

**ARMY PUBLIC SCHOOL RANCHI  
(A CBSE AFFILIATED SCHOOL UPTO +2 LEVEL)**

DIPATOLI CANTT, PO – HOTWAR  
RANCHI – 834012 (JHARKHAND)  
CONTACT NO : 0651-2273354

**REQUIRED ADMINISTRATIVE OFFICER**

APS Ranchi invites application for the post of an Administrative Officer, with the following Eligibility Criteria: -

(a) **Mandatory.**

(i) A civilian lady/retired or released woman officer.

(ii) Age. Upto 55 Years of age.

(iii) Education. Graduate from a recognized university. Preference will be given to Graduates/Post-Graduates in Commerce or MBAs.

(iv) Experience. Minimum Five years of experience in administration, preferably in an academic institution. Ability and willingness to carry out liaison with various Govt/Non Govt Organisations.

(v) Others. Working knowledge of Computers and Accounts. Good communication skills in English and Hindi.

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

(c) **Terms and Conditions.** Term based appointment for **three years.**

**Note:**

Retired male defence service officers of the rank of Col/ Lt Col/ Maj or equivalent may also apply. Their candidature will only be considered in case no civilian lady/ retired or released woman officer, meeting the laid down criteria, is available and their appointment will be subject to permission by Chairman Executive Committee AWES. Maximum Age in such a case shall be 57 Years.

Candidates meeting the above criteria may apply on plain paper, enclosing Bio Data, two passport sized coloured photographs, copies of educational and experience certificates.

**Last date for receipt of application in School is 08 Nov 2024 by 1400h.**

For further details, visit [www.apsranchi.com](http://www.apsranchi.com) or email at [apsranchi@awesindia.edu.in](mailto:apsranchi@awesindia.edu.in)

Principal  
APS Ranchi

