

**SITUATION VACANT**  
**ARMY PUBLIC SCHOOL BASISTHA & NARANGI**  
**PO: SATGAON, GUWAHATI – 781 027, ASSAM**  
**LOCAL SCREENING BOARD**

Sl No	Post	Status	Essential and other qualification
	PGT (Hindi) -01 (APS Narangi)	Adhoc	Two years integrated post graduate MAM. Sc. Course of Regional college of education of NCERT in concerned subject with at least 50% aggregate Marks. OR Post Graduation with minimum 55% marks or equivalent grade and three year integrated B.Ed/ M.Ed. OR Master Degree from a recognized University with at least 50% marks in aggregate in Hindi or Sanskrit with Hindi as one of the subjects at graduation level B.Ed. or equivalent degree from recognized university Desirable: Knowledge of Computer Application.
2	UDC – 01 APS Basistha	Regular	Essential Qualification (i) Graduate or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc) (ii) Computer Savvy (12000 key depressions per hour). Knowledge of relevant software applications used by schools (iii) 5 years of experience as a clerk or as an accounts clerk in a reputed organization; preferably a school.
3	LDC-01 APS Basistha	Contractual	Essential Qualification (i) Graduate or ten years of service as a clerk (for Ex-Servicemen). (ii) Computer literate. (iii) Knowledge of MS office (Speed 12000 key depressions per hour). (iv) Basic Knowledge of accounting.
4	Supervisor Administration APS Narangi	Contractual	Essential Qualification (i) Graduate in case of Civilian or fifteen years of service for Ex-Servicemen. (ii) Computer literate. (iii) Good Communication Skills (iv) Minimum 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt / Non Govt organization (v) JCO or Equivalent. General category up to the age of 55 years and should not have any disciplinary case against him in the entire service. (vi) Medically fit

Applications (Hard Copy) in prescribed form are available at [www.apsnarangi.com](http://www.apsnarangi.com)/[www.apsbasistha.org](http://www.apsbasistha.org). 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 31 Oct 2023. Application form is available on our website: [www.apsnarangi.in](http://www.apsnarangi.in)/[www.apsbasistha.org](http://www.apsbasistha.org).