

INTERVIEWS FOR VACANCIES OF ADMINISTRATIVE STAFF
IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

(a) Please download the Application Form, fill all entries and send by hand/post alongwith DD of Rs 100/- in favour of Army Public School Bareilly by 30 Jan 2023 (**incomplete applications will be rejected**). The interviews for Administrative staff will be held at Army Public School Bareilly in the last week of Apr 2022 and the same will be intimated through call letters. Also the same will be uploaded in school website.

(b) Candidates must enclose Self Addressed Registered Envelop duly affixed with postage stamp of Rs 42/- alongwith Application Form for dispatch of interview call letter.

(c) Candidates are requested to fill the application form correctly, mention their telephone numbers (active) and attach photocopies of all educational documents, valid experience certificates duly signed by the Principal of school (School's affiliation number/code must be written)

(d) The Call letters for interview will be dispatched through speed post. You may also download your call letter from school website (www.armypublicschoolbly.com), if not delivered timely to you by Speed post.

(e) Bring one set of photocopies of all certificate (Marksheet and degree/diploma certificates of graduation, post graduation & experience) alongwith originals at the time of interview.

(f) For any query, please dial: 0581-2421489 (8.30 AM to 2.00 PM) and visit school website (www.armypublicschoolbly.com) frequently to check updates.

APPLICATION FORM FOR THE POST OF ADMINISTRATIVE STAFF IN ARMY PUBLIC SCHOOL BAREILLY

Please paste recent
passport size colour
photograph. Do not
staple

Application for the Post of _____

(Supvr Administration / LDC / Computer Lab Tech)

DETAILS OF BANK DRAFT: Rs 100/- in favour of Army Public School Bareilly

Bank DD No _____ Bank Name & Date _____

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 _____

(h) Email ID (In Block Letters) _____

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 _____

(c) No of children with age and sex _____

4. EDUCATIONAL RECORDS: Give details of all exams starting from Secondary Schools onwards.

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of university/Board/Institute

Graduation / Post Graduation through correspondence or regular. _____

5. Merit Scholarship won? If so what? _____

6. Languages you can read write and speak fluently

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

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

8. EXPERIENCE:

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

Experience		School /College/Institution	Total Exp in <u>Months</u>
From	To		

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

9. Can you take indoor /outdoor games with boys and girls?

Indoor Boys _____ Outdoor Boys _____
Girl's _____ Outdoor Girls _____

Which major games do you play? _____

10. 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 _____

11. 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 _____

(c) Do you own a personal Laptop, if yes details _____

(d) Your knowledge of computer hardware _____

12. OTHER ACTIVITIES

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

(i) _____

(ii) _____

13. Give names of two references, which should know well personally and have an intimate knowledge of your work (not relatives)

(a) Name: _____
Address _____

(b) _____
Address _____

AGREEMENT

14. If Appointed:-

- (a) I agree to abide by the AWES Rule and Regulations for Army Public Schools.
- (b) I undertake to serve the school till the end of the final term, ie upto to 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)

IMPORTANT INSTRUCTIONS

Please download the Application Form, fill all entries and send by hand/post alongwith DD of **Rs 100/- in favour of Army Public School Bareilly** by **30 Jan 2023**. **No Applications will be accepted via e-mail**. Call letter for interview will be uploaded in our school website by **06 Feb 2023**. Any queries, please dial: **0581-2421489 (8.30 AM to 2.00 PM)** and visit school website www.armypublicschoolbly.com frequently for latest updates.