

**APPLICATION FORM FOR ARMY PUBLIC SCHOOL RAIWALA MILITARY STATION**

**ADMINISTRATIVE STAFF**

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) (Mr/Mrs/Miss) : \_\_\_\_\_
- (b) Son / Daughter /Wife of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_
- (d) Age : \_\_\_\_\_ (e) Nationality : \_\_\_\_\_ (f) State : \_\_\_\_\_
- (g) Whether Ex-serviceman or not? : \_\_\_\_\_ (If yes, please specify ESM JCO/OR and attach copy of discharge book)
- (h) Email ID : \_\_\_\_\_ (j) Mobile No : \_\_\_\_\_
- (k) Landline No (with STD code) : \_\_\_\_\_
- (l) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. PRESENT/PREVIOUS OCCUPATION:**

- (a) Designation of post : \_\_\_\_\_
- (b) Name and address of Institution/Organization : \_\_\_\_\_
- (c) Period of notice you will have to give, if selected?: : \_\_\_\_\_
- (d) Have you sent this application through proper channel?: \_\_\_\_\_
- (e) 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 & sex : \_\_\_\_\_

**4. QUALIFICATIONS:**

Give particulars of all examinations you have passed including training: Division or other distinction obtained commencing with the Marticulation or equivalent examination. Graduation/Post Graduation through correspondence or regular. (Please attach attested copies of all certificates)

Examination	Max. Marks	Marks obtained	Pass%	Year of Passing	Subjects taken	Name of the University/Board

- 5. Training in NCC Scouting/Art, Dramatics other such activities, Give rank status/proficiency achieved : \_\_\_\_\_
- 6. Merit Scholarship won? If so, give details \_\_\_\_\_

7. Language Proficiency :(a) English:\_\_\_\_\_ (b) Hindi \_\_\_\_\_ (c) Any other\_\_\_\_\_

8. **EXPERIENCE** : Fill the particulars in chronological order starting with your first appointment (if there is not enough space attached a separate sheet)

Experience year (Exact dates to be indicated)		Institution / Organisation	Post Held	Total Experience in years
From	To			

Include any other post held which are relevant to the appointment you are seeking.

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

10. **COMPUTER KNOWLEDGE** (Separate Sheet can be attached)

(a) Have you any degree/diploma in computer (give details):

(b) Any experience on working on computer (give details):

(c) Do you own a personal Laptop (Yes/No):

(d) Your knowledge of computer hardware:

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

(a) Name \_\_\_\_\_ (b) Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

**AGREEMENT:**

20. If appointed:-

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

(b) 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. All details at Ser 1 (Personal data) are mandatory. Fill up in Block Capitals.

2. Paste one recent coloured passport size photograph on the form and attach one additional photograph.

3. Send by post. No applications will be accepted via e-mail.

4. Send DD for Rs 100/- in favour of Army Public School Raiwala payable at PNB Military Campus Raiwala.