VACANCY FOR ADMINISTRATIVE OFFICER

ARMY PUBLIC SCHOOL, BARRACKPORE

North Gate, Barrackpore Cantonment, Kolkata – 700120

Eligibility Criteria:

- Civilian lady or retired/released woman officer up to 55 years of age.
- **Educational Qualification:** Graduate from a recognized university. Preference will be given to candidates with qualifications in Commerce, MBA, or Law.

Experience:

- Minimum 5 years of experience in administration, preferably in an academic institution.
- Ability and willingness to engage in liaison work with various Government and Non-Government organizations.

Additional Requirements:

- Proficiency in computer operations and accounting.
- Strong communication skills in English and Hindi.
- **Desirable Skills:** Familiarity with government rules and regulations, procurement procedures, and legal matters, including labour laws.

Terms of Appointment: Contractual appointment for a term of three years.

Salary: Negotiable based on qualifications and experience.

Application Process: Submit your application on plain paper along with photocopies of mark sheets, certificates, and one recent passport-size photograph by **05 Dec 2026**.

Chairman