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 and 55 years for released offr as on 01 Apr 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 **07 Jan to 06 Feb 2025** (0900h to 1415h 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 **07 Feb 2025 by 1200 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 ……
   ……
   ……
   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 ……
   ……
   (c) Designation of Superior/Incharge ……
   (d) Period of notice you will have to give , if selected ? ……
   ……
   (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 Father/Husband/Guardian ……

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 .....
Address .....
.....
Mobile No .....

(a) Name .....
Address .....
.....
Mobile No .....

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