



# Shirpur Education Society, Shirpur

R.C. Patel Main Bldg. Opp. Telephone Exchange,  
Subhash Colony, Shirpur - 425 405 Dist. Dhule [Mah.]

Tel: (02563) 251005 [principalarp@shirpur.org](mailto:principalarp@shirpur.org)

## REQUIRED

Applications are invited from eligible candidates for the following posts in Amrishbhai R. Patel School (CBSE), Shirpur Dist. Dhule

Post	Qualifications
Receptionist	Graduate in any fields Computer literate
Administrative officer	MBA Admin/HR

- **For Receptionist**
  - Computer literacy is a must (MS Office, Internet & E-mail)
  - Fluency in English / Hindi / Marathi language
- **For Administrative officer**
  - Minimum 5 years of relevant work experience
  - Preferable skill with school regulations, School-related software
  - Office Management, HRM, Statutory Compliance & Oversight of School Premises
  - Fluency in English / Marathi Language and computer literacy
- Freshers who are exceptionally talented and with the requisite qualification can apply
- Salary is not a constraint for the right candidate
- To apply please send your updated resume along with recent photograph on [principalarp@shirpur.org](mailto:principalarp@shirpur.org) within TEN days from the date of advertisement.

To,  
**President,**  
Shirpur Education Society, Shirpur