

ARMY PUBLIC SCHOOL, AKHNOOR (J&K)
APPLICATION FORM FOR ADMIN STAFF & GROUP 'D'
ACADEMIC SESSION 2021-22

Application form for the post of _____

ARMY PUBLIC SCHOOL, AKHNOOR (J&K)

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(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 2021		
			Year	Month	Days

(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) Martial 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 (Heir) : _____
- (e) Contact No of Next of Kin(Heir) : _____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

Note :- Attach xerox copies of certificates/degree certificates etc.

5. Experience/knowledge details (applicable for civilians & ex-servicemen) :-

(a)	HEAD CLERK/ ACCOUNTANT/UDC/LDC (Experience & Computer Knowledge)	In Office Management	
		In accounts handling	
		MS Office, Power Point , Excel	
(b)	Receptionist	Experience if any	
(c)	Computer Lab Technician	Experience if any	
(d)	Science Laboratory Attendant	Experience if any	
(e)	Driver	Experience if any	

6. Languages you can read write and speak fluently :-

- (a)_____ (b)_____ (c)_____

7. For Ex - Servicemen only.

(a)	Army Number/JC No				
(b)	Arms/Services				
(c)	Trade				
(d)	Dates	Enrollment			
		Retirement			
(e)	Total service	OR Service			
		JCO Service			
(f)	Medical Category	S	H	A	P
(g)	Any Red Ink/Black Ink entry/any disciplinary case in the entire service				

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

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

10. AGREEMENT (IF APPOINTED):-

- (a) I, agree to abide by the AWES Rules and Regulations for Army Public Schools.
- (b) 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 _____

INSTRUCTIONS TO CANDIDATES

1. Fill one application for one post only. If candidate applies for more than one post a separate application for each post is mandatory.
2. All details mentioned in the application form are mandatory. Fill up in Block Capitals where applicable. No application will be accepted via e-mail.
3. Affixed one recent coloured passport size photograph on the Space provided at first page right corner (DO NOT STAPLE IT).
4. Candidates to fwd their applications duly completed by Registered post/Speed 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 of **"PRINCIPAL APS AKHNOOR** of payable at Akhnoor (J&K).
5. Candidates to mention Demand Draft number and date on reverse side of application on last page No 4 and also write his name and category for which applied on reverse side of Demand Draft.