

DRAFT ADVERTISEMENT

ARMY PUBLIC SCHOOL DIGHI
(AFFILIATED TO CBSE)
PRIVATE UNAIDED SCHOOL

REQUIRES FOLLOWING TEACHERS & ADM STAFF ON ADHOC BASIS

VACANCY	QUALIFICATION
TRAINED GRADUATE TEACHERS (TGTS) : HINDI, ENGLISH, SOCIAL STUDIES	TGTS : GRADUATE (WITH THE SUBJECT IN WHICH EMPLOYMENT IS SOUGHT), B.ED. WITH MINIMUM 50% MARKS IN EACH.
ADMINISTRATIVE / NON-TEACHING -STAFF	
ACCTS CLERK	(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 DEPRESSION PER HOUR). KNOWLEDGE OF RELEVANT SOFTWARE APPLICATIONS USED BY SCHOOLS. (C) 5 YEARS EXPERIENCE AS A CLERK OR AN ACCOUNTS CLERK IN A REPUTED ORGANIZATION; PREFERABLY A SCHOOL
RECEPTIONIST	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), GOOD COMMUNICATION SKILLS

1. AGE CRITERIA - BELOW 40 YEARS FOR FRESH CANDIDATES AND FOR EXPERIENCED CANDIDATES BELOW 57 YEARS (MIN 5 YRS OF EXPERIENCE IN THE LAST 10 YRS).
2. APPLICATION WITH DETAILED BIO-DATA, COPIES OF CERTIFICATES AND MARK SHEETS & DD OF RS 100/- (IN FAVOUR OF ARMY PUBLIC SCHOOL DIGHI) SHOULD REACH BY POST / BY HAND LATEST BY **09 AUG 2024** TO ARMY PUBLIC SCHOOL DIGHI C/O TB-2, ALANDI ROAD, DIGHI CAMP, PUNE-411015 (EMAIL ID - **ARMYSCHOOLDIGHI@GMAIL.COM**). NO APPLICATION WILL BE ACCEPTED THEREAFTER.
3. INCOMPLETE APPLICATIONS WITHOUT SUPPORTING DOCUMENTS AND ONLINE APPLICATIONS WILL BE REJECTED.
4. APPLICATION FORM CAN BE DOWNLOADED FROM THE SCHOOL WEBSITE WWW.APSDIGHI.COM OR AWES FROM WWW.AWESINDIA.COM.

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**TRAINED GRADUATE TEACHERS (TGT) - TGT ENGLISH,
HINDI AND SOCIAL STUDIES**

RECEPTIONIST

APPLICATION WITH DETAILED BIO-DATA, COPIES OF CERTIFICATES AND MARK SHEETS & DD OF RS 100/- (IN FAVOUR OF ARMY PUBLIC SCHOOL DIGHI) SHOULD REACH BY POST / BY HAND LATEST BY **09 AUG 2024** TO ARMY PUBLIC SCHOOL DIGHI C/O TB-2, ALANDI ROAD, DIGHI CAMP, PUNE-411015 (PH -8412908585). **NO APPLICATION WILL BE ACCEPTED BY EMAIL.**

NOTE - PLEASE VISIT SCHOOL WEBSITE WWW.APSDIGHI.COM FOR APPLICATION FORM, QUALIFICATION CRITERIA AND OTHER DETAILS.