

**TO BE UPLOADED ON WEB SITE**  
**FOR LOCAL SCREENING BOARD FOR ADMINISTRATIVE AND**  
**GROUP-D STAFF : 2026-27**

1. Lower Division Clerk (LDC).

1.1 Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.

1.2 Knowledge of Computer MS Office (Speed 12000 key depression per hour).

1.3 Basic knowledge of accounting.

2. Administrative Supervisor. A Graduate from a recognised University, Preference will be given to Ex-serviceman/Bachelor's degree in Business Administration or related field. Minimum of 03 years of experience in a supervisory role preferable in an academic institution and ability and willingness for liaison work with various Govt/Non Govt organization. Working knowledge of computer and Accounts. Good Communication skills in English and Hindi.

3. Receptionist.

3.1 Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.

3.2 Knowledge of Computer MS Office (Speed 12000 key depression per hour).

3.3 Basic knowledge of accounting.

3.4 Good Communication Skills.

4. Driver. Should have pass matriculation and having driving license of light motor vehicle (LMV). Ex-serviceman will be preferred. Should have min 03 years of driving experience.

5. Group 'D' Staff/Multitasking Staff. Preferably, matriculate or 10 years service for Ex-Servicemen.

5.1 Age Criteria for Administrative & Group D Staff (As on 01 Apr 2026):-

5.1.1 Fresh candidates (No Experience) - Maximum 45 years.

5.1.2 Experienced candidates (incl ESM) - Maximum 55 years

6. Pay Scale.

Category	Basic Pay
Lower Division Clerk	Consolidated Pay
Administrative Supervisor	Consolidated Pay
Receptionist	Consolidated Pay
Driver	Consolidated Pay
Group D Staff	Consolidated Pay

7. Important Instructions for Submission of Application Form. Application forms may be downloaded from the school website (<https://www.apsmathuracantt.edu.in>). Application form along with Demand Draft for a sum of Rs 250/- in favour of Army Public School, Mathura Cantt and all educational and experience certificates duly self-attested must be sent to Army Public School Mathura Cantt, New RATC Line Near Shakti Dwar, Mathura Cantt-281001 on or before **28 Feb 2026** by 1400 hrs. Thereafter no application will be accepted. Application forwarded through e-mail will not be accepted.

8. Candidates to note the following:-

8.1 No TA/DA will be provided for interview.

8.2 The selection process will followed by evaluation of teaching skills include interview as per post requirement.

8.3 Decision of SAMC (School Administrative & Managing Committee) will be final and abiding.

8.4 Applications submitted without demand draft/education/experience certificates are liable to be rejected.

8.5 Online fee/postal order will not be accepted.

PRINCIPAL APS MATHURA