ARMY PUBLIC SCHOOLS

APPLICATION FOR NON TEACHING ACADEMIC STAFF/ ADMINISTRATIVE STAFF

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Application form for the post of **IT Supervisor/ LDC/CLT/Science Lab Attendant/ Receptionist/ Accountant /Adm Supervisor Cum Head Clerk**

(Tick & write only one post)

Post _____

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Please paste recent passport size colour

photograph

Do not staple

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1 **PERSONAL DATA :**

1.1   Name in full (Block letters)   :_____

1.2   Son/Daughter/wife of   :_____

1.3   Date of Birth   :_____

1.4   Nationality   :_____

1.5   State   :_____

1.6   Address   :

_____

_____

_____

1.7   Contact Details :-

Landline No(with STD Code)   ---------------------------------

Mob No   ---------------------------------

Email ID   ---------------------------------

2 **PRESENT /PREVIOUS OCCUPATION:**

    2.1   Designation of Post   :_____

    2.2   Name and Address of Institution/Organization   :_____

    2.3   Designation of superior In charge   :_____

    2.4   Contact No of superior (for verification if need be)   :_____

    2.5   Period of notice you will have to give, if selected?   :_____

    2.6   What salary are you drawing?   :_____

3 **FAMILY LIFE**

    3.1   Marital status   Single/Married/Widowed

    3.2   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.   Languages you can read write and speak fluently.

5.1   5.2   5.3

6.   **EXPERIENCE:**

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

Experience of work for which applying (Exact dates to be indicated)		Post of Appointment	Institution/ Company	Total Exp in Years
From	To			

Include any other post held which are relevant to the subject appointment

7.   **HEALTH**:

7.1   What kind of health do you keep? _____

7.2   Do you need any medical treatment/assistance for the disease you are suffering from _____

7.3   Are you differently abled? Give details . _____

8.   **COMPUTER KNOWLEDGE** (Separate sheet can be att.)

8.1.   Have you done any degree/diploma in computer give details : _____
8.2.   Any experience on working on computer Details : _____
8.3.   Do you own a personal Laptop, if yes give details: _____
8.4.   Your knowledge of computer hardware :   _____
8.5.   Knowledge of experience of Accounting software : _____
8.6.   Knowledge of experience of Tally: _____

OTHER ACTIVITES

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

9.1_____

9.2_____

10.	Give names of two references, which should know you well personally and have an Intimate knowledge of your work (not relatives)

10.1	Name: _____10.2	Name_____

Address _____	Address:_____

_____	_____

Agreement:

11.	If appointed:-

11.1	I agree to abide by the AWES Rules and Regulation for Army Public Schools

11.2	I undertake to serve the school till the end of the final term or a period specified/ fixed by the management.

11.3	I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date : ___	2026	(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1.	Please download and print the Application Form.
2.	All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
3.	Paste one recent colored passport size photograph on the application form.
4.	Application form along with a DD of Rs 250/- in favour of Army Public School Jaipur payable at Jaipur (code 05708), all educational and experience certificates and discharge book (if ESM) duly attested will be sent in a sealed envelope marked **"Application for the post of _____"** to the Army Public School, Jaipur, Military Station Jaipur-302012 by registered/speed post and same should reach in APS Jaipur by the due date as published in the advertisement. The School will not be responsible for postal delays or non receipt of application. **No applications will be accepted via e-mail.**