

Advertisement

Army Public School, Nehru Road, Lucknow Cantt

REQUIRES ADMINISTRATIVE OFFICER

1. Applications are invited for the post of Administrative Officer for Army Public School, Nehru Road, Lucknow.
2. Vacancy – One
3. **Mandatory QR** :-
 - (a) A Civilian Lady/Retired or released women Officer.
 - (b) Age upto 55 years.
 - (c) Education – A Graduate from recognized University. Preference will be given to Graduate/PG in Commerce or MBA.
 - (d) Experience – 5 years experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organization.
 - (e) Others :-
 - (i) Working knowledge of Computer and Accounts.
 - (ii) Good communication skills in English and Hindi.
 - (f) **Desirable**. Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.
 - (g) Medically fit.
4. **Terms and Conditions**. Term based appointment for three years.
5. **Salary**. Rs. 44800/- per month CTC (Consolidated) as per AWES Rules and Regulations. Free Education upto two wards.

General Instructions

- (a) Candidates to apply as per application format available in the School website www.apsnrlucknow.org and submit the application alongwith a DD for Rs. 250/- (non-refundable) in favour of Principal, Army Public School, Nehru Road, Lucknow), photocopies of testimonials, experience certificates(if any) **by Speed Post/ By Hand** so as to reach **Army Public School, Nehru Road, Lucknow Cantt (UP) PIN – 226002 by 10 June 2024 (upto 1300 hrs)**. **Application received after this date will not be considered.**
- (b) Selection Criteria : Candidates will be shortlisted based on qualification & experience. A written/computer proficiency Test will be conducted before Interview.
- (c) Interview is likely to be held in 18 June 2024. Exact schedule of Interview and other details shall be intimated through email or telephone. Same will also be uploaded on School Website - www.apsnrlucknow.org. No separate call letters will be sent to candidates.
- (d) The School Management reserves all right of selection/rejection based on QR/Experience/Merit.
- (e) It may be noted that Army Public School, Nehru Road, Lucknow comes under the category of Unaided Private Educational Institution. Therefore, services in the School will be of private service.

QUERIES, IF ANY, MAY BE CLARIFIED ON TELE- 9695266828/0522-2482996 OR EMAIL
apsnehruroadlucknow@gmail.com

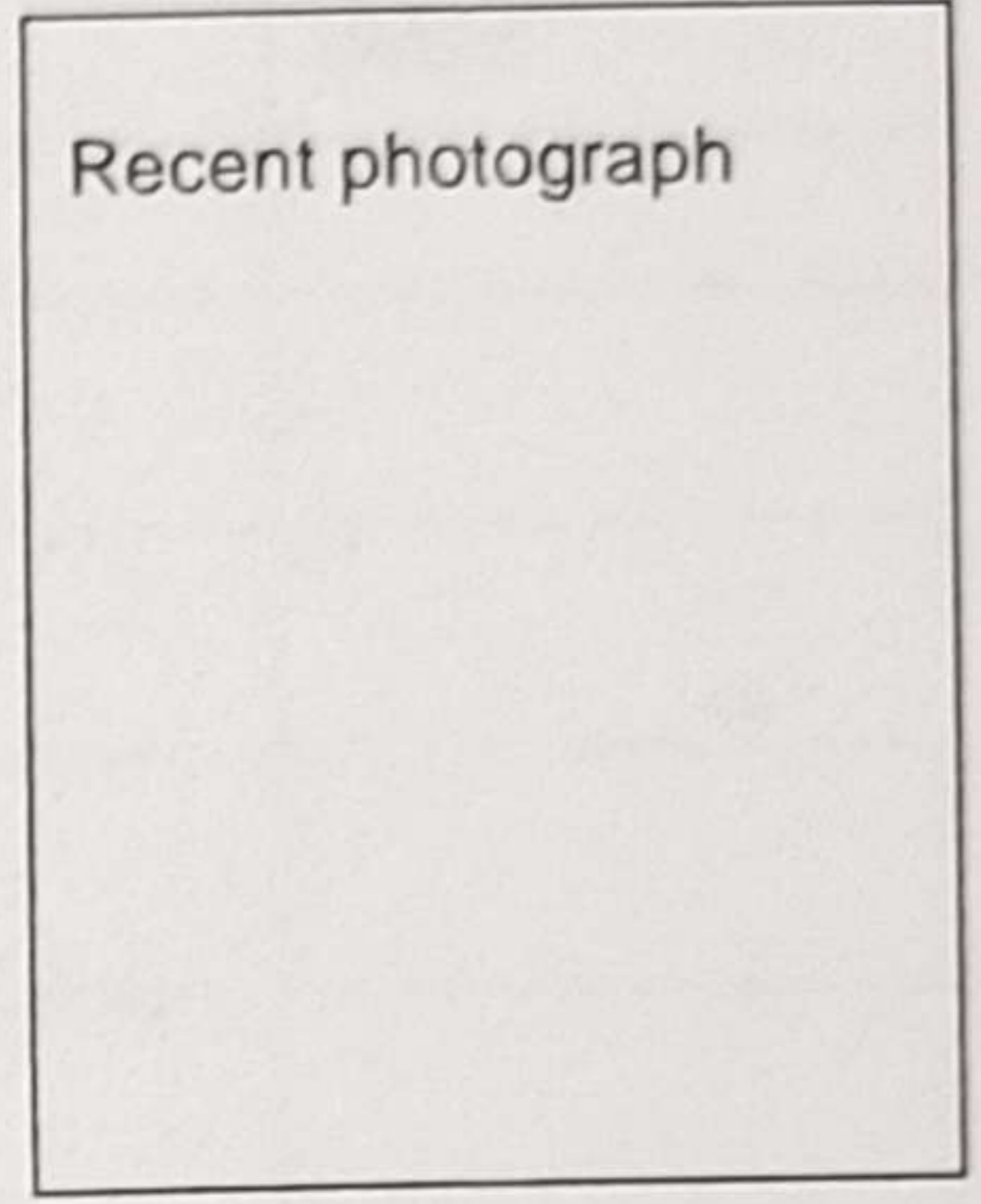
NO TA/DA ADMISSIBLE FOR YOUR JOURNEY EITHER WAY

ARMY PUBLIC SCHOOL, NEHRU ROAD, LUCKNOW CANTT
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 : _____ Age as on Apr _____
- (f) Nationality : _____
- (g) Religion : _____
- (h) State : _____
- (m) Present Address : _____

- (n) Contact Details
- Mobile No. : _____
- e-mail address : _____



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)