

### **Office Superintendent (Erstwhile Adm Officer)**

- (a) Graduate with at least five years' experience in office work.
- (b) Should be in the age group of 25 to 50 years as on 01 July of the academic year in which the post is being filled.
- (c) Women candidates and physically challenged candidates will be given age relaxation upto a maximum of five years.
- (d) Ex-servicemen candidates who have put in not less than six months of continuous service in the Army, Navy or the Air Force shall be allowed to deduct the period of such service from their actual age and if the resultant age does not exceed the maximum age limit prescribed for the post by more than three years, they shall be deemed to have satisfied the condition regarding age limit. Such ex-servicemen candidates, if selected for the post, will also retire from the School as per rules of the Society.
- (e) Candidates with at least two years continuous service in any Air Force School but presently not working in an Air Force School, will be given age relaxation upto the

extent of such service rendered in Air Force School, subject to a maximum of two years. Serving staff of the School who apply for the post will also be eligible for the same.

- (f) Should be able to read, write and communicate fluently in English.
- (g) Basic knowledge of computer typing and applications, especially MS Office.

**Office Superintendent.** The Office Superintendent is responsible to the Principal for the following:-

- (a) To manage the School office efficiently and effectively.
- (b) To maintain all files and correspondence, Service Dossiers of staff and School records.
- (c) To supervise all clerical/typing duties of the School clerk.
- (d) To supervise maintenance and updating of all School related financial documents including books of accounts by Accts Asst.
- (e) To supervise collection and deposit of School fees in the bank and preparation of all related documents by Accts Asst.
- (f) To maintain a record of leave in respect of all school staff.
- (g) To maintain record of all office stores and equipment in the school.

- (h) To hold charge of all school stores (furniture, play equipment, etc.) except the stores which are on charge of the subject teacher. He/She is responsible for the security and proper custody of all inventory items/stores of the school.
- (j) To supervise the work of all Administrative and Helpers and ensure that they carry out their respective duties.
- (k) To prepare the documents required for Annual Property Board and render all assistance in the conduct of the Board.
- (l) To ensure that the drinking water appliances and containers/water coolers are cleaned once a week and sanitation and hygiene are maintained in school
- (m) To ensure timely fee reconciliation and action thereof.
- (n) To carry out all tasks assigned by the Principal and the ED.