

ARMY PUBLIC SCHOOL GOLCONDA

HYDERSHAKOTE, NEAR SUNCITY, HYDERABAD – 500031

CONTACT NO : 9052823270

ANTICIPATED VACANCIES OF ADM/NON TEACHING STAFF FOR ACADEMIC SESSION 2025-26

I. Army Public School Golconda invites applications for the following posts for the AY 2025-26 :-

1. **Adm Supervisor.** Should preferable be retired JCO/Honorary Rank age upto 55 years having administrative experience with basic knowledge of handling of Master Ledger of Stores, equipment maintenance and man management. Adequate working knowledge in Computer and ability and willingness for liaison work with various Govt/Non-Govt organisation.
2. **ACCOUNTANT.**
 - (a) Commerce Graduate or fifteen years service as a clerk in the Defence Services.
 - (b) Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.
 - (c) Minimum 5 years experience as an Accounts Clerk in the Defence Services/reputed organization is preferable.
3. **Receptionist.** Graduate with Computer literate and good communication skills.
4. **Watch & Ward Staff** - Matriculation

Application forms are available in the **School Website** www.apsgolconda.edu.in. Application form alongwith a **DD for Rs 250/-** in favour of **Army Public School Golconda payable at Hyderabad** to be sent to the Army Public School Golconda, Hydershakote, Near Suncity, Hyderabad – 500 031. Last date for submitting application forms in the school alongwith Xerox copies of Educational qualifications & discharge book is **05 Jul 2025**.