

**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 **24 Dec 2018**. Candidate must enclose Self Addressed Registered Envelop duly affixed with postage stamp of Rs 41/-.

**Tentative Schedule:-**

(i)English & Computer Test	27 Dec 2018 At 0900hrs, Army Public School, Meerut
(ii) Result (Shortlisted candidates will be called for interview)	29 Dec 2018(Result be declared on website <a href="http://www.apsmeerut.com">www.apsmeerut.com</a> ) <b>(NO CALL LETTERS BEING SENT)</b>
(iii) Interview (For Shortlisted Candidates )	02 Jan 2019 & onwards.

All information including list of applicants selected for interview will be available on website [www.apsmeerut.com](http://www.apsmeerut.com).

Principal  
APS, Meerut  
For Chairman