

ARMY PUBLIC SCHOOL, CLEMENT TOWN, DEHRADUN
A Senior Secondary School (Affiliated to CBSE New Delhi)

Affiliation No. 3580004

Phone No – 0135-2970278, Email ID – apsclementtown@gmail.com

REQUIREMENT OF ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS

Army Public School, Clement town, 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.** upto 55 years 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 on a plain paper with detail bio-data with copies of certificates should be addressed to the Principal Army Public School, Clement Town, Dehradun with Demand Draft of Rs 250/- in favour of Army Public School, Clement Town payable at Dehradun.

(ii) Last date for submission of forms 31 Mar 2025 by 1200 hrs.

(iii) Incomplete form and forms received after due date & time will not be accepted.

(iv) Shortlisted candidates will be called for interview. Intimation of the same will be given through email/telephone.

(v) The School Management reserves all rights for selection/rejection.

School Management