

**HAL PUBLIC SCHOOL  
SURANJANDAS ROAD  
VIMANAPURA POST, BANGALORE-560017**

Applications are invited for the post of '**Junior Office Assistant**' at HAL Public School, Suranjandas Road, Vimanapura Post, Bangalore-560017 on Ad-hoc basis. The details of qualification, experience, age, payment etc are hereunder:

i.	Name of the Post	:Junior Office Assistant
ii.	No of Posts	:01
iii.	Qualification	:B.Com
iv.	Age	:35 years (max. as on 31.10.2022)
v.	Consolidated Remuneration	:Rs.19,900/-

**Terms and Conditions:**

- i. 2 years of experience (as on 31.10.2022) in administration / accounts is mandatory. Preference will be given to the male candidate with experience in any Educational Institutions. Knowledge of Computers & Tally is essential. Only post qualification experience will be considered as experience.
- ii. Candidate should possess Good spoken and written skills in English and Kannada. Should be good in drafting skills in both English and Kannada.
- iii. Candidates must have secured an aggregate of 50% in Graduation level.
- iv. The selection will be done through Interview. The schedule for the Interview will be intimated only to the short-listed candidates by E-mail / Telephonically.
- v. Prescribed Application form is available at School Website ([www.halpublicschool.com](http://www.halpublicschool.com)) and HAL Education Committee website ([www.halec.co.in](http://www.halec.co.in)). Candidates meeting above eligibility criteria may forward the prescribed application duly filled in all respects to Principal, HAL Public School, Suranjandas Road, Vimanapura Post, Bangalore - 560017 on or **before 23<sup>rd</sup> November 2022**.
- vi. Candidate must attach copies of testimonials pertaining to Qualification, Age and Experience. Candidates compulsorily should superscribe the envelope "Application for the post of 'Junior Office Assistant'". Application with incomplete information or applications received after the due date will be summarily rejected.
- vii. The organisation reserves the right to reject any application without assigning any reason. The organisation also reserves the right to cancel the advertisement/recruitment at any stage due to any administrative reasons. No correspondence will be entertained in this regard.
- viii. The above ad-hoc engagement will not confer any right on the personnel to claim the status of a regular employee of the organisation.
- ix. Any sort of canvassing or influencing the officials related to the recruitment /selection process would result in immediate disqualification of the candidate. It is to be noted that the abovementioned positions pertain to Society belongs to HAL Public School and not of that of Hindustan Aeronautics Limited.

  
Principal  
HAL Public School