

**APPOINTMENT OF ADMINISTRATIVE OFFICER IN  
APS DHAULA KUAN**

1. Applications for Administrative Officer for Army Public School Dhaula Kuan.

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

- (i) A civilian lady / retired or released woman officer.
- (ii) **Age.** Upto 55 years
- (iii) A graduate from a recognised university. Preference will be given to graduates / Postgraduates in Commerce or MBAs / Law Degree.
- (iv) Five years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt / Non Govt organisations.
- (v) Working knowledge of Computers and Accounts
- (vi) Good communication skills in English and Hindi
- (vii) Medically fit.
- (viii) Understanding of Govt Rules / Regulations, procurement procedure and legal aspects including labour laws.

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

- (i) Tenure. Contractual for three years initially ( with one year probation ), **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 the application form provided on the website with passport size photograph, copies of experience certificates/testimonials, email ID, contact numbers and any other relevant details along with a demand draft of Rs 100/- in favour of **Army Public School, Dhaula Kuan** in a sealed envelop marked "**Application for the post of Administrative Officer, APS Dhaula Kuan**" by registered / speed post to Army Public School, Dhaula Kuan.

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

- (i) APS Dhaula Kuan : 011-25693131
- (ii) Website : [www.apsdk.com](http://www.apsdk.com)

**NOTE.**

1. Download application Form from school website [www.apsdk.com](http://www.apsdk.com) ( under career)
2. Fill the form and send it to Army Public School, Dhaula Kuan, New Delhi – 110 010 by post / by hand alongwith self attested copy of all relevant certificates / testimonials and DD
3. Incomplete application is liable to be rejected.
4. Application received through email will not be entertained / accepted / considered.
5. Last date of receipt of application in the school is \_\_\_\_\_ (1400 hrs). Applications received thereafter will not be accepted / entertained.
6. The School management reserves all right of selection / rejection.