



परमाणु ऊर्जा केन्द्रीय विद्यालय, पलयकायल

ATOMIC ENERGY CENTRAL SCHOOL, PAZHAYAKAYAL

(An institution under the aegis of Atomic Energy Education Society, Mumbai,
an Autonomous Body under Department of Atomic Energy, Govt. of India)

Zirconium Complex Township, Pazhayakayal P.O., Eral Taluk

Thoothukudi-628 152, Tamil Nadu

[Affiliation (CBSE) No.1920051 & School No.58210]

Email Id: aecspazhayakayal@gmail.com

Ph No: 0461-2276511

Ref: AECS/ADHOC/RECT/2023/

Date: 24th JUNE 2023

NOTIFICATION

Appointment of LDC – cum – Typists (Two Posts) on adhoc-basis

01	Qualifications required	A. Essential: i) HSC with minimum 50% marks ii) Minimum typing speed of 35 w. p. m in type writing in English on computer B. Desirable. i) Communication skills in English ii) Proficiency in Computer operations with knowledge of MS- Office. iii) Operations in Tally and DBMS iv) Working experience of two/ three years in school office.
02.	Age	Between 18 to 27 years as on 25.06.2023 Relaxation: Age relaxation for SC/ST/OBC and other categories as applicable under Govt. of India.
03.	Emoluments	i) Consolidated Pay of Rs,19900/-per month+ ii) DA as applicable at prescribed rate payable from time to time per month.
04.	Nature of work	Nature of work includes: 1. Written communication with various educational authorities – both state and central. 2. Collection of fee from students and maintaining the accounts. 3. Maintaining cash books and ledgers in soft form using Tally Software. 4. Maintaining payments and receipts and tax etc. 5. Other office related activities.
05.	Process of selection	Selection process will be in two stages. Stage I: Written test consisting of typing on Computer; English language and numerical aptitude test (Multiple choice questions). Stage II: Skill test is again a computer based/written test that tests the Accountancy knowledge like preparing balance sheet; writing of cash book and ledgers. Final selection will be based on the marks obtained in the Skill Test, in the order of merit.
06	Eligibility of leave	Not admissible

07.	Nature of appointment	Ad-hoc (for a period of maximum 89 days); can be re-engaged after giving suitable break of 4-5 days for another 89 days, based on the performance and requirement
08.	Date and venue of written test and skill test	Will be announced later.

NOTE:

- All degrees and diplomas should be from recognized institution ONLY.
- Written test and Typing Test from 09.30 a. m. onwards.
- Written Test will be for 50 marks (MCQ) consisting of General Knowledge, English, MS office and Elementary Mathematics; typing test on computer for 50 marks.
- The candidates scoring a minimum 50% marks for general Category and 45% marks for reserved category in written Test and typing test separately will be eligible for Skill test.
- Based on the number of candidates eligible for skill test, the date and timing of the skill test will be announced.
- Skill Test- Skill test is again a computer based/written test that tests accountancy knowledge,
- There will be NO interview.

Interested Candidates can send their applications to the undersigned in the format attached herewith so as to reach before 4 p.m. on or before **July 8, 2023**, by Speed post/ courier or it can be submitted by hand also. The candidates selected for the written test will be intimated by e-mail. Candidates coming directly on the day of written test will not be entertained. The date of written test will be intimated by email.

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