

ARMY PUBLIC SCHOOL, MEERUT CANTT

WEBSITE:www.apsmeerut.com

Email: apsmeerut559@gmail.com

SELECTION OF ADMINISTRATIVE OFFICER

Applications are invited for the post of Adm Offr for Army Public School, Meerut Cantt,

Qualification: A Civilian Lady/Retired or released woman officer.

(a) Graduate from a recognized university. Preference will be given to graduates/postgraduates in Commerce or MBAs.

(b) Working knowledge of Computer and Accounts. Good communication skills in English & Hindi.

(c) Medically Fit.

(d) Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.

Experience: Minimum five years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non Govt organization.

Age : 30 to 45 years at entry stage.

Salary : As per AWES norms.

How to Apply: Candidates may apply on prescribed application form as available on School website, to the Principal Army Public School, Meerut alongwith photocopies of all testimonials, Certificates and a DD of Rs 100/- in favour of "Army Public school Meerut" by **18 Aug 2018**. Candidate must enclose Self Addressed Registered Envelop duly affixed with postage stamp of Rs 41/-.

Tentative Schedule:-

(i)English & Computer Test	23 Aug 2018 At 0900hrs, Army Public School, Meerut
(ii) Result (Shortlisted candidates will be called for interview)	24 Aug 2018(Result be declared on website www.apsmeerut.com) (NO CALL LETTERS BEING SENT)
(iii) Interview (For Shortlisted Candidates)	25 Aug 2018 & onwards.

All information including list of applicants selected for interview will be available on website www.apsmeerut.com.

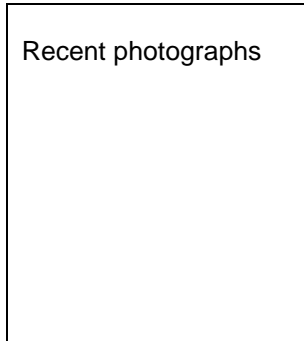
Principal
APS, Meerut
For Chairman

ARMY PUBLIC SCHOOL, MEERUT CANTT
APPLICATION FOR ADM OFFICER

APPLICATION FORM FOR THE POST OF _____

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 : _____
- (e) Date of Birth : _____
- (f) Nationality : _____
- (g) Religion : _____
- (h) State : _____
- (m) Present 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:

OTHER ACTIVITIES

- (a) Membership and office in professional Associations:
-

(b) Participation in committees, activities clubs and organizations.

Candidate must enclose Self Address Registry Envelop

AGREEMENT:

If appointed, I agree to abide by the AWES Rules and Regulation for Army Public School, Meerut Cantt. 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)