

# ARMY PUBLIC SCHOOL, YOL CANTT

## APPLICATION FOR NON-TEACHING/ADM STAFF LSB-INTERVIEW FOR 2024-25 (FOR REGULAR/FIXED TERM APPOINTMENT/PANEL)

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**Application form for the post: \_\_\_\_\_**  
**(Mention designation)**

1.	<b><u>PERSONAL DATA :</u></b>		
(a)	<b>Name in full (Block letters)</b>	:	_____
(b)	<b>Son/Daughter/wife of</b>	:	_____ <b>(Pl mention rank if Defence person)</b>
(c)	<b>Date of Birth</b> <b>Age as on 01 Apr 2024</b>	:	_____ : ____ Year ____ Month ____ Days
(d)	<b>Nationality</b>	:	_____
(e)	<b>State</b>	:	_____
(f)	<b>Address :-</b>		
(g)	<b>Contact Details :-</b> <b>Landline No(with STD Code)</b> ----- <b>Mob No</b> ----- <b>Email ID</b> ----- <b>Aadhar No</b> -----		
2.	<b><u>PRESENT/PREVIOUS OCCUPATION:</u></b>		
(a)	<b>Designation of Post</b>	:	_____
(b)	<b>Name and Address of Institution/Organization</b>	:	_____
(c)	<b>Designation of superior In charge</b>	:	_____
(d)	<b>Contact No of superior (for verification if need be)</b>	:	_____
(e)	<b>Period of notice you will have to give, if selected?</b>	:	_____
(f)	<b>What salary are you drawing?</b>	:	_____

3	<b><u>FAMILY LIFE</u></b>	
	(a) <b>Marital status</b>	<b>Single/Married/Widow/Army widow (Pl mention.....)</b>
	(b) <b>If married/widowed</b>	<b>Name &amp; occupation of spouse</b> ----- No of children with age and sex ----- -----

4	<b><u>EDUCATIONAL RECORDS : School, College Or University</u></b>					
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 - 2024**  
**NON TEACHING/ADM STAFF REQUIRED ON REGULAR/FIXED TERM**  
**FOR EXISTING VACANCY/PANEL PREPARATION**

S.No.	Post/Subject	Min Qualifications
1.	Computer Lab Tech	➤ Min 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
2.	Lower Division Clerk (ESM only)	➤ Graduate or ten years of service as a clerk. Computer literate. ➤ Knowledge of Computer MS Office (Speed 12000 key depression per hour). ➤ Basic knowledge of accounting.
3.	Sci. Lab Att/Asst	➤ 10+2 with Science and computer literate.
4.	Driver (ESM only)	➤ Matriculate having valid heavy vehicle license. Min five years experience.

Note:

- (a) Candidates with Higher qualifications and good experience will be preferred.
- (b) Age (As on 01 Apr 2024) for Computer Lab Tech & Sci. Lab Asst/Attd.
  - (i) For fresh candidates (No experience)- Below 40 years.
  - (ii) For experienced candidates (incl ESM)- Below 57 years (minimum 5 years of experience in the last 10 years).
- (c) Age (As on 01 Apr 2024) upto 55 years for Lower Division Clerk & Driver.
- (d) Salary – As per AWES Rules/SAMC decisions.

S.No.	Post/Subject	Salary per month
(i)	Computer Lab Tech	Rs 15,311/- (Consolidated)
(ii)	Lower Division Clerk (ESM only)	Consolidated pay: Rs 14,868/- + Addl allce as applicable (Approx Gross: Rs 17,868/-)
(iii)	Sci. Lab Att/Asst	Basic pay: Rs 14,496/- + DA + HRA (Approx Gross: Rs 18,410/-)
(iv)	Driver (ESM only)	Basic pay: Rs 13,776/- + DA + HRA + Addl allce as applicable (Approx Gross: Rs 20,496/-)

- 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: 24 Feb 2024 (1400 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.