

ARMY PUBLIC SCHOOL ROORKEE

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ADVERTISEMENT FOR ADMINISTRATIVE STAFF

Post :- Lower Division Clerk (LDC) - 01 (For APS No 1, Roorkee)
Lower Division Clerk (LDC) - 03 (For APS No 2, Roorkee)

Eligibility - 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). Basic Knowledge of accounting. (Experienced candidate in handling of Accounts will be preferred).

Age and Qualification - As on 31 Dec 2025 - For fresh Candidates below 40 years and for experienced Candidates below 57 years.

The applications can be shortlisted. Candidates not meeting the eligibility criteria will not be interviewed.

Pay & Allowances - As per school norms.

Note: - The candidates are required to submit Rs 250/- as application fee (Non Refundable), which may be submitted in the form of Demand Draft in favour of "Chairman, Army Public School No. 2, Roorkee, payable at Roorkee. Applications without application fee will not be accepted. Application Form, will be available in School office from 01 Dec 2025 onwards (between 1000 hrs to 1400 hrs) on working day, should be submitted, in person or via speed post, along with Demand Draft and self-attested copies of marks sheets, certificates including experience certificates at school office for which the candidate is willing to apply. No application will be accepted through mail. Last Date for applying for the post advertised, is 16 Dec 2025. Date of interview and all other related information will be sent through e-mail. Candidates must ensure to mention valid e-mail id in application form at appropriate place.

Principal, APS No 1 & No 2, Roorkee