

APS UDHAMPUR : OFFICIAL CONTACT NUMBER 9596881756

Website : www.apsudhampur.org

**ADVERTISEMENT : SELECTION OF ADMINISTRATIVE OFFICER FOR ARMY PUBLIC SCHOOL,
UDHAMPUR ON CONTRACTUAL BASIS FOR THREE YEARS**

1. Applications are invited from eligible candidates for the selection of Administrative Officer for Army Public School, Udhampur. The appointment will be on **contractual basis for three years**, initially on **probation for 11 months**, and may be further extended on performance assessment. The interviews are tentatively scheduled to be conducted on 17 Nov 2025 at 1000hrs at Army Public School Udhampur (Senior Wing).
2. Details of Eligibility Criteria, Category, Vacancies & Submission of Application Form. Please visit Army Public School Udhampur website www.apsudhampur.org
3. **Eligibility Criteria.**
 - (a) A civilian lady/ retired or released woman officer or Male Civilian/ retired defence service officer.
 - (b) **Age.** Upto 55 years of age.
 - (c) **Education.** A graduate from recognised university. Preferences will be given to Graduate/ Post Graduate in commerce or MBAs.
 - (d) **Experience.** 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organisation.
 - (e) **Others.**
 - (i) Working knowledge of computer.
 - (ii) Good Communication skill in English and Hindi.
 - (f) **Desirable.** Understanding of Govt Rules/ Regulations, procurement procedure and legal aspects including labour laws.
 - (g) **Terms & Conditions.** Term Based Appointment for three years – Performance Based (initially on probation for 11 months).
Note:- If civilian or retired/ released woman officer meeting the laid down criteria is not available, a male civilian/ retired male defence service officer of the rank of Maj/Lt Col/ Col or equivalent upto 57 yrs of age may be employed with the express permission of Chairman Executive.
4. **Mode of Advertisement.** Advertisement to be published in **The Times of India (English, Zonal), Dainik Jagran (Hindi, Local) and Daily Excelsior (English)** followed by scrutiny and interview of eligible candidates.
5. **Salary Norms.** The proposed consolidated salary for the post of Administrative Officer is **₹75,000/- per month.**
6. **Application Forms.** Desirous & eligible candidates to apply on Application form given on school website www.apsudhampur.org alongwith self - attested copies of certificates and processing fee of ₹ 250/- through **Nationalized Bank Demand Draft** in favour of Army Public School, Udhampur payable at Udhampur (J&K). Applications should reach to the 'The Principal Army Public School, Udhampur PO, PTA Udhampur - J&K (U.T) - 182104, **on or before 10 Nov 2025 (Timings – 3:00 PM)**. No application through online mode will be accepted. This establishment will not be responsible for any postal delay.
7. Shortlisted candidates will be called for interview tentatively scheduled on **17 Nov 2025 at 1000hrs** through telephonically / by e-mail.
8. Desirous candidates to apply on or before **10 Nov 2025.**

Case File No : 1029/APSU

Dated : 23 Oct 2025


(Reena Sharma)
Off Principal
APS Udhampur