

ARMY PUBLIC SCHOOL KALUCHAK
APPLICATION FOR ADMINISTRATIVE/NON TEACHING STAFF

Application form for the post of Head Clerk, Accts Clerk,
Asst Library, Nursing Asst, Comp Lab Tech, Driver.

Post Applied For

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recent
passport size
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Do not staple

1 **PERSONAL DATA :**

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/wife of : _____
- (c) Date of Birth : _____
- (d) Nationality : _____
- (e) State : _____
- (f) Address : _____

- (g) Contact Details :-
Landline No(with STD Code) : _____
Mob No : _____
Email ID : _____

2. **PRESENT /PREVIOUS OCCUPATION:**

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization : _____
- (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 LIFE**

- (a) Marital status Single/Married/Widowed
- (b) If married/widowed Name & occupation of spouse

No of children with age and sex

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

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

Graduation/Post Graduation through correspondence or regular _____

5. Have you cleared CSB (Yes / No): Paper(A / B / Both) Year:[_____]
CTET/STET: Paper (I / II) Year [_____]
6. Name of classes you would prefer to teach with subjects:-
(a) Classes _____(b) subjects:_____
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved..... _____
8. Merit Scholarship won? If so what?_____
9. Languages you can read write and speak fluently.
(a) _____(b) _____(c) _____
10. Any books/articles written? If so, give their titles/ Magazines in which published?

11. **EXPERIENCE:**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience (Exact dates to be indicated)		School/College	Specializations / Functional Area
From	To		

Include any other post held which are relevant to the field of Education

12. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most? _____
- (b) Other area (Cultural activities): _____

13.

- (a) Can you take indoor/outdoor games with boys and girls?
 Indoor Boys : _____ Outdoor Boys: _____
 Girls : _____ Girls: _____
 Which major games do you play? _____

14. **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

15. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**

What co-curricular activities can you teach? _____

16. **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. : _____
- (c) Do you own a personal Laptop, if yes give details: : _____
- (d) Your knowledge of computer hardware : : _____

17. **OTHER ACTIVITES**

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

- (i) _____
- (ii) _____

18. 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 _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |

19. I have / have not been selected at the CSB Interviews held at _____ on _____ and I have been /have not been selected for appointment at _____.

Agreement:

20. If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation 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 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 at the discretion of the management.
- (d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

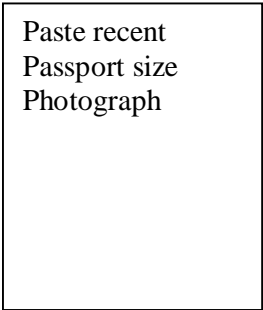
Date

(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. Fill the name of only one school in a cluster.
3. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
4. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by post. No applications will be accepted via e-mail.
6. Application forms to be submitted from 9.00 AM to 11.00 AM at school reception. No application will be entertained after 11.00 AM.

ARMY PUBLIC SCHOOL KALUCHAK ACKNOWLEDGEMENT
RECEIPT/GATE PASS



Application Form No: -----

Name : _____

Post applied for : _____

Address : _____

MOBILE NO. : _____

E-MAIL ID : _____

School Stamp

Signature of candidate

Dated: _____

*NOTE; - You are requested to carry this Acknowledgement receipt as Gate Pass at the time of Interview.