

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 **10 January 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 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.37100/- consolidated per month. **Terms and Conditions** – 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 10 January 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. Contact No – 04027440488, 8008954199

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 : _____
- (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)