

**ARMY PUBLIC SCHOOL SHILLONG**  
**HAJIPUR ROAD, LABASEE LINE P.O UMLYNGKA SHILLONG -**  
**793005**

**LOCAL SELECTION BOARD**

Applications are invited along with attested copies of testimonials for the following vacant posts :-

1. UDC :- 1 Post (Regular)

QR: (a) B.Com or 15 years of service as a clerk (for Ex-Servicemen).  
Computer literate (MS Office, Tally etc.)  
(b) Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools.  
(c) 5 years Experience as a clerk or accounts clerk in a reputed organization; preferably a school.

Pay Scale: Basic Pay – 19,532/-  
Allowances - DA – 15.5% & HRA 8% of Basic Pay.

Age : Maximum Age Limit : 40 years  
55 years (for Ex-servicemen)

2. Supervisor Administration: 1 post (Contractual)

QR: Retired JCO/Hony Offr (Age limit - below 57 yrs)

Pay Scale : 23,747/- (Consolidated)

Application form can be collected from the School Office or downloaded from the School Website (Application form for Non-Teaching Staff). For further details (if any) contact School Office on 8974058286/0364-2951685. Last date for submission of application form is 07/07/2022. Short listed candidate will be called for interview.