



SL NO.....

AIR FORCE STATION ASR CANTT
(APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT)

1. I have the honour to offer myself as a candidate for the post of Accounts assistant. My bio-data and educational qualification are given below: -

- (a) Name of Applicant.....
- (b) Date of Birth.....
- (c) Age (as on 1st July)
- (d) Father's Name.....
- (e) Father's Occupation.....
- (f) Husband's Name (in case of married ladies)
- (g) Husband's occupation.....
- (h) Telephone No..... Mob No.....
- (j) E-mail ID.....
- (k) Permanent Address.....
.....
- (l) Address for correspondence.....
.....
- (m) Educational Qualification.....
(Attached CTCs of certificates)

2. I hereby declare that I shall abide by the rules and regulation of the school and obey the orders and instructions of the school authorities, if selected for the appointment. I further declare that the information given in this application is correct to the best of my knowledge and I am liable to be punished for the false/incorrect statement made by me. I understood that mere submission of this application does not entitle me for selection or calling of interview.

Signature of Applicant

Vacancy for the post of Account Assistant at AF School Amritsar Cantt

Applications are invited for the post of Accounts Assistant at Air Force School Amritsar Cantt. Eligible candidates are to submit their application along with complete bio-data and photocopies of certificates to Air Force School Amritsar Cantt latest by 17 Feb 23 (R) 17 Feb 23.

Eligibility criteria

- (a) B Com from a Govt recognized 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.