

FOR NON TEACHING STAFF

- (a) **IT Supervisor** - The IT Supervisor should have Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following (Hands on experience should be given due weight-age):-
- (i) Networking and LAN Administration.
 - (ii) Operating Systems.
 - (iii) RDBMS with programming. Proficiency in one language.
- (b) **Supervisor Administration** - Mandatory- (i) Should preferably be retired JCO / Honorary rank having administration experience. (ii) Should be of age less 55 years at the time of joining. (iii) Should have basic knowledge of handling of master ledger of stores and stores, equipment maintenance and man management. Preferred – (i) should be security course qualified (ii) Adequate working knowledge in computer (iii) Should be SHAPE-I or SHAPE-II (less 'S' factor).
- (c) **Librarian** - B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.
- (d) **Head Clerk** - Preferably an Ex-Serviceman of clerk category upto the age of 55 years. 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer Savvy - MS Office etc. Educational Qualification- Minimum Graduate in case of civilian. Should not have any disciplinary case against him in the entire service.
- (e) **Accountant** – Commerce Graduate of 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. Min 5 years experience as an Accounts Clerk in the Defence Services/reputed organization.
- (f) **Para-medics** – 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
- (g) **LDC** - Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. Knowledge of Computer MS Office (Speed 12000 key depression per hour). Basic knowledge of accounting.
- (h) **Computer Lab Technician** - Min 10+2 with one Year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
- (i) **Science Lab Attendant (Physics, Chemistry, Biology)** - 10+2 with science and computer literate.
- (j) **Receptionist** - Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. Knowledge of computer MS office. Basic knowledge of accounting with good communication skills.

- (k) **Multitasking Staff (MTS)** - Preferably matriculate or 10 years service for Ex-Serviceman.
- (l) **Gardener** - Preferably matriculate or 10 years service for Ex-Servicemen.
- (m) **Watch & Ward Staff** - Preferably matriculate or 10 years service for Ex-Servicemen.
- (n) **Housekeeping Staff** - Preferably matriculate or 10 years service for Ex-Servicemen

4. **Age as on 01 Apr 2025.** Fresh candidates should be less than 40 yrs. Experienced candidate should be below 57 years (should have minimum 05 years teaching experience in the last 10 years).
5. Candidates may apply on prescribed application form available on AWES website www.awes.com and also available on school website www.apspanagarh.com Candidates may download the application form through the above website and submit duly completed along with photocopy of all testimonials (academic & Experience), two recent coloured passport size photograph and demand draft of Rs 250/- (Rupees one hundred only) (Non refundable) in favour of **Army Public School Panagarh Payable at Panagarh.**
6. Information for interview will be intimated via email / telephone call just prior to interview. The school management reserves all rights of selection / rejection based on QR / experience / merit.
7. Last date of submission of application is **02 Mar 2025** at 1500hrs on school working day.

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 :

(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.