



**ARMY PUBLIC SCHOOL NO 2, ROORKEE**  
**APPLICATION FORM FOR NON-TEACHING / ADM STAFF**



Application form for the post of Head Clerk/Receptionist/Sup Adm/ LDC (Acct/GD)  
 Science Lab Attendant/Computer Lab Technician/ Misc Post

Name of Post Applied: \_\_\_\_\_

Qualification: \_\_\_\_\_

Experience in Year: \_\_\_\_\_

Affix recent  
 Passport Size  
 Photograph here

**1. PERSONAL DATA**

(a) Name in full (Capital letters): \_\_\_\_\_

(b) Son/Daughter/wife of : \_\_\_\_\_ Occupation \_\_\_\_\_  
 (Father/Husband)

(c) Date of Birth : 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

(d) Age as on 01 Apr : Years 

|  |  |
|--|--|
|  |  |
|--|--|

 Months 

|  |  |
|--|--|
|  |  |
|--|--|

 Days 

|  |  |
|--|--|
|  |  |
|--|--|

(e) Nationality : 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

 (f) Category (Gen/OBC/SC/ST) \_\_\_\_\_

(g) Religion : 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

 (h) Blood Group \_\_\_ RH Factor \_\_\_\_\_

(j) Correspondence Address: \_\_\_\_\_

|   |   |   |  |  |  |  |  |
|---|---|---|--|--|--|--|--|
| P | I | N |  |  |  |  |  |
|---|---|---|--|--|--|--|--|

(k) Contact Details, Mob No: \_\_\_\_\_ E mail ID \_\_\_\_\_

(l) Give details of Application Fee of **Rs150/- (Rupees one hundred fifty only)**  
 Type of Transaction (DD/Online/other) : \_\_\_\_\_ Date : \_\_\_\_\_ DD No/Transaction ID : \_\_\_\_\_

**2. PRESENT OCCUPATION**

(a) Designation of Post : \_\_\_\_\_

(b) Name and Address of Institution/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) Last drawn salary: Basic/Consolidated Pay Rs \_\_\_\_\_ DA (\_\_\_ %) HRA \_\_\_ Total Pay \_\_\_\_\_

**3. Family Details.**

(a) Martial Status : Single/ Married /Widowed \_\_\_\_\_

(b) If married/widowed (Name & occupation of spouse): Name \_\_\_\_\_  
 Occupation \_\_\_\_\_

(c) No of children with age & sex: \_\_\_\_\_ (i) Age \_\_\_ Years Male/Female \_\_\_\_\_  
 (ii) Age \_\_\_ Years Male/Female \_\_\_\_\_

4. **EDUCATIONAL RECORDS:** (Give details of all exams starting from matriculation or equivalent).

| Exam/Course                 | Max Marks | Marks Obtained | % age | Div | Passing Year | Subject taken | Name of Passing Institute/Board | Regular/Private/Distance/Correspondence |
|-----------------------------|-----------|----------------|-------|-----|--------------|---------------|---------------------------------|---|
| Matriculation/X             |           |                |       |     |              |               |                                 |   |
| Intermediate /XII           |           |                |       |     |              |               |                                 |   |
| BA/B Sc/B Com / BFA I       |           |                |       |     |              |               |                                 |   |
| BA/B Sc/B Com / BFA II      |           |                |       |     |              |               |                                 |   |
| BA/B Sc/B Com / BFA III     |           |                |       |     |              |               |                                 |   |
| MA /M Sc/ M Com (Prev)      |           |                |       |     |              |               |                                 |   |
| MA /M Sc/ M Com (Final)     |           |                |       |     |              |               |                                 |   |
| Any Others (Please specify) |           |                |       |     |              |               |                                 |   |

5. Language you can read write and speak fluently. (a) Hindi - (b) English -

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

| Category   | Duration of Experience (In Months) | School/College/Institute | Remarks |
|--|------------------------------------|--------------------------|---------|
| <b>Sup Adm/UDC/LDC (Acct/GD)/Computer Lab Technician/Sc Lab Attendant/Others</b> |                                    |                          |         |
| <b>From</b>  | <b>To</b>                          |                          |         |
|  |                                    |                          |         |
|  |                                    |                          |         |
|  |                                    |                          |         |
|  |                                    |                          |         |
|  |                                    |                          |         |

7. **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. ....

8. 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: \_\_\_\_\_
- \_\_\_\_\_
- Mob No: \_\_\_\_\_ Mob No: \_\_\_\_\_

### **AGREEMENT**

9. 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, i.e. up to the finalisation of the results of the class taught or a period specified/fixed by the management.
- (c) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date:

\_\_\_\_\_  
(Signature of applicant)

Name: \_\_\_\_\_

**CHECK LIST FOR DOCUMENT REQUIRED TO BE SUBMITTED WITH APPLICATION FORM**

| Ser No | Particulars   | Please tick (✓) in the appropriate Box for at least one options |                          |
|--------|---|---|--------------------------|
|        |   | Yes   | No                       |
| 1.     | Mark Sheet of Matriculation /X                          | <input type="checkbox"/>  | <input type="checkbox"/> |
| 2.     | Certificate of Matriculation/X                          | <input type="checkbox"/>  | <input type="checkbox"/> |
| 3.     | Mark Sheet of Intermediate /XII                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.     | Certificate of Intermediate /XII                        | <input type="checkbox"/>  | <input type="checkbox"/> |
| 5.     | BA/B Sc/B Com 1st Year Mark Sheet                       | <input type="checkbox"/>  | <input type="checkbox"/> |
| 6.     | BA/B Sc/B Com 2nd Year Mark Sheet                       | <input type="checkbox"/>  | <input type="checkbox"/> |
| 7.     | BA/B Sc/B Com 3rd Year Mark Sheet                       | <input type="checkbox"/>  | <input type="checkbox"/> |
| 8.     | MA/M Sc/ M Com Previous/1 <sup>st</sup> Year Mark Sheet | <input type="checkbox"/>  | <input type="checkbox"/> |
| 9.     | MA/M Sc/ M Com Final/2nd Year Mark Sheet                | <input type="checkbox"/>  | <input type="checkbox"/> |
| 10.    | B Ed / B Lib Mark Sheet/B El Ed                         | <input type="checkbox"/>  | <input type="checkbox"/> |
| 11.    | Degree of B Ed/B Lib/Provisional Degree                 | <input type="checkbox"/>  | <input type="checkbox"/> |
| 12.    | Copy of NCTE Order for Recognition of B Ed Institute    | <input type="checkbox"/>  | <input type="checkbox"/> |
| 13.    | Diploma in Lib Sc                                       | <input type="checkbox"/>  | <input type="checkbox"/> |
| 14.    | MA (Music)/M Music/Diploma                              | <input type="checkbox"/>  | <input type="checkbox"/> |
| 15.    | Computer Diploma/Certificate Course                     | <input type="checkbox"/>  | <input type="checkbox"/> |
| 16.    | CTET/TET Mark Sheet                                     | <input type="checkbox"/>  | <input type="checkbox"/> |
| 17.    | Demand Draft Amount/Online Transaction                  | <b>Rs 150/- (Rupees one hundred fifty only)</b>                 |                          |
| 18.    | DD No & Date/Reference No of Online Transaction & Date  |   |                          |
| 19.    | <b>Any Other (Please Specify)</b>                       |   |                          |
| 20.    | Any Other (Please Specify)                              |   |                          |
| 21.    | Any Other (Please Specify)                              |   |                          |
| 22.    | Any Other (Please Specify)                              |   |                          |

Date:

(Signature of applicant)

Name: \_\_\_\_\_