

**GEN B C JOSHI ARMY PUBLIC SCHOOL, PITHORAGARH (CBSE AFFILIATION NO .
3530086) TELE NO (05964)-224606-07 AN ENGLISH MEDIUM , CO- EDUCATIONAL
(RESIDENTIAL) SENIOR SEC SCHOOL**

REQUIRED BURSAR

1. Applications are hereby invited from the eligible male candidates (Civilian/ESM Offr) to fill up the post of Bursar in Gen B C Joshi Army Public School, Pithoragarh.
2. **Job description and details:-**
 - (a) Prepare projects to enhance the infrastructure and asses future requirements.
 - (b) Manage students behavior by invoking good learning skills and disciplinary procedure.
 - (c) Able to guide Adm staff and mentor students.
 - (d) Interact with students and staff for improving overall standard of the school.
 - (e) Work under the principal by maintaining close liaison at all levels to ensure implementation of school and hostel routine.
 - (g) All candidates are requested to check the details on the website for detailed duties of Bursar.
3. **Eligibility Conditions**
 - (a) Qualification - Min graduate from a recognized university. Preference will be given to graduate/ post-graduate in Commerce or MBAs.
 - (b) Age - Upto 55 year at entry stage for civilian & upto 57 years for open to male ESM / Civilian Offrs only.
 - (c) Experience - 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non-Govt organization
4. **Terms & Conditions**
 - (a) Term based appointment for three years.
 - (b) Salary - Rs 42,000/- Consolidated.
5. **Selection process** Through panel interview (Short listed candidates will be called for interview).
6. **How to apply**
 - (a) Bio data with all relevant documents sealed in an envelope marked on the top “ Application for the post of Bursar of Gen B C Joshi APS, Pithoragarh” to be sent through Registered/Speed Post to Principal, Gen B C Joshi APS, PO-Bin, Pithoragarh -262501 **before 12 March 2020.**
 - (b) Send scanned copy of bio-data on e-mail ID **genbcjoshiaps@gamil.com** . Visit school web site **www.bcjaps.net.in** for more details on duties and responsibilities of Bursar