



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 :

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(d) Age as on 01 Apr : Years

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 Months

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 Days

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(e) Nationality :

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 (f) Category (Gen/OBC/SC/ST) _____

(g) Religion :

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 (h) Blood Group ___ RH Factor _____

(j) Correspondence Address:

P	I	N					
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(k) Contact Details, Mob No: _____ E mail ID _____

(l) Give details of Application Fee
 Type of Transaction (DD/Online/o _____ 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
Sup Adm/UDC/LDC (Acct/GD)/Computer Lab Technician/Sc Lab Attendant/Others			
From	To		

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/fixd 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 st 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	Rs	
18.	DD No & Date/Reference No of Online Transaction & Date		
19.			
20.	Any Other (Please Specify)		
21.	Any Other (Please Specify)		
22.	Any Other (Please Specify)		

Date:

(Signature of applicant)

Name: _____