

**ARMY PUBLIC SCHOOL, PANAGARH**  
**APPLICATION FOR NON TEACHING STAFF**

Application form for the post of \_\_\_\_\_

Please paste  
recent passport  
size colour  
photograph  
Do not staple

1 **PERSONAL DATA :**

(a) Name in full (Block letters) : \_\_\_\_\_

(b) Son/Daughter/wife of : \_\_\_\_\_

(c) Date of Birth : \_\_\_\_\_

(d) Nationality : \_\_\_\_\_

(e) State : \_\_\_\_\_

(f) Address :

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(g) Contact Details :-

Landline No(with STD Code) -----

Mob No -----

Email ID -----

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  
 \_\_\_\_\_  
 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

Graduation/Post Graduation through correspondence or regular \_\_\_\_\_

5. Languages you can read write and speak fluently.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

6. EXPERIENCE:

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

Experience as Accountant/ Accounts clk year (Exact dates to be indicated)		Institution/ Company	Total Exp in Years
From	To		

Include any other post held which are relevant to the subject appointment

7. HEALTH:

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

8. 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 :
- (e) Knowledge of experience of Accounting software :

OTHER ACTIVITES

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

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

10. 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: \_\_\_\_\_  
\_\_\_\_\_

Agreement:

11. If appointed:-

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

(b) I undertake to serve the school till the end of the final term 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 colored passport size photograph on the form and attach one additional photograph for Call Letter.
4. Applications to be sent by post/by hand. The applications should be received by the school by the due date as published in the advertisement. The School will not be responsible for postal delays or non receipt of application. No applications will be accepted via e-mail.
5. Send a DD for Rs 250/- in favour of Army Public School, Panagarh payable at Panagarh only.