



ARMY PUBLIC SCHOOL NO 2, ROORKEE
APPLICATION FORM FOR SELECTION OF ADM STAFF
(SUP ADM/ HEAD CLK/UDC/ACCOUNTANT/LDC)



Application form for the post of Sup Adm/UDC/Accountant/LDC (Clerk)

Name of Post Applied _____

Subject at Graduation: _____ - _____

Subject at Post Graduation: _____

School where you like to work: **Army Public School No 2, Roorkee**

Affix recent
Passport Size
Photograph
here

1. **PERSONAL DATA (TO BE FILLED BY OWN HANDWRITING).**

(a) Name in full (Block letters) : _____

(b) Son/Daughter/wife of : _____

(c) Date of Birth : _____

(d) Age as on 01 Apr 2019: Years Months Days

(e) Nationality : _____ (f) Category (Gen/OBC/SC/ST) _____

(g) Religion : _____ (h) State: _____

(j) Correspondence Address : _____

(kj) Contact Details : Landline No (with STD code): _____
 Mob No: _____ E mail ID _____

(l) Give details of Bank Draft (**Rs 150/-** in favour of "**Chairman Army Public School No 2, Roorkee**").

Bank Draft No: _____ Bank Draft Date: _____ Bank Name: _____

2. **PRESENT /PREVIOUS 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: Band Pay Rs _____ Grade Pay Rs _____ DA (____ %) Total _____

3. **Family Life.**

(a) Martial Status : Single/ Married /Widowed _____

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

No of children with age & sex : (i) _____

(ii) _____

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

Exam/Course	Marks Obtained	%age	Division	Passing Year	Subject taken	Name of University/Board/Institute
Matriculation/X						
Intermediate /XII						
BA/B Sc/B Com I						
BA/B Sc/B Com II						
BA/B Sc/B Com III						
MA /M Sc/ M Com (Previous)						
MA /M Sc/ M Com (Final)						
B Ed/B Lib Info Sc/Diploma						
Any Others						
Any Others						
Any Others						

5. Language you can read write and speak fluently. (a) Hindi - Yes/No (b) English - Yes/No

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)	Address of School/College/Institute	Remarks
Sup Adm/UDC/LDC/Accountant/LDC (Clerk)				
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

17. 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: 2019

(Signature of applicant)

Name: _____

CHECK LIST FOR DOCUMENT REQUIRED TO BE SUBMITTED WITH APPLICATION FORM

Sr No	Particulars	Please tick (√) in the appropriate Box for at least one options	
1.	Mark Sheet of Matriculation / X	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Certificate of Matriculation/ X	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Mark Sheet of Intermediate /XII	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Certificate of Intermediate /XII	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	BA/B Sc/B Com 1st Year Mark Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	BA/B Sc/B Com 2nd Year Mark Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	BA/B Sc/B Com 3rd Year Mark Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	MA/M Sc/ M Com Previous/1 st Year Mark Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	MA/M Sc/ M Com Final/2nd Year Mark Sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Computer Diploma/Certificate Course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Any Other (Please Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Any Other (Please Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Any Other (Please Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Any Other (Please Specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date: 2019

(Signature of applicant)

Name: _____

GUIDELINES/ INSTRUCTION FOR CANDIDATES

Please find attached 'IMPORTANT INSTRUCTIONS FOR APPLYING AGAINST THE ADVERTISEMENT DT 11 APR 2019'

1. The non teaching/office post (LDC) is for appointment on Contractual Basis (on consolidated salary) for fixed period of three years from date of appointment.

2. The prescribed application, can be submitted either by Hand in the school office from **11 Apr 2019 onwards** (between 1000 hrs to 1200 hrs) **.OR** can be sent via speed post at following address. **Army Public School No. 2, C/O BEG & Centre, Roorkee, 247667.**

3. Application Form, duly completed, should be deposited, along with **Demand Draft** for **Rs 150/- (non-refundable) in favour of "Chairman, Army Public School No 2, Roorkee"** payable at Roorkee and attested/self attested **copies of marks sheets, Qualification certificates & experience certificates** at school office. Applications without demand draft will not be accepted.

4. Last Date for receiving application form is **10 May 2019.**

5. Date of interview and any other related information will be sent through e mail. Candidates must ensure to mention valid e mail id in application form at appropriate place.

6. Candidates not meeting the eligibility criteria will not be interviewed.

7. **No T.A. D.A. will be paid for appearing in the interview.**

8. Dates for Interview and Evaluation of Teaching Skills will tentatively be in **Third week of May 2019.**

9. The candidates will be required to appear for Teaching Skill Test (wherever applicable), Computer Efficiency Test and Language test for Language teacher along with the Interview. Good communication skills in English is mandatory for all posts.