



# 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
<b>Receptionist</b>	Graduate in any fields Computer literate
<b>Administrative officer</b>	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