



ARMY PUBLIC SCHOOL SHANKAR VIHAR, DELHI CANTT- 110010

Email: - apssvprincipal@gmail.com Ph: - (011- 26153559)

**APPOINTMENT OF ADMINISTRATIVE OFFICER
ON CONTRACTUAL BASIS IN APS SHANKAR VIHAR**

INSTRUCTIONS

Applications for Administrative Officer on contractual basis for Army Public School Shankar Vihar.

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

- (i) A civilian lady/retired or released lady officer
- (ii) **Age.** Upto 55 years
- (iii) Post-graduate/Graduate in Commerce, Law or MBA from recognized University
- (iv) Five years of experience in administration preferably in an academic institution, ability and willingness for liaison work with various Govt / Non Govt organisations.
- (v) Excellent knowledge of Computer and Accounts softwares including excel.
- (vi) Good communication skills in English and Hindi.
- (vii) Medically fit.
- (viii) Good understanding of Govt Rules / Regulations, procurement procedure and legal aspects including labour laws.

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

- (i) **Tenure.** Contractual appointment initially for one year, **extendable by one year at a time upto maximum 03 years.**
- (ii) **Salary.** Rs 70,000/- per month consolidated.

(c) **Selection Process.**

Through Panel Interview and computer competency test (Only candidates shortlisted by the Management will be called for interview), Interested candidates may apply on prescribed format enclosing bio-data alongwith passport size photograph, Copies of Experience certificate testimonials, email ID, contact Numbers and any other relevant details alongwith a demand draft of Rs 100/- in favour of **Army Public School Shankar Vihar** payable at Delhi, in a sealed envelope marked “**Application for the post of Administrative Officer** by registered / speed post to **Principal, APS Shankar Vihar, Delhi Cantt – 110010.**

(d) **For any query contact :-**

- (i) School Office No - 011-26153559
- (ii) School Email - apssv@awesindia.edu.in

Note :

1. Incomplete applications are liable to be rejected.
2. Last date of submission of Application by 1400 hrs on **01 Apr 2024.**
3. The School management reserves all right of selection/rejection.