

ANTICIPATED VACANCIES ADMINISTRATIVE STAFF (2025-2026)

ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD 500087

INVITES APPLICATION FOR :-

1. **Adm Officer**:- A civilian lady / retired or released woman officer. **Age** - up to 55 Yrs.
Educational Qualifications- A Graduate from a recognized university. Preference will be given to candidates with Post graduates or MBAs. **Experience**- 5 years in administration in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organizations.
Others- (a) Working knowledge of Computer and Accounts. (b) Good communication skill in English and Hindi. **Desirable** –Understanding of Govt Rules / Regulations, procurement procedure and legal aspects including labour laws.
2. **Adm Supervisor** Ex- serviceman to carry adequate communication skill (Hindi / English) Age below 55 yrs as on 01 Apr 2025 and medical category should be SHAPE-1. Experience in administrative appointments in academic establishment and any additional qualification in supervisor /administration is desirable”.
3. **Science Lab Attendant**: - 10 +2 with Science, Computer knowledge – Internet, email, MS Word, Excel, Power point, Age below 35 years.
4. **Computer Lab Technician**:- Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking. Age below 35 years
5. **Computer Laboratory Assistant**:- Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking. Age below 35 years
6. **Clerical Staff (Accounts Clerk) Pre Primary School.** – Commerce graduate or Fifteen years service as a clerk in the Defence Services. Basic computer application course of Army / Diploma in Computer Applications of not less than one –year duration. Speed- 12000 key depression per hour. Knowledge of double entry system of accounting , excel sheet and accounting software. Minimum 5 years experience as an Accounts clerk in the Defence Services / reputed organization.
7. **Driver (Multi Tasking)**:- Preferably matriculate or 10 years service as Ex Servicemen. Holding valid LMV driving licence and preferably having good driving experience. Conversant with the local routes and places.

Note :-

1. **Hard copy of application form along with Xerox copies of educational qualifications and experience certificate to be sent by post / by hand to The Principal , Army Public School Bolaram, JJ Nagar Post, Secunderabad 500087 by 25 Jan 2025 by 1400 hrs. No application will be accepted via – e- mail.**
2. Rs.250/- DD drawn in favour of Army Public School Bolaram Secunderabad payable at Secunderabad to be enclosed with Application Form.
3. For any additional eligible qualification, please refer to vacancy Tab in the School Website & CBSE guidelines.
4. **Scrutiny of Application will be made as per AWES /CBSE guidelines and only eligible shortlisted candidates will be called for the interview.**
5. Incomplete Application forms and application forms sent through e- mail will **NOT be accepted.**
6. Terms and Conditions – Term Based appointment for three years.

APPLICATION FORM FOR NON TEACHING / ADM STAFF

Application for the post of: _____

Affix
Passport Size
Photo

| PERSONAL DATA | | |
|---------------------------|---|--|
| 1 | Name in Full (Block letters) | |
| 2 | Son/Daughter/Wife of | |
| 3 | Date of Birth | D.O.B _____ Age as on 01 April 2025. _____ |
| 4 | Nationality | |
| 5 | Religion | |
| 6 | State | |
| 7 | Present Address | |
| 10 | Contact No | |
| 11 | Email ID | |
| PRESENT OCCUPATION | | |
| 12 | Designation / Rank (for ESM only) | |
| 13 | Name and Address of Institution/ Organization | |
| FAMILY DETAILS | | |
| 14 | Marital Status | |
| 15 | If married name and occupation of spouse | |
| 16 | No of children with age and sex | |

| | | | |
|----|-----------------------------------|-------------------------------|--------|
| 17 | EDUCATIONAL QUALIFICATIONS | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 18 | PREVIOUS EXPERIENCE | | |
| | Designation | Name & Address of Institution | Tenure |
| | | | |
| | | | |
| | | | |
| 19 | Computer Knowledge | | |
| 20 | Language Known | | |
| | Read | | |
| | Write | | |
| | Speak | | |

Date :

Signature of Applicant

DD No _____ Dated _____ Bank Name _____

Notes :

1. Hard copy of application form along with Xerox copies of educational qualifications, experience certificates and Aadhar Card to reach by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087.
2. Rs.250/- DD drawn in favour of Army Public School Bolarum Secunderabad from any nationalized bank payable at Secunderabad to be enclosed with Application Form.
- 4. Scrutiny of Application will be made as per AWES /CBSE guidelines and only eligible shortlisted candidates will be called for the interview.**
5. Incomplete Application forms and application forms send through e- mail will **NOT be accepted.**
6. **Army Public Schools comes under the category of Unaided Private School and it is not a Govt Institute.**
7. No TA DA will be admissible for attending the interview.