

**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,

**QR:** Retired or released female / male Defence Service Officer of the rank of Maj / Lt Col / Col or equivalent. **OR** A Civilian Lady.

(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:-** For Civilian:-5 years of experience in administration preferably in an academic institution.

**Age:** For Retired Defence Service Officer -Below 57 years on the day of closing date of receipt of applications.

For Civilian Lady:- Below 55 years of age on the day of closing date of receipt of applications.

**Salary :** As per AWES Guidelines and negotiable for deserving candidate.

**How to Apply:** . **Online Application forms to be filled on school website ([www.apsmeerut.com](http://www.apsmeerut.com))**. Hard copy of online application duly completed along with all self attested copies of supporting documents (All testimonials, Certificates, Discharge Book etc.) be submitted in the school before **16 Dec 2021, 12:00 pm by Hand/ Post**.

**Incomplete application without the required documents will be rejected. No forms will be accepted via Email.**

**Tentative Schedule of Screening Test, Computer Test & Interview** will be uploaded on school website after **17 Dec 2021**.

All information including list of applicants selected for Screening test after screening of application forms, will be available on website [www.apsmeerut.com](http://www.apsmeerut.com).

Principal  
APS, Meerut  
For Chairman