

**APPOINTMENT OF ADMINISTRATIVE OFFICER IN APSs**  
**DHAULA KUAN AND DELHI CANTT**

Applications for Administrative Officer for Army Public School Dhaula Kuan & Army Public School Delhi Cantt.

(a) **Qualitative Requirement for Administrative Officer.**

- (i) **Priority-I.** A civilian lady / retired or released woman officer.
- (ii) **Priority-II.** Where Civil lady/ retired or released woman defence officer, meeting laid down criteria is not available a retired male defence service Officer of the rank of Maj/ Lt Col/Col or equivalent will be eligible for employment.
- (iii) **Priority-III.** Others.
- (iv) **Age.** **Less than 50 years** for Woman Officer **and age for Male Officer is less than 57 years of age when assuming the appointment.**
- (v) A graduate from a recognised university. Preference will be given to graduates/Postgraduates in Commerce or **MBAs / Law Degree.**
- (vi) Five years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt / Non Govt organisations.
- (vii) Working knowledge of Computer and Accounts.
- (viii) Good communication skills in English and Hindi.
- (ix) Medically fit.
- (x) Understanding of Govt Rule / Regulations procurement procedure and legal aspects including labour laws.

(b) **Terms and Conditions for Administrative Officer.**

- (i) **Tenure.** Contractual for three years initially, **extendable upto the age of 60 years, three years at a time.**
- (ii) **Salary.** Rs 70,000/- per month consolidated.

(c) **Selection Process.** Through Panel Interview (Only shortlisted candidates by the Management will be called for interview), Interested candidates may apply on plain paper enclosing bio-data alongwith passport size photograph, Copies of Experience certificate testimonials, email ID, contact Numbers and any other relevant details alongwith a demand draft of Rs 100/- in favour of **AWES Cell, HQ Delhi Area** payable at Delhi, in a sealed envelope marked "**Application for the post of Administrative Officer, APS Dhaula Kuan & Delhi Cantt**" by registered / speed post to **SO (Schools), HQ Delhi Area, Delhi Cantt – 110010.**

(d) **For any query contact :-**

- |                                |  |
|--------------------------------|--|
| (a) SO School, HQ Delhi Area   | - 8448787104   |
| (b) Head Clerk                 | - 9953242190   |
| (c) Head Clerk APS Delhi Cantt | - 9818795322   |
| (d) Website                    | - <a href="http://www.apsdelhicantt.com">www.apsdelhicantt.com</a> |

**Note :-**

1. Incomplete applications is liable to be rejected.
2. Last date of submission of Application is **13 Feb 2021.**
3. The School management reserves all right of selection/rejection.
4. Male Officers (Retired) are Priority II.

**APPLICATION FOR APPOINTMENT OF ADMINISTRATIVE OFFICER IN APS**

**Application form for the Post of Administrative Officer**

(School where you would like to work : \_\_\_\_\_)

\_\_\_\_\_

**(APS Dhaula Kuan / APS Delhi Cantt)**

Passport Size  
photographs

**1. PERSONAL DATA**

- (a) Name in Full (Block Capital Letters) : \_\_\_\_\_
- (b) Father's / Husband's Name : \_\_\_\_\_
- (c) Age with Date of Birth : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) State : \_\_\_\_\_
- (f) Contact Details :-
  - (i) Mobile No / Land Line No : \_\_\_\_\_
  - (ii) Email ID : \_\_\_\_\_

**2. CATEGORY**

- (a) Civil Lady Offr/Retired Woman Officer) : \_\_\_\_\_
- (b) Retired Male service Officer of Col/Lt Col/Major : \_\_\_\_\_
- (c) Others : \_\_\_\_\_

**3. PRESENT / PREVIOUS OCCUATION**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and address of Institution / Organisation : \_\_\_\_\_
- (c) Designation of Superior In charge : \_\_\_\_\_
- (d) Contact No of Superior (for verification if need be) : \_\_\_\_\_
- (e) Salary drawn : \_\_\_\_\_

4. **FAMILY DETAILS.**

(a) Marital Status : \_\_\_\_\_(Single/Married/Widow)

(b) If married : Name & Occupation of spouse

\_\_\_\_\_

5. **QUALIFICATIONS**

(a) Civil Qualification : \_\_\_\_\_

(b) Civil Professional / Technical : \_\_\_\_\_

(c) Graduate /Post Graduate in : \_\_\_\_\_  
Commerce with name of University

(d) MBAs/Law Degree : \_\_\_\_\_

(e) Working knowledge of Computer: \_\_\_\_\_

6. **EXPERIENCE**

(a) Experience in Civil : \_\_\_\_\_

(b) Experience in defence : \_\_\_\_\_

(c) Experience in administration, : \_\_\_\_\_  
preferably in schools.

7. Knowledge of Govt Rule / Regulations : \_\_\_\_\_  
Procurement Procedure and legal aspects  
including labour law

8. Medical Fitness (SHAPE-I) : \_\_\_\_\_

9. Copies of Civil education Certificate & : \_\_\_\_\_  
Experience Certificate including CVs.

10. Permanent and Residential Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Achievements (If any) : \_\_\_\_\_

\_\_\_\_\_

Dated : 2021

(Signature of the Candidate)