

ARMY PUBLIC SCHOOL

SARDAR PATEL MARG, LUCKNOW CANTT-2

PHONE NUMBER: 8795579555

E-mail-apsspmlucknow@awesindia.edu.in, Website: www.apsspmlko.com

NOTICE : RECRUITMENT, TENDER & HIRING FOR SERVICES (CA)

1. The School invites Applications/Tenders for the following:-

Sl. No.	Details	Last Date of receipt of applications/ tender	Remarks
1.1	Recruitment of :- (a) Term Basis (04 years) UDC-01, LDC-03, Paramedics (Nursing Asst)-2, Driver-01, (b) Adhoc- Assistant Librarian- 01, MTS-03, Gardener-03 and Housekeeping-05	28 May 2026	To be dispatched by Post/by hand
1.2	Second call for Procurement and Installation of CCTV Camera for New AMWP Building.	Date extended upto 28 May 2026	Drop in School's Tender Book
1.3	Hiring of CA for Audit Related work of school	30 May 2026	-do-

2. Details can be downloaded from School website www.apsspmlko.com

PRINCIPAL

ARMY PUBLIC SCHOOL SP MARG
NEAR TOPKHANA BAZAR, LUCKNOW CANTT

SELECTION OF ADMINISTRATIVE STAFF
THROUGH LSB (LOCAL SELECTION BOARD): 2026-27

1. Requires Following Administrative Staff on Contractual (4 years term basis) / Adhoc Basis.

S N	Name of Post	No of Vac(s)	Qualification & Experience
1.1	UDC (4 years term basis)	01	1.1.1 B.Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.) 1.1.2 Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools. 1.1.3 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
1.2	LDC (4 years term basis)	03	1.2.1 Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. 1.2.2 Knowledge of Computer MS Office (Speed 12000 key depression per hour). 1.2.3 Basic knowledge of accounting.
1.3	Para Medics (Nur Asst) (01 Male & 01 Female) (4 years term basis)	02	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
1.4	Driver (4 years term basis)	01	1.4.1 Having All India Light and heavy vehicle driving license. 1.4.2 10 yrs of driving experience in an organization, preferably school.
1.5	Assistant Librarian (Adhoc)	01	B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate
1.6	Gardener (Adhoc)	03	Minimum 02 years of experience in gardening in an organization / school.
1.7	Multitasking Staff (Adhoc)	03	Preferably Matriculate or 10 years Service for Ex-Servicemen or 10 years of experience in an organization/ school.
1.8	Housekeeping (Adhoc)	05	Preferably Matriculate or 10 years Service for Ex-Servicemen.
Total		19	

2. **Age.** As on 01 Apr 2026. The age of the candidate should be :-

2.1 Fresh candidates (No Experience) - Below 40 years.

2.2 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 4 years term basis Ser no (1.1 to 1.4)** and **₹ 150/- for Adhoc Ser No (1.5 to 1.8)** 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 **28 May 2026** upto 1400 hrs.

7. Tentative date for interview is **First week of June 2026** (Tentatively). List of shortlisted candidates and schedule of interview will be uploaded on school website on **Last week of May 2026** (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



Jemataro
Principal
APS SP Marg, Lucknow
Principal
Army Public School
SP Marg, Lucknow

ARMY PUBLIC SCHOOL SP MARG, LUCKNOW
APPLICATION FORM FOR ADMINISTRATIVE STAFF STAFF
THROUGH LSB: SESSION (2026-27)

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 2026) : _____
(Attach photocopy of Mark sheet of Class X for age proof)
5. Whether Single / Married / Widowed/Divorced : _____
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) :- _____

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)