHATI – 781 027, ASSAM
LOCAL SCREENING BOARD

Sl No	Post	Status	Qualification	Pay & Allowances (per month)
1	Head Clerk	Contractual	a) Preferably an Ex- Serviceman of clerk category upto the age of 55 years. b) 5-10 years experience in Office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. c) Computer Savvy – MS Office etc. d) Minimum Graduate in case of civilian. e) Should not have any disciplinary case against him in the entire service.	Consolidated Pay
2	Accountant	Contractual	a) Commerce Graduate or fifteen years service as a clerk in the Defence Services. b) Basic Computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. c) Minimum 5 Years of experience as an Accounts Clerk in Defence Services/reputed organization.	Consolidated Pay
3	UDC	Contractual	a) B.Com or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office Tally etc) b) Computer Savvy (12000 key depressions per hour). Knowledge of relevant software applications used by schools. c) 5 years of experience as a clerk or as an accounts clerk in a reputed organization; preferably a school.	Consolidated Pay
4	Computer Lab Technician	Contractual	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.	Consolidated Pay

Applications (Hard Copy) in prescribed form are available at www.apsnarangi.com. Candidates are to deposit the Application Form (Hard Copy) along with Bio Data/Resume photocopies of all relevant certificates/testimonials and one copy of recent passport size photograph for all posts by **17 Feb 2020 till 2:00 pm**.

Written test will be held on **20 Feb 2020 at 9:00 am in the MP Hall of APS Narangi**.

Candidates shortlisted in the written test will have to appear for Oral Interview. Interview for the posts **will be held on 22 Feb 2020**.