

ADVERTISEMENT FOR ADM OFFICER IN APS KALUCHAK

1. Applications for Administrative Officer for Army Public School Kaluchak.

(a) **Qualitative Requirement for Administrative Officer.**

- (i) A civilian lady/retired or released woman officer.
- (ii) **Age.** Upto 55 years
- (iii) A graduate from a recognized university. Preference will be given to graduates/Postgraduates in Commerce or MBAs/ Law Degree.
- (iv) Five years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt / Non Govt organisations.
- (v) Working knowledge of Computers and Accounts
- (vi) Good communication skills in English and Hindi
- (vii) Medically fit.
- (viii) Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.

(b) **Terms and Conditions for Administrative Officer.**

- (i) Tenure. Contractual for three years initially (with one year probation), **extendable upto the age of 60 years, three years at a time.**
- (ii) **Salary.** Rs 60,000/- per month consolidated.

Note:- Where a civilian or retired/released woman officer, meeting the laid down criteria, is not available, a retired male defence service officer of the rank of Maj/Lt Col/Col or equivalent may be employed with the express permission of Chairman Executive Committee. Age in such a case may be relaxed to 57 Years.

(c) **Selection process.** Through Panel interview (Only shortlisted candidates by the Management will be called for interview). Interested candidates may apply on the application form provided on the website with passport size photograph, copies of experience certificates/testimonials, email ID, contact numbers and any other relevant details along with a demand draft of Rs 250/-in favour of **Army Public School, Kaluchak** in a sealed envelop marked "**Application for the post of Administrative Officer, APS Kaluchak**" by registered / speed post to Army Public School, Kaluchak.

(d) For any query contact:-

- (i) APS Kaluchak : 9086019935
(ii) Website : www.apskaluchak.edu.in

NOTE.

1. Download application Form from school website www.apskaluchak.edu.in (under career)
2. Fill the form and send it to Army Public School, Kaluchak 180010 by post/by hand along with self attested copy of all relevant certificates /testimonials and DD
3. Incomplete application is liable to be rejected.
4. Application received through email will not be entertained/accepted/ considered.
5. Last date of receipt of application in the school is _____(1400hrs). Applications received thereafter will not be accepted / entertained.
6. The School management reserves all right of selection/rejection.