

ARMY PUBLIC SCHOOL, YOL CANTT

APPLICATION FOR ACCOUNTANT (ADM STAFF) LSB-INTERVIEW FOR 2023-24 (FOR REGULAR APPOINTMENT)

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Application form for the post: _____
(Mention designation)

1.	<u>PERSONAL DATA :</u>		
(a)	Name in full (Block letters)	:	_____
(b)	Son/Daughter/wife of	:	_____
(c)	Date of Birth Age as on 01 Nov 2023	:	_____ : _____ Year _____ Month _____ Days
(d)	Nationality	:	_____
(e)	State	:	_____
(f)	Address :-		
(g)	Contact Details :-		
	Landline No(with STD Code)	_____	
	Mob No	_____	
	Email ID	_____	
	Aadhar No	_____	
2.	<u>PRESENT/PREVIOUS OCCUPATION:</u>		
(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

5. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved.....

6. Merit Scholarship won? If so what? _____

7. Languages you can read write and speak fluently.

(a) (b) (c)

8. Any books/articles written? If so, give their titles/Magazines in which published?

9. **EXPERIENCE:**

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

S.No.	Unit/Fmn/Institute	Appt	Period		Responsibilities/Work experience	Total Exp in yrs
			From	To		

Include any other post held which are relevant to the field of Education

10. (a) Can you take indoor/outdoor games with boys and girls?
 Indoor Boys : _____ Outdoor Boys: _____
 Girls : _____ Girls: _____
 Which major games do you play? _____

11. **HEALTH:**

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

12. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**

What co-curricular activities can you teach? _____

13. **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 :

14. **OTHER ACTIVITIES**

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

(i) _____

(ii) _____

15. 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: _____

16. I have/have not been selected at the LSB Interviews held at _____ on _____ and I have been/have not been selected for appointment at _____.

Agreement:

17. If appointed:-

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

(b) I undertake to serve the school till the end of the final term, i.e. upto the finalization 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

.....

(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 coloured passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post. No applications will be accepted via e-mail.
5. Send DD for Rs 100/- in favour of Army Public School, Yol Cantt payable at Yol Camp.

ARMY PUBLIC SCHOOL, YOL CANTT (HP)

LSB INTERVIEW - 2023

ACCOUNTANT (ADM STAFF) REQUIRED ON REGULAR BASIS FOR EXISTING VACANCY/PANEL PREPARATION

S.No.	Post/Subject	Min Qualifications
1.	Accountant (Ex-Servicemen only)	<ul style="list-style-type: none">➤ Commerce Graduate or fifteen years service as a clerk in the Defence Services.➤ Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.➤ Minimum 5 years experience as an Accounts Clerk in the Defence Services/reputed organization.

Note:

- (a) Candidates with Higher qualifications and good experience will be preferred.
- (b) Age (As on 01 Nov 2023) upto 55 years.
- (c) Salary – As per AWES Rules/SAMC decisions.

S.No.	Post/Subject	Salary per month
(i)	Accountant	Basic pay: Rs 19,200/- + DA + HRA + Adm allce as applicable (Approx Gross: Rs 27,000/-)

- Prescribed forms available in 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.
- Last date to submit application form: 12 Oct 2023 (1300 hrs).
- 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.
- Interview dates will be intimated later through email/telephone/message.
- Kindly send application form through registered post. School will not be responsible for postal delay. Application received through email will not be accepted.
- Please fill all columns of the form. Write 'N.A.' if not applicable. Incomplete form will be rejected.
- Must ensure to fill in your own handwriting.
- It is compulsory to attach attested photocopies of all certificates as proof for date of birth, education, experience and permanent address with application form. Original documents to be produced at the time of interview.