

## MINIMUM QR : ADM STAFF

- Applications are invited from experienced and qualified candidates for various posts in Army Public Schools located in Delhi. Details of vacancies and the application form are attached for your reference. Vacancies are open to all.
- The link to the application form: <https://forms.gle/2fBdN2z7wBVsvTAa7> (please click on the link to access the form)

(a) **IT Supervisor**

Advance diploma or Diploma in Computing and hardware with knowledge in at least two of the following (Hence on experience should given due weight -age):-

- (i) Network and LAN administration.
- (ii) Operating System
- (iii) RDMBS with programming, proficiency in one language.

(b) **Supervisor Adm**

- (i) Retd JCO/ Hony Lt/ Capt

(c) **UDC**

- (i) B.Com or fifteen years of service as a clerk (for Ex-Servicemen), Computer Literate (MS Office, Tally etc.)
- (ii) Computer Savvy (12000 key depression per hour). Knowledge of relevant software application used by schools.
- (iii) 5 Years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.

(d) **LDC**

- (i) Graduate or ten years of service as a clerk (for Ex-Servicemen), Computer Literate.
- (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hours).
- (iii) Basic knowledge of accounting.

(e) **Driver**. Preferably matriculate or 10 years service for Ex-Servicemen, should possess a valid driving license in heavy vehicle category.

Sr No	Designation
1	IT Supervisor
2	Supervisor Adm
3	UDC
4	LDC
5	Driver