

## 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 of age for Civilian. Upto 57 years of age for retired/released Women Officer.
  - (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 organizations.
  - (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 labor laws.
  - (g) Medically Fit.
4. **Terms and conditions**. Term based appointment for three years
5. **Salary**. Rs. 42000/- 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 on any working day and submit the application alongwith a DD for Rs. 100/- (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 **Office of the Chairman C/o HQ Central Command (Arty Branch), Lucknow Cantt (UP) PIN – 226002 by 25 May 2022 (upto 1400 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.
- (d) Interview is likely to be held in **first week Jun 2022**. 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](http://www.apsnrlucknow.org). No separate call letters will be sent to candidates.
- (e) The School Management reserves all right of selection/rejection based on QR/ Experience/ Merit.
- (f) 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- [9695266858](tel:9695266858)/0522-2482996 OR EMAIL [apsnehruroadlucknow@gmail.com](mailto:apsnehruroadlucknow@gmail.com)

**NO TA/DA ADMISSIBLE FOR YOUR JOURNEY EITHER WAY**