

ARMY PUBLIC SCHOOL JODHPUR
Near FOL Depot, Ajmer Road, Jodhpur 342 015 (Raj)
Tele -0291 -2510559, Mobile - 9414005442

REQUIREMENT OF ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS

Army Public School Jodhpur, affiliated to CBSE, Senior Secondary English Medium Co-Education School invites applications for the post of Administrative Officer from experienced candidates who have good professional knowledge, IT skills and Accounts.

(a) Eligibility Criteria (Mandatory).

- (i) A civilian lady/retired or released woman officer.
 - (ii) **Age.** Maximum 45 years and 55 years for released offr as on 01 Apr 2025.
 - (iii) **Education.** A graduate from a recognized university. Preference will be given to graduates/post graduates in Commerce or MBAs.
 - (iv) **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.
 - (v) **Others.** Working knowledge of Computer, Accounts and good communication skills in English and Hindi.
- (b) **Desirable.** Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.
- (c) **Terms and Conditions.** Term based appointment for three years.
- (d) **Pay and Allowances.** As per AWES Norms.
- (e) **How to Apply.** (i) Application form is available on the school Reception wef **07 Jan to 06 Feb 2025** (0900h to 1415h on all working days) on **cash payment of Rs 250/-**. (ii) Application form can also be downloaded from the school website apsjodhpur.com and be submitted alongwith DD for Rs 250/- payable in favour of Principal, APS Jodhpur. (iii) Copies of all academic documents/experience certificates/testimonials/ marksheets/ degrees, discharge book will be attached with the form. (iv) Last date for submission of forms **07 Feb 2025 by 1200 hrs.** (v) Incomplete form and forms received after due date & time will not be accepted (vi) Shortlisted candidates will be called for interview. Intimation of the same will be given through email/telephone. (vii) The School Management reserves all rights for selection/rejection (viii) For any query, please contact 9414005442.

Principal
Army Public School Jodhpur