

ARMY PUBLIC SCHOOL, YOL CANTT (HP)
VACANCIES : ADM STAFF

<u>S.No.</u>	<u>Posts</u>	<u>Minimum Qualifications</u>
01.	ADM OFFR (LADY)	A civilian lady/retired or released women officer with B.Com/M.Com/MBA or equivalent level educational qualification with computer literacy. Knowledge of Accts, Good communication skills in Eng. and Hindi & having 05 yrs. experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/Non Govt organisation. Must be medically fit. Desirable:- Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including labour laws.

Salary – As per AWES Rules/SAMC decisions

Note:-

1. Prescribed forms available from the school office from 10:00 a.m. to 01:30 p.m. on all working days at the cost of Rs 20/- per form.
2. Last date to submit application form: **16 Aug 2018**.
3. Age 35-45 years.
4. Short listed candidates will be called for screening/interview based on their bio-data and service experience & no correspondence will be entertained in this regard.
5. Interview date will be intimated.
6. No correspondence/telephone calls will be entertained related to vacancies or appointment in future.
7. School will not be responsible for postal delay.
8. Please fill all columns of the form.
9. Must ensure to fill in your own handwriting or your candidature may be rejected.
10. Salary: as per AWES Rules/SAMC decisions.
11. Please attach attested photocopies of all certificates as proof for date of birth, education, experience ,aadhaar card and permanent address.

ARMY PUBLIC SCHOOL, YOL CANTT
APPLICATION FORM :VACANCY FOR ADM OFFICER (LADY)-(Vac-01)
(Refer Advertisement dated 18 Jul 2018 published in
'The Tribune ' & ' Divya Himachal')

(Candidates must fill this form in their own handwriting)

Kindly fill all the columns & ensure its correctness. In case of discrepancies it may be rejected.

Post applied for : _____
Fee : Please attach Demand Draft @ Rs 100/- drawn in favour of Army Public School, Yol Cantt (Non-refundable) as Application Fee.

Please paste recent passport size colour photograph.

1. **PERSONAL DATA :**

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/Spouse of : _____
- (c) Date of Birth : _____
- (d) Nationality : _____
- (e) Religion : _____
- (f) State : _____
- (g) Address : _____

- (h) Contact Details :-
Landline No (with STD Code) : _____
Mob No : _____
Email ID : _____

2. **PRESENT OCCUPATION:**

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization. : _____
: _____
- (c) Notice Period Required : _____
- (d) Last Salary Drawn : _____

3. **PERSONAL DETAILS**

- (a) Marital status : Single/Married/Widowed
- (b) Name & occupation of Father/Spouse: _____

- (c) No of children with age and sex (i) _____
(ii) _____

4. **EDUCATIONAL QUALIFICATIONS:** Give details of all exams from Matriculation Onwards (You may attach a separate sheet if necessary) :

Examination	Name of Board/ University	Year of Passing	Subjects Taken	Percentage	Remarks

NOTE :- Please attach Aadhaar Card's photocopy.

5. Training in NCC/Scouts & Guides/Music/Art/Dramatics/NSS or other such activities. Give level of Proficiency : _____

6. Merit Scholarship/Achievements in any field. Give details _____

7. Languages you can read write and speak fluently :

(a) _____ (b) _____ (c) _____

8. **WORK EXPERIENCE** : (Put Details & attach attested Certificates).

9. **DESIRABLE EXPERIENCES** (as per our advertisement):- Put details & attach certificates.

10. **APTITUDE** :
- (a) Interest in Cultural activities/Games : _____
- (b) Hobbies : _____
11. **HEALTH**. Medical, Disability/Specific Ailment (if any) : _____
- _____
12. Specify Achievements in Co-Curricular Activities/Sports : _____
- _____
13. **OTHER ACTIVITIES**
- (a) Membership in Professional Associations : _____
- _____
- (b) Participation in committees, activities clubs and organizations. _____
- _____
- (c) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution : _____
- _____
- _____
14. Give name of two references (Not related to the applicant): -
- (a) Name: _____ (b) Name: _____
- Address: _____ Address: _____
- Mobile No: _____ Mobile No: _____

NOTE:- Candidates with full qualification requirement & experience will be considered for Contractual appointment for 03 yrs or on Adhoc till 31 Mar with salary negotiable.

AGREEMENT

15. 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 end of the Academic session.
- (c) I solemnly state that all the particulars/statements above are true to be best of my knowledge and belief.

Date:

Signature of Candidate