

ARMY PUBLIC SCHOOL
SP MARG NEAR TOPKHANA BAZAR, LUCKNOW CANTT-02
CONTACT NUMBER: 8796579655
(Affiliated to Central Board of Secondary Education, Delhi
Code No. 2130275 School Code No 70909)

SELECTION OF ADMINISTRATIVE OFFICER (CONTRACTUAL)

Applications are invited for the post of Adm Offr for Army Public School, Lucknow Cantt. on contractual basis.

QR: (a) A civilian lady/retired or released woman officer.

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

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

(d) Medically Fit.

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

Experience: 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./Non-Govt. organisation.

Age:	(a) Up to Age 55 yrs. for Civilian.
	(b) Up to Age 57 yrs. for retired officers.

Terms and Condition: Terms based appointment for three years

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

How to Apply: Online Application forms to be filled on school website (www.apsspmlko.com). Printout of hard copy of the application form filled online duly completed alongwith all self attested copies of supporting documents (all testimonials, Certificates, Experience, Discharge Book in case of ESM etc) and **demand draft of Rs. 100/-** (in favour of Principal, APS, SP Marg payable at Lucknow) be submitted to the school before **25 Jan 2022, 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 informed on School website, Mobile number & E-mail after **25 Jan 2022**.

Short listed candidates will be intimated through call letters/Mail/SMS. School management reserve the right to accept/reject the applications without assigning any reason.

(All information including list of applicants selected for screening test after screening of application forms, will be available on website www.apsspmlko.com.

PRINCIPAL

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[FOR APPLY](#)