

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

**RECRUITMENT OF ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS**

**Army Public School Bolarum** invites applications from civilian **lady / retired or released woman** officer for appointment of Administrative Officer on Contractual Basis **by 14 Oct 2024**

**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 candidates with Post graduates or MBAs. **Experience**- 5 years in administration 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 14 Oct 2024.**

**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. Application to reach by post /by hand latest by 1300 hrs on 14 Oct 2024, along with Demand Draft Rs.250/- Drawn in favour of Army Public School Bolarum.

6. Contact No – 04027440488, 8008954199

Sd/-xxxxxx  
Principal

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

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 Apr \_\_\_\_
- (f) Nationality : \_\_\_\_\_
- (g) Religion : \_\_\_\_\_
- (h) State : \_\_\_\_\_
- (m) Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (n) Contact Details
- Mobile No. : \_\_\_\_\_
- e-mail address : \_\_\_\_\_

Recent photograph

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
- (c) Are your parents alive? : Father \_\_\_\_\_ Mother \_\_\_\_\_
- (d) Are they dependent on you? : \_\_\_\_\_
- (e) Are you dependent on them? : \_\_\_\_\_

4. **EDUCATIONAL RECORD:** School/College or University:

Give particulars of all examinations you have passed including training institute (s) class, division or other distinction obtained commencing with the Matriculation or equivalent examination:-

Examination	Class or division and percentage of marks obtained			Year	Subject Taken	Name of university/ Institution/ Board
	Division	Marks Obtained	Percentage			

5. **Languages you can read, write and speak fluently**

- (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

6. **Health:**

- (a) What kind of health do you keep? \_\_\_\_\_
- (b) Do you need any medical treatment/assistance for the disease you are suffering from \_\_\_\_\_

7. **COMPUTER KNOWLEDGE**

- (a) Have you done any degree/diploma in computer give details:
- (b) Any experience on working on computer details.
- (c) Do you own a personal Laptop, if yes give details:
- (d) Do you have a knowledge of accounts :
- (e) Do you have understanding of Govt Rules and regulations, Procurement procedure and legal aspect including labour laws.

**AGREEMENT:**

If appointed, I agree to abide by the AWES Rules and Regulation for Army Public School, Bolarum.  
I undertake to serve the school till the end of the final term, i.e. a period specified/ fixed by the management.  
I solemnly state that all the above particulars/statement are true to the best of my knowledge and belief.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)