ARMY PUBLIC SCHOOL UDHAMPUR (J&K)

APPLICATION FORM FOR THE POST OF ADMINISTRATIVE STAFF
LSB (ADHOC) INTERVIEW : 2024-25

(TOTAL PAGES OF APPLICATION – 04 (PAGES)	Please paste recent passport size colour photograph (Do not staple)
Application form for the post of _____	

1. **PERSONAL DATA**.

   (a)   Name in Full **(Block Letters)**   :   _____

   (Mention title as Ms/Mrs/Mr)

   (b)   Son/Daughter/Wife of   :   _____
   (Block Letters)

   (Mention Rank in case of Serving/ESM).

   (c)   **Date of Birth & Age**   :

Date	Month	Year	Total Age As on 01 Apr 2024		
			Year	Month	Days

   (d)   Nationality   :   _____

   (e)   Present/Correspondence Address   :   _____

   _____

   _____

   (f)   Permanent Home Address   :   _____

   _____

   (g)   Registered Mob No & Landline No   :   _____

   (h)   Registered Mail ID   :   _____

   (j)   Adhar Card No   :   _____

   (k)   PAN Card No   :   _____

   (l)   Religion/Cast   :   _____

   (m)   Blood Group   :   _____

2. **PRESENT/PREVIOUS EMPLOYMENT**

   (a)   Designation of the Post   :   _____

   (b)   Name and Address of Institute/Organisation_____

   (c)   Designation of Superior In charge   :   _____

   (f)   What salary are you drawing/Drawn: _____

3. **FAMILY DETAILS.**

    (a)   Marital Status   :   Married/Unmarried/Divorced_____

    (b)   Occupation of Spouse (If married)   :   _____

    (c)   No of Children with age and sex   :   Male_____   Female_____

    (d)   Name of Next of Kin (Heir)   :   _____

    (e)   Contact No of Next of Kin(Heir)   :   _____

    (f)   Father's Name_____ _____ Mob No_____

    (g)   Mother's Name_____ _____ Mob No_____

4. **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards and attach Xerox of each Document. Original to be brought for verification at the time of interview.

Exam	Marks Obtained	Percentage %	Division	Year of passing	Subject Taken	Name of University/Board/ Institute

Note :- Attach xerox copies of certificates/degree certificates etc.

5. Fill up the under mentioned basic essential details properly. Att relevant document proof where applicable **(Strike out which ever is not applicable for you).**

HEAD CLERK					
Experience in Office Management (Years & Month)	Experience of Accounts Handling as Head Clerk (Years & Month)	Proficiency in staff Duties and drafting (Yrs & Months)	Computer Experience (MS, Power Pt, MS Ward, Tally etc) (Yrs & Months)	Total Experience as Head Clerk (Yrs/Months)	Name of Org/ Institute

ACCOUNTANT				
Basic Computer application course of Army/ Diploma in Computer Application of not less than one year duration	Knowledge of double entry system of accounting Experience (Yrs & Months)	Computer Experience (MS Ward, Excel Sheet & accounting software) (Years and Months)	Knowledge of Tally Accounts (Yes /No)	Total Accountant Experience of Defence Services / reputed organization (Years & Months)

LDC & RECEIPTIONIST				
Knowledge of Computer MS Office, Excel & Power Point Experience (Yrs & Months)	Typing Speed (Key Depression per hour)	Basic Knowledge of Accounting Experience (Yrs & Months)	Total Experience as Clerk / Receptionist (Yrs & Months)	Name of Organization/ Institute

PARAMEDICS				
Diploma in Nursing with duration (Yrs)	Name of the Institute	Under Registration No	Total Nursing Experience (Yrs & Months)	Name of the Institute

6. **For Ex-Servicemen only.**

Retired in Rank	Date of Retirement	Date of Enrollment	Trade	Medical Category	Total Service Rendered	Details of Red Ink entries in the entire Service

7. 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_____

             _____   _____

8.   **AGREEMENT (IF APPOINTED) :-**

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

    (b)   I, solemnly state that all the above particulars/Statements are true to the best of my knowledge and belief.

    Dated ....   _____
                                                (Signature of Applicant)

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

1. Fill one application form for one post only. If candidate applies for more than one post a separate application for each post is mandatory.

2. All details mentioned in the application form are mandatory. Fill up in Block Capitals where applicable.

3. Affix one recent coloured passport size photograph on the Space provided at first page right corner (DO NOT STAPLE IT).

4. Out station candidates to forward their applications through Registered post on the address ' THE PRINCIPAL ARMY PUBLIC SCHOOL, PO – P.T.A, T MORH - UDHAMPUR - 182104 alongwith Demand Draft of Rs 100/- as processing fee in favour of 'PRINCIPAL APS UDHAMPUR ' payable at Udhampur.

5. Candidates to mention Demand Draft number and date on reverse side of application on last page No 4 and also write his name and category for which applied on reverse side of Demand Draft.