

ARMY PUBLIC SCHOOL AKHNOOR
APPLICATION FOR NON TEACHING / ADM STAFF
ACADEMIC SESSION 2024-25

(TOTAL PAGES OF APPLICATION – 03 (THREE))

Application form for the post of _____
 School where you would like to work _____

Please paste
 recent passport
 size colour
 photograph
 (Do not staple)

1. PERSONAL DATA.

(a) Name in Full (**Block Letters**) : _____
 (Mention title as Ms/Mrs/Mr)

(b) Son/Daughter/Wife of : _____
(Block Letters) (Mention Rank in case of Serving/ESM).

(c) Date of Birth & Age :

Date	Month	Year	Total Age As on 01 Apr 2024		
			Year	Month	Days

As on 01 Apr 2024, the age of the candidates should be:-

- (i) **Fresh Candidates (No Experience)** - Below **40** years.
 (ii) **Experience Candidates (Incl ESM)** - Below **57** Years.
 (having min **05** years of teaching experience in the last **10** years).

(d) Nationality : _____

(e) Present/Correspondence Address : _____

(f) Permanent Home Address: _____

(g) Registered Mob No & Landline No : _____

(h) Registered Mail ID : _____

(j) Adhar Card No : _____

(k) PAN Card No : _____

(l) Religion/Cast : _____

(m) Blood Group : _____

2. PRESENT/PREVIOUS OCCUPATION.

(a) Designation of the Post : _____

(b) Name and Address of Institute/Organisation _____

(c) Designation of Superior In charge : _____

(d) Contact No of superior : _____
 (For verification, if need be)

(e) Period of Notice you will have to give, if selected. ? : _____

(f) What salary are you drawing : _____

3. FAMILY DETAILS.

(a) Marital State : Married/Unmarried/Divorced _____

(b) Occupation of Spouse (If married) : _____

(c) No of Children with age and sex : Male _____ Female _____

(d) Name of Next of Kin : _____

(e) Contact No of Next of Kin : _____ Occupation _____

(f) Father's Name _____ Occupation _____ Mob No _____

(g) Mother's Name _____ Occupation _____ Mob No _____

4. **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards and attached Xerox of each Document. Original to be brought for verification at the time of interview.

Examination	Marks Obtained	Percentage %	Division	Year of passing	Subject Taken	Name of University/Board/Institute

Graduation/Post Graduation through correspondence or regular _____

5. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved _____.
6. Merit Scholarship won ? If so what ? _____
7. Languages you can read write and speak fluently :-
(a) _____ (b) _____ (c) _____
8. Any books/articles written ? If so give their titles/Magazines in which published ? _____

9. **EXPERIENCE :**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet). Attach Xerox of each experience certificate and bring original at the time interview for verification.

Experience (Exact date, month & year to be indicated)		School/College	Total Experience	
From	To		Years	Months
Total Experience				

10. **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 abled? Give details _____

11. **COMPUTER KNOWLEDGE :** (Separate sheet can be attached).

- (a) Have you done any degree/Diploma in Computer give details : _____
- (b) Any Experience on working on computer give details : _____
- (c) Do you own a personal Laptop, if yes give details : _____
- (d) Your knowledge of computer hardware : _____

12. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives):-

- (a) Name _____ (b) Name _____
- Address _____
- _____

13. **AGREEMENT (IF APPOINTED):-**

- (a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.
- (b) I undertake to serve the school till the end of the final term, ie upto the finalization of the results of the class thought or a period specified/fixed by the management.
- (b) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
- (c) I solemnly state the all the above particulars/Statements are true to the best of my knowledge and belief.

Dated

(Signature of Applicant)

Name _____

S/o, D/o, W/o _____

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

- Fill **one application for one post** only. If candidate applies for more than one post a separate application for each post is mandatory. One application for two posts or more will not be considered.
- All details mentioned in the application form are mandatory. Fill up in **Block Capitals** where applicable.
- Affixed **one recent coloured passport** size photograph on the Space provided at first page right corner(**DO NOT STAPLE IT**).
- Out station candidates to forwarded their applications through Registered post on the Address "**PRINCIPAL ARMY PUBLIC SCHOOL AKHNOOR, USMAN VIHAR, VILLAGE -AMBARAN, TEHSIL -AKHNOOR, DISTRICT JAMMU, J&K (UT), PIN CODE - 181201**" alongwith Demand Draft of Rs 100/- as processing fee in favour "**PRINCIPAL APS AKHNOOR** of payable at Akhnoor.
- Please mention Demand Draft number and date on reverse side of application last page No 3.