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

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

Notes:

1. Application form can be downloaded from 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.		ONAL DATA:		
		Name in full : _ letters)		
	(b)	Son/Daughter/Wife of : _		
	(c)	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.	PRESE	NT OCCUPATION:		
	(a)	Designation of post : _		
	(b) of Insti	Name and address : tution/Organization		
	(c) in char	Designation of superior ge	:	
	(d) have to	Period of notice you will give, if selected?	:	
	(e)	What Salary are you drawing?	:	
3.	FAM	ILY DETAILS:		
	(a)	Marital Status	: Single/Married/Widowed	

: No of children with age and sex

(b)

If married/widowed_

Examination	Class or division and of marks obtained		l percenta	ige Year	Subject Taken		Name of university/
	Division	Marks Obtained	Percenta	age			Institution/ Board
Computer Kn	owledge						
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I solemnly state that all the above particulars/statement are true to the best of my knowledge and belief.

Date:	
	(Signature of applicant)