

**ARMY PUBLIC SCHOOL RK PURAM SECUNDERABAD**  
**ADVERTISEMENT FOR SELECTION OF NON-TEACHING AND ADMIN STAFF**  
**ON CONTRACTUAL/ADHOC BASIS FOR ACADEMIC SESSION 2026-2027**

**1. ARMY PUBLIC SCHOOL RK PURAM SECUNDERABAD INVITES APPLICATIONS FROM ELIGIBLE CANDIDATES FOR :**

(a) **PGT (Legal Studies for teaching classes XI – XII)** .Qualification – A regular Bachelor Degree in Law or Master’s Degree in Political Science/ Public Administration/ International Relations or its equivalent. Bachelor of Education (B.Ed.) or its equivalent. A regular Master’s Degree in Law (LLM) or its equivalent. Proficiency in teaching in English Medium and Knowledge of Computer Application. Salary Rs 40,000/-.

(b) **TGT (Sanskrit Eligible for teaching classes VI-X)**. Qualifications – Bachelor’s degree from a recognized University in concerned subject with at least 50% aggregate marks with B.Ed. Proficiency in teaching in English Medium and Knowledge of Computer Application. Salary Rs 38,000/-.

(c). **Administrative Officer (01)**. A civilian lady/retired or released woman officer (For Adm offr only). Male civilian/ESM Offr may be selected. Age upto 55 years of age. A graduate from a recognized university. Preference will be given to graduates/post graduates in Commerce or MBAs. 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non-Govt organisation. Working knowledge of Computer and Accounts. Good communication skills in English and Hindi. Understanding of govt Rules/Regulations, procurement procedure and legal aspects including labour laws. Term based appointment for three years.

**NOTE :-** Where a civilian or retired/released woman officer, meeting the laid down criteria, is not available, a retired male defence service officer of the rank of Maj/Lt Col/Col or equivalent may be employed with the express permission of Chairman Executive Committee. Age in such a case may be relaxed to 57 years.

(d) **LDC (02) (Ex Serviceman only)**. Graduate or ten years of service as a clerk for Ex-Servicemen and be a computer literate. Working Knowledge of Cmptr MS Office Speed (12000 key depression per hour), Internet and e-mail, with basic knowledge of accounting and good communication skills in English and Hindi. Age. Below 55 yrs as on 01 Apr 2026.

(e) **Receptionist (01) (Female only)**. :- Graduation from any recognized University and good communication skills in English, Hindi & Telugu. Age below 35 years as on 01 Apr 2026 & Preferably female candidate with experience and Working Knowledge of MS Office, Internet and e-mail.

(f) **Paramedic- 01 (Nursing Asst) (01 x Female only)**. Mandatory. Minimum 10+2 and Diploma in nursing with minimum five years of experience, Preferable a female Paramedic. Age below 40 years as on 01 Apr 2026.

(g) **IT Supervisor (01)**. Adv Diploma or Diploma in computing & Hardware with knowledge in at least two of the following :- a Networking and LAN Administration. b Operating Systems. c. RDBMS with programming. Proficiency in one language and have working experience. **Age**. Below 40 years as on 01 Apr 2026.

(h) **Science Lab Attendant (01)**. 10+2 with Science. Cmptr knowledge – Internet, e-mail, MS Word, Excel, Power Point. Age below 40 years.

(j) **Computer Lab Asst (02)** . 10+2 +one year Diploma in Cmptr Science. Knowledge of peripheral and Internet, e-mail, MS Office. Age below 40 years as on 01 Apr 2026.

**Notes :**

1. Application form can be downloaded from [apsrkpuram.edu.in](http://apsrkpuram.edu.in) and hard copy of application form along with Xerox copies of educational qualifications, experience certificate, Score Card and Aadhar Card to be sent by post / by hand to the Principal, Army Public School RK Puram Secunderabad – 500056 by **01 May 2026**.
2. Rs 250/- DD drawn in favour of Army Public School RK Puram payable at Secunderabad to be enclosed with Application Form.
3. For any additional eligible qualification, please refer to vacancy Tab in the School Website & CBSE guidelines.
4. Scrutiny of Application will be made as per AWES/CBSE guidelines and only eligible shortlisted candidates will be called for the interview.
5. Incomplete Application forms and application forms sent through e-mail will NOT be accepted.
6. Army Public Schools come under the category of Unaided Private School and it is not a Govt Institute. No TA DA will be admissible for attending the Interview.

Sd/- x x x x x  
Principal