

ADVERTISMENT FOR SCHOOL WEBSITE

ARMY PUBLIC SCHOOL, CHANDIMANDIR District – Panchkula (Haryana) – 134107 Phone No – 0172 2554605 (Office) Website: www.apschandimandir.in, Email Id: principalapschm@yahoo.co.in	
<u>REQUIRES: - ADMINISTRATIVE OFFICER (CONTRACTUAL BASIS)</u>	
	<u>Qualitative Requirement</u>
<u>Administrative officer</u> <u>(Term based appointment</u> <u>for three years)</u>	(i) A civilian lady/ retired or released women officer up to 55 years of age as on 01 Apr 2024. (ii) A graduate from a recognized university. Preference will be given to graduates/ post-graduates in commerce or MBAs. (iii) 05 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non-Govt organization. (iv) Working knowledge of Computer and Accounts. (v) Good Communication skills in English & Hindi (vi) <u>Desirable:</u> - Understanding of Govt Rules / Regulations, procurement procedure and Legal aspects including labour laws. (v) <u>Salary:</u> - Consolidated remuneration Rs 60,000/- per month.
<u>How to Apply</u>	Download the application form given on School Website www.apschandimandir.in under Head ' Work with Us '. Application form duly completed along with attested copies of certificates with processing fee of Rs 200/- in the form of Bank Draft in favour of Army Public School, Chandimandir to be submitted latest by 05 Apr 2024 at the school address. • No application other than on the given format shall be accepted. • The school reserves the right to fill any or none of the Post given above. • Decision of the management on the selection process will be final and binding on the individual. • Only shortlisted candidates will be called for interview telephonically followed by email, intimating the date / time of interview.