

Times of India & Dainik Jagran of 11 Mar 2025

ARMY PUBLIC SCHOOL
SP Marg, Near Topkhana Bazar, Lucknow Cantt-226002

(Affiliated to CBSE) (English Medium)

Mob: 8795579555, E-mail-apsspmlko@gmail.com

1. Applications are invited for Contractual/Adhoc appointments for the following posts: -
 - (a) **Administrative Staff**–Supervisor Administration, Asst Adm/Security Supervisor, Receptionist and Computer Lab Attendant.
 - (b) **Group 'D'**–Peon/MTS, Carpenter, Plumber, Housekeeping, Electrician and Gardener.
2. For more details about Eligibility, Form submission, schedule of interview, please visit our website www.apsspmlko.com.
3. Last date of submission of application is **24 Mar 2025**.

PRINCIPAL

**ARMY PUBLIC SCHOOL SP MARG
NEAR TOPKHANA BAZAR, LUCKNOW CANTT**

**SELECTION OF ADMINISTRATIVE STAFF
THROUGH LSB (LOCAL SELECTION BOARD): (2025-26)**

1. Requires Following Administrative Staff on Contractual / Adhoc Basis.

Ser No	Name of Post	Qualification & Experience
(a)	Supervisor Administration (Contractual)	Mandatory (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. Preferred (i) Should be security course qualified. (ii) Adequate working knowledge of Computer. (iii) Should be Shape - I or Shape - II (less 'S' factor)
(b)	Asst Adm / Security Supervisor (Contractual)	(i) 10+2 or above with 3-5 years experience in Adm/Security field in any organization or 10 years of service (for ESM). (ii) Computer literate.
(c)	Receptionist (Contractual)	(i) Graduate or 10 Yrs of service as a clerk (for Ex Servicemen). (ii) Computer literate. Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iii) Good Communication skills.
(d)	Computer Lab Attendant (Contractual)	10+2 with 1 year Diploma in Computer Science and knowledge of Hardware Peripheral and Networking.
(e)	Electrician (Adhoc)	Preferably Matriculate with work experience of minimum 05 years in an organization / school.
(f)	Plumber (Adhoc)	Minimum 02 years of experience in plumbing in an organization / school.
(g)	Carpenter (Adhoc)	Minimum 02 years of experience in carpentering in an organization / school.
(h)	Gardener (Adhoc)	Minimum 02 years of experience in gardening in an organization / school.
(j)	Peon/MTS (Adhoc)	Preferably Matriculate or 10 years Service for Ex-Servicemen or 10 years of experience in an organization / school.
(k)	Housekeeping (Adhoc)	Preferably Matriculate or 10 years Service for Ex-Servicemen.

2. **Age.** As on 01 Apr 2025. The age of the candidate should be :-

- (a) Fresh candidates (No Experience) - Below 40 years.
(b) Experienced candidates - Below 57 years (incl ESM).

Note : To avail age relaxation between 40 and 57 yrs, 5 yrs experience should be in the appropriate category in the last 10 yrs.

3. **Salary.** As per Army Public School norms (AWES Guidelines).

4. **Selection Process.** Through a Practical Test & Panel Interview.

5. **Application.** Interested candidates to download the form from school website www.apsspmlko.com and submit the same duly filled with passport size photograph, self-attested copies of Educational & Experience Certificates, Testimonials, email id, contact details etc along with a **Demand Draft of ₹ 250/- for Contractual Ser no (a to d)** and **₹ 150/- for Adhoc Ser No (e to k)** in favour of "**Principal APS SP Marg**" payable at Lucknow & any other relevant details in a sealed envelope marked "**Application for the Post of Administrative Staff**" by Registered Post / Speed Post / By Hand to:-

Principal
Army Public School, SP Marg
Near Topkhana Bazar, Lucknow - 226002

6. Last date for submission of Application is **24 Mar 2025** upto 1400 hrs.

7. Tentative date for interview is **02 Apr 2025 (Tentatively)**. List of shortlisted candidates and schedule of interview will be uploaded on school website on **27 Mar 2025** (Subject to change). **Candidates are requested to check the list and appear for the interview. No separate call letter will be sent.**

Note: Applicants are requested to attach attested copy of Education, Experience and Achievement Certificates. Incomplete applications or applications without DD or applications through email will not be accepted. The school management reserves all rights of selection/rejection based on QR/Experience/Merit.

QUERIES, IF ANY, MAY BE CLARIFIED ON TELE- 8795579555
OR EMAIL - apsspmlko@gmail.com

NO TA/ DA ADMISSIBLE FOR YOUR JOURNEY EITHER WAY

Principal

ARMY PUBLIC SCHOOL SP MARG, LUCKNOW
APPLICATION FORM FOR ADM STAFF / NON-TEACHING STAFF
THROUGH LSB: SESSION (2025-26)

This application form is to be filled in applicant's own handwriting neatly and legibly. Only attested copies of testimonials and other documents should be submitted.

Latest
Passport
Size
Photograph

1. Post applied for (As per advertisement) : _____
2. Name in full (IN BLOCK LETTERS) : _____
3. Name & Occupation of father/husband : _____
4. Date of Birth / Age (as on 01 Apr 2025) : _____
(Attach photocopy of Mark sheet of Class X for age proof)
5. Whether Single / Married / Widowed : _____
6. Mother tongue : _____
7. Permanent Home Address with Contact No : _____

8. Email ID : _____

9. Educational Qualification (Attach Photocopy of Marks Sheets):-

Exam	Year of Passing	Name of University	Subject Taken	Overall Percentage

10. Details of Experience (Attach Photocopy of Experience Certificate, if any):-

Title of Job	Name of Institution / Organization	Duration		Remarks
		From	To	

11. Are you Ex-Serviceman : Yes / No (If Yes, attach relevant document) :- _____

12. Are you presently working? If yes, appointment & Name of Institution with date:

I, declare that the entries made in this application form are true to the best of my knowledge and belief.

Date:

(Signature of the applicant)