

Required Mandatory Qualification

Accounts Assistant

- (a) B Com from a Govt recognised University with knowledge of accounts and book-keeping.
- (b) Typing speed of at least 40 wpm in English.
- (c) Basic knowledge of computer applications, especially MS Office.
- (d) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.
- (e) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (f) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.
- (g) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.
- (h) Should be able to read, write and communicate fluently in English and Hindi.