

**ARMY PUBLIC SCHOOL BOLARUM, SECUNDERABAD -500087**

**RECRUITMENT OF ADMINISTRATIVE OFFICER**

**Army Public School Bolarum** invites applications from civilian lady / retired or released woman officer for appointment of Administrative Officer on Contractual Basis by **25 January 2025**.

**Qualification Requirement.**

**A civilian lady / retired or released woman officer. Age** - up to 55 Yrs. **Educational Qualifications**- A Graduate from a recognized university. Preference will be given to graduate / Post graduates in Commerce or MBAs. **Experience**- 5 years in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organizations. **Others**- (a) Working knowledge of Computer and Accounts. (b) Good communication skill in English and Hindi. **Desirable** –Understanding of Govt Rules / Regulations, procurement procedure and legal aspects including labour laws.

**Pay Scale** - Rs.42400/- consolidated per month. **Terms and Conditions** – Term Based appointment for three years.

**Notes :**

1. Application form can be downloaded from [www.apsbolarum.edu.in](http://www.apsbolarum.edu.in). Hard copy of application form along with attested copies of educational qualifications, experience certificate to be sent by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 **by 25 January 2025, along with Demand Draft of Rs.250/- Drawn in favour of Army Public School Bolarum.**

**For Army retired officer copy of discharge certificate to be enclosed.**

2. Scrutiny of Application will be made as per AWES guidelines and only eligible shortlisted candidates will be called for the interview.

3. Incomplete application forms and application forms send through e- mail will **NOT be accepted.**

4. Army Public Schools comes under the category of Unaided Private School and it is not a Govt. Institute.

5. Contact No – 04027440488, 8008954199

**ARMY PUBLIC SCHOOL, BOLARUM, SECUNDERBAD**  
**APPLICATION FOR ADMINISTRATIVE OFFICER**

Recent photograph

1. **PERSONAL DATA:**

- (a) Name in full : \_\_\_\_\_  
(Block letters)
- (b) Son/Daughter/Wife of : \_\_\_\_\_
- (c) Service rendered in Army in : \_\_\_\_\_  
Yrs (Arm & Trade)
- (d) Age as on 01 Apr 2024 : \_\_\_\_\_
- (e) Date of Birth : \_\_\_\_\_ Age as on 01Apr 2025\_\_\_\_\_
- (f) Nationality : \_\_\_\_\_
- (g) Religion : \_\_\_\_\_
- (h) State : \_\_\_\_\_
- (m) Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (n) Contact Details
- Mobile No. : \_\_\_\_\_
- e-mail address : \_\_\_\_\_

2. **PRESENT OCCUPATION:**

- (a) Designation of post : \_\_\_\_\_
- (b) Name and address : \_\_\_\_\_  
of Institution/Organization
- (c) Designation of superior : \_\_\_\_\_  
in charge
- (d) Period of notice you will : \_\_\_\_\_  
have to give, if selected?
- (e) What Salary are you drawing? : \_\_\_\_\_

3. **FAMILY DETAILS:**

- (a) Marital Status : Single/Married/Widowed
- (b) If married/widowed\_ : No of children with age and sex

