

ADVERTISEMENT:ADM OFFICER - APS PUNE

ARMY PUBLIC SCHOOL PUNE, SOUTHERN COMMAND

PUNE 411001

(Affiliated to CBSE) PRIVATE UNAIDED SCHOOL
REQUIRES

ADMINISTRATIVE OFFICER.

(Term based appointment for three years)

- A civilian lady/retired or released woman officer.
- Age up to 55 yrs.
- A graduate from a recognised university with working knowledge of Computer and Accounts. Good communication skills in English and Hindi
- Preference will be given to graduates/Post graduates in Commerce or MBAs.
- Experience - 5 yrs in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non Govt Organisation.
- Desirable. Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.
- Application with detailed Bio-data alongwith attested copies of certificates and mark sheets to be submitted to the Principal, Army Public School, Pune, Southern Command, Opp Bank of Maharashtra Pune 411001 to reach by post/by hand latest by 30 Nov 2022

QUALITATIVE REQUIREMENT OF TEACHERS /ADM STAFF

Vacancy	Qualification
POST GRADUATE TEACHER (Adhoc) Chemistry, Maths	As per CBSE norms, Computer Literacy Mandatory. Minimum Marks in Post-Graduation/ Graduation and B Ed - 50% in each. Only those who have valid AWES Score cards and have experience of teaching in CBSE schools can apply for contract basis. For PRT, D.Ed is also considered
TRAINED GRADUATE TEACHER (Adhoc & Contract) Science,Hindi, English, Social Science	
PRIMARY TEACHERS)(Adhoc & Contract) All subject	
SPECIAL EDUCATOR (Contract) Graduation with BEd (Special Edn) OR BEd General with one year Diploma in Special Education	
<u>Adm Staff (Contract)</u> Head Clerk. Graduate or fifteen years service as a clerk (for ex-serviceman). Computer savvy 5-10 yrs experience in Office Management, account handling as Head clerk with high proficiency in staff duties and drafting experience. Upper Division Clerk. Graduate or fifteen years service as a clerk (for ex-service man).Computer savvy. 5 yrs experience as a clerk or an accounts clerk in a reputed organisation preferably a school. Lower Division Clerk - Graduate or ten years of service as a clerk with knowledge of Computer & Accounts. Typing speed minimum of 40 words. Science Lab Attendant - 10+2 with Science and computer literate.	

Application in the prescribed format with detailed Bio-data, attested copies of certificates and mark Sheets alongwith DD of Rs 100/- in favour of Army Public School, Pune to be submitted to the Principal, Army Public School, Pune, Southern Command, Opp Bank of Maharashtra Pune 41100 and reach by post/by hand latest by 17 Nov 2022. Candidates who have applied earlier need not apply again