

**ARMY PUBLIC SCHOOL, JAIPUR**  
**MILITARY STATION JAIPUR**  
(CBSE affiliated private unaided school)  
Tele No : 0141-2249168, 09549788333

**VACANCIES**

**10 Oct 2024**

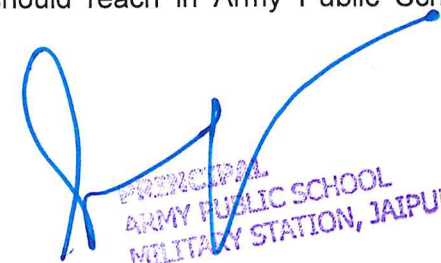
1. Army Public School Jaipur is an English Medium, Private unaided School. APS Jaipur invites applications from aspirant candidates for the following post on contractual upto three years only.
2. The details of the vacancies, minimum qualification, age criteria and other criteria age is as follows:-

S. No	Post	Total Vacancy for Post	Minimum Qualification Requirement and Age criteria for <b>Appointment</b>	Remarks
(a)	Administrative Officer	1	(i) A civilian lady/ retired or released woman officer. (ii) Upto 55 years of age. (iii) A graduate from a recognized university. Preference will be given to graduates/ post-graduate in Commerce or MBAs. (iv) 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organization. (v) Working knowledge of Computer and Accounts. (vi) Good communication skills in English and Hindi.	
(b)	Receptionist	01	(i) Graduate or ten years of service as a clerk (for Ex-Servicemen). (ii) Computer Literate. (iii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iv) Basic knowledge of accounting. (v) Good communication skills.	<b>Fresh Candidates (Less than 5 yrs experience) -</b> Below 40 years as on date of appointment <b>Experience Candidate (Incl ESM) – Below 55 years.</b>

3. Application forms to be downloaded from above website. Application duly filled along with a DD of Rs 250/- in favour of Army Public School Jaipur and payable at Jaipur, all educational and experience certificates duly self attested will be sent to the school and application should reach in Army Public School Jaipur by **30 Oct 2024**.

4. Application forwarded through e-mail will not be accepted.
5. Interview will be held in **Nov 2024** and confirm date will be informed through email and on mobile.

- Notes:-**
- (i) The school reserves the right to fill any or none of the posts as shown above.
  - (ii) The number of vacancies may increase/decrease without prior intimation.
  - (iii) Only shortlisted candidates will be called for interview. No TA/DA will be admissible.
  - (iv) Decision of Presiding Officer of Interview Panel will be final and abiding.

  
PRINCIPAL  
ARMY PUBLIC SCHOOL  
MILITARY STATION, JAIPUR

**ARMY PUBLIC SCHOOLS**

**APPLICATION FOR** \_\_\_\_\_

Application form for the post of \_\_\_\_\_

Please paste  
recent passport  
size colour  
photograph  
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. Languages you can read write and speak fluently.

- (a) (b) (c)

6. **EXPERIENCE:**

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

Experience as Accountant/ Accounts clk year (Exact dates to be indicated)		Institution/ Company	Total Exp in Years
From	To		

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

7. **HEALTH:**

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (a) Are you differently abled? Give details

8. **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 :
- (e) Knowledge of experience of Accounting software :

**OTHER ACTIVITIES**

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

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

10. 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: \_\_\_\_\_

**Agreement:**

11. If appointed:-

(a) I agree to abide by the AWES Rules and Regulation for Army Public Schools

(b) I undertake to serve the school till the end of the final term 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 .....2024

(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 form.
4. Applications 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 envelop marked “ **Application for the post of Administrative Officer/ Receptionist**” to the Army Public School, Jaipur, Military Station Jaipur-302012 by registered/speed post and same should reach in APS 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.**