

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.** Maximum 45 years, however for retired/ released woman officer 55 years as on 01 Jul 2025.
 - (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.
- (d) **Pay and Allowances.** As per AWES Norms.
- (e) **How to Apply.** (i) Application form is available on the school Reception wef **28 May to 27 Jun 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/ marksheets/ degrees, discharge book will be attached with the form. (iv) Last date for submission of forms **27 Jun 2025 by 1430 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.

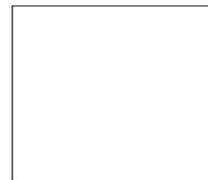
Principal

Army Public School Jodhpur

(Self attested photocopy of academic documents & experience certificate/discharge book to be attached)

ARMY PUBLIC SCHOOL, JODHPUR

APPLICATION FORM FOR APPOINTMENT OF ADM STAFF IN THE SCHOOL



Application for the post of a

1. PERSONAL DATA :

- (a) Name in full : Mr/ Mrs/ Miss
(in block letters)
- (b) Son / Daughter / Wife of
- (c) Age (d) Date of Birth
- (documentary proof will be required at the time of appointment)
- (e) Nationality(f) Religion
- (g) State (h) Height
- (j) Weight (k) Address
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- PIN :
- Tele /Mobile No.....
- Email ID
- (l) Aadhar No (m) PAN No

2. PRESENT/PREVIOUS OCCUPATION :

- (a) Designation of Post
- (b) Name and Address of Institution / Organisation
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- (c) Designation of Superior/Incharge
- (d) Period of notice you will have to give , if selected ?
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- (e) Have you sent this application through proper channel ?

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 ?
- (f) Mobile No of Spouse/Parent

4. EDUCATIONAL RECORD :

Give particulars of all examinations you have passed including training/ Institute(s), class , division or other distinction obtained commencing with matriculation or equivalent exam:-

Examination (s) Passed	Place of Education	Name of University/ Institution/Board	Year of Passing	Subjects taken	Pass Percentage

5. **EXPERIENCE :**

Fill the particulars in chronological order, starting with your first appointment (if there is not enough space attach a separate sheet)

Year (Exact to be indicated)		Name of Institute Where Served	Post Held	Remarks
From	To			

6. **HEALTH DETAILS:**

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

7. Give names of two references, who should know you well personally and have an intimate knowledge of your work (not relative) :

- (a) Name (a) Name
- Address Address
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8. **ASPIRATIONS.**

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9. **AGREEMENT :**

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

10. I certify that:-

- (a) I am not involved in any legal/disciplinary case (in case involved, specify the details and punishment awarded where cases closed).
- (b) I have not terminated/not dismissed from earlier service due to inefficiency/unsatisfactory performance of duties from any institution/previous employment.

Date :

Signature of applicant