

ARMY PUBLIC SCHOOL JODHPUR

Near FOL Depot, Ajmer Road, Jodhpur 342 015 (Raj)

Tele - 0291 - 2510559, Mobile - 9414005442

REQUIREMENT OF ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS

Army Public School Jodhpur, affiliated to CBSE, Senior Secondary English Medium Co-Education School invites applications for the post of Administrative Officer from experienced candidates who have good professional knowledge, IT skills and Accounts.

(a) Eligibility Criteria (Mandatory).

- (i) A civilian lady/retired or released woman officer.
 - (ii) **Age.** Upto 55 Years of age.
 - (iii) **Education.** A graduate from a recognized university. Preference will be given to graduates/post graduates in Commerce or MBAs.
 - (iv) **Experience.** 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non-Govt organization.
 - (v) **Others.** Working knowledge of Computer, Accounts and good communication skills in English and Hindi.
- (b) **Desirable.** Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.
- (c) **Terms and Conditions.** Term based appointment for three years.

Note.

A retired male Defence Service Officer of the rank of Maj/Lt Col/Col or equivalent may apply. Their candidature will only be considered in case no civilian lady or retired/released Lady Officer, meeting the laid down criteria, is available and their appointment will only be subject to permission of Chairman Executive Committee. Maximum age in such case shall be 57 years.

- (d) **How to Apply.** (i) Application form is available on the school Reception wef **19 Jul to 18 Aug 2025** (0900h to 1400h on all working days) on **cash payment of Rs 250/-**. (ii) Application form can also be downloaded from the school website apsjodhpur.com and be submitted alongwith DD for Rs 250/- payable in favour of Principal, APS Jodhpur. (iii) Copies of all academic documents/experience certificates/testimonials/mark sheets/degrees, discharge book will be attached with the form. (iv) Last date for submission of forms **19 Aug 2025 by 1100 hrs**. (v) Incomplete form and forms received after due date & time will not be accepted (vi) Shortlisted candidates will be called for interview. Intimation of the same will be given through email/telephone. (vii) The School Management reserves all rights for selection/rejection (viii) For any query, please contact 9414005442.

Principal
Army Public School Jodhpur