# ARMY PUBLIC SCHOOL PRE PRIMARY WING KHADAKWASLA

## APPLICATION FOR THE POST OF ADM STAFF

#### **CANDIDATE DETAILS**

1.	Name	·
2.	Post Applied For	·

- 3. Contact No :Land Line:......Mobile:....
- 4. E mail id :....
- 5. Date of Birth :.....Age:.....Years.....Months
- 6. Academic Qualifications:-

S.NO	CERTIFICATE / DEGREE	BOARD/ UNIVERSITY	YEAR OF PASSING	SUBJECTS OFFERED	DIVISION/ PERCENTAGE

## 7. Professional Qualifications:-

S.NO	CERTIFICATE/DEGREE	BOARD/ UNIVERSITY	YEAR OF PASSING	SUBJECTSOFFERED	DIVISION/ PERCENTAGE

# 8. Work Experience:-

S.NO		DESIGNATION	CLASSESAND SUBJECTS	PER	IOD	NO OF
	INSTITUTION SERVED		TAUGHT	FROM	ТО	YEARS/ MONTHS

photo

## 9. Other Professional Experience:-

S. No	NAME OF THE EMPLOYING INSTITUTION	DESIGNATION	PERI	OD	NO OF YEARS/ MONTHS
			FROM	ТО	

\*Experience mentioned in paragraph 10 & 11 will not be counted without supporting documents. 10. Language Proficiency:-

S.NO.	EXAMINATION PASSED		LANGUAGE	READ	WRITE	SPEAK	
	COURSE	UNIVERSITY/INSTITUTION	YEAR OF				
			PASSING				
1.							
2.							
3.							

Last Salary Drawn:
 Local Address
 13. Permanent Address
 14. Marital Status: Married/ Unmarried

Address.....Contact No.....

16. Health:

a) What kind of health do you keep?.....

b) Do you need any medical treatment/assistance for the disease you are suffering from......

.....

c) Are you differently a bled? Give Details

# 17. Co-Curricular activities/Games and Sports

What co-curricular activities can you teach?.....

18. Computer Knowledge (Separate sheet can be att.)

a) Have you done any degree/diploma in computer give details:

b) Any experience on working on computer details.

#### 19. Other Activities

a) In answering please indicate personal characteristics, interests and aspiration you have which you	L
believe will be valuable to this institution:	

(i)	

(ii)	
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20. Give names of two references, which should know well personally and have an intimate knowledge of your work (not relatives)

a)Name:	b)Name:
Address:	Address:

#### Agreement:

- 21. If appointed:-
- a) I agree to abide by the AWES Rule and Regulation for Army Public Schools.
- b) I under take to serve the school till the end of the final term, i.e. up to the finalization of the results of the class taught or a period specified/ fixed by the management.
- c) I confirm that I am aware that my services would be liable to transfer in organizational interest att he discretion of the management.
- d) I solemnly state the all the above particulars/statements are to the best of my knowledge and belief.

Date .....

.....

(Signature of applicant)

#### 22. WHY I WANT TO BE COME A SCHOOL ADM STAFF

#### 23. Documents Attached:-

#### Experience Certificates

1	2
3	4

24. I hereby certify that to the best of my knowledge and be life the above particulars are, in all respects, correct/true.

Place:

Date:

# **INSTRUCTIONSTOCANDIDATES**

- 1. Please download and print the Application Form.
- 2. Fill the name of only one school in a cluster.
- 3. All details at Ser1 (Personal Data) are mandatory. Fill up in Block Capitals.
- 5. Send by post. No applications will be accepted via e-mail.
- 6. SendDDforRs.100/-pay able at a bank close to the location of the school.

Teachers QR (Qualification Requirement)	Must be qualified at least Grade XII through any recognized Board CBSE/ICSE/NIOS etc. with minimum 50% marks. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable.
Activity Teacher	Must be qualified at least Grade XII through any recognized Board CBSE/ICSE/NIOS etc. with minimum 50% marks. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable. Any Degree of Dance and music.

Adm staff- Supervisor QR (Qualification Requirement)	<ul> <li>a) Preferably an ex-serviceman of clerk category upto the age of 55 yrs</li> <li>b) Minimum graduate in case of civilian.</li> <li>c) Working knowledge of computers and basic financial matters.</li> <li>d) 5 years of experience in administration and ability and willingness for liaison work with various government and non-government agencies.</li> <li>e) Should not have any disciplinary case against him in the entire service.</li> </ul>
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Head Clerk	a) Preferably an ex-serviceman of clerk category upto the age of 55 yrs
QR(Qualification Requirement)	<ul> <li>b) 5-10 years experience in office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.</li> </ul>
	c) Computer Savvy- MS Office. Etc.
	d) Educational Qualification- Minimum Graduate in case of civilian.
	e) Should not have any disciplinary case against him in the entire service.

Ayaas, Group 'D' Staff	At Least 8 <sup>th</sup> Pass
QR (Qualification Requirement)	

Account Clerk	a) Commerce Graduate or Fifteen years service as a clerk in the Defence Services.
QR (Qualification Requirement)	<ul> <li>b) Basic computer application course of Army/Diploma in computer Applications of not less than one year duration.</li> <li>Speed-12000key depression per hour. Knowledge of double entry system of accounting, excel sheet and accounting software.</li> </ul>
	c) Minimum 5 years experience as an Accounts clerk in the Defence Services/ reputed organization.