



ARMY PUBLIC SCHOOL
SHANKAR VIHAR, DELHI CANTT – 110010
Email: - apssv@awesindia.edu.in Ph: - (011- 26153559)

REQUIRES

ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS

Eligibility : A lady civilian/retired army officer/spouse of an officer upto the age of 55 yrs.

Qualification : Post-graduate/Graduate in Commerce, Law or MBA from recognized University with minimum five years of experience in administration preferably in an academic institution/ military service.

Job Profile: Liaison with Govt./Non-Govt organization and knowledge of accounting, procurement procedure and legal aspects including labour laws.

Salary : Consolidated remuneration Rs 70,000/- per month.

How to Apply : Download the application from the school website www.apsshankarvihar.ac.in. Application form duly completed along with the certificates and testimonials need to be submitted at APS Shankar Vihar latest by 1400hrs on 31 Jan 2026 as per instructions on the website. Only shortlisted candidates will be called for interview at APS Shankar Vihar. Tentative date of Interview is likely to be in the 3rd week of Feb 2026.

[Instructions](#)
[Application Form](#)