

**ARMY PUBLIC SCHOOLS**

**APPLICATION FOR NON TEACHING ACADEMIC STAFF/ ADMINISTRATIVE STAFF**

Application form for the post of **Supervisor Administration/ Accountant/ Upper Division Clerk/ Lower Division Clerk / Receptionist/ Science Lab Assistant / Computer Lab Technician/ Driver/ Bus Supporter/ Multitasking Staff**

**Post** \_\_\_\_\_

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 of work for which applying (Exact dates to be indicated)		Post of Appointment	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 \_\_\_\_\_

(c) 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 : \_\_\_\_\_

(f) Knowledge of experience of Tally: \_\_\_\_\_

**OTHER ACTIVITIES**

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

(a) \_\_\_\_\_

(b) \_\_\_\_\_

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 : \_\_\_ Dec 2023

(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 application form.
4. Application form along with a DD of Rs 100/- in favour of Army Public School Jaipur payable at Jaipur (code 05708), all educational and experience certificates and discharge book (if ESM) duly attested will be sent in a sealed envelope marked "**Application for the post of \_\_\_\_\_**" to the Army Public School, Jaipur, Military Station Jaipur-302012 by registered/speed post and same should reach in APS Jaipur 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 Rajasthanjobportal.com.**

**TO BE UPLOADED ON APS JAIPUR WEBSITE WWW.APSJAIPUR.EDU.IN DATE : 14 DEC 2023**

**ARMY PUBLIC SCHOOL, JAIPUR**  
**MILITARY STATION JAIPUR**  
 (CBSE affiliated private unaided school)  
 Tele No : 0141-2249168, 2249051

**VACANCIES**

**14 DEC 2023**

1. Army Public School Jaipur is an English Medium, Private unaided School. APS Jaipur invites applications from aspirant candidates for the following post:-

S. No	Post	Remarks
(a)	Supervisor Administration/ Accounts Clerk/ Upper Division Clerk/ Lower Division Clerk / Receptionist/ Science Lab Assistant / Computer Lab Technician/ Driver/ Bus Supporter/ Multitasking Staff	

2. The details of the vacancies, minimum qualification, indicative salary & age are as follows:-

S. No	Post	Total Vacancy for Post	Minimum Qualification Requirement	Age
(a)	Supervisor Administration	01 (One)	<b>Mandatory</b> (i) Retired JCO/ Hony Rank having administration experience. (ii) Basic knowledge of:- (aa) Handling of master ledger of stores. (ab) Stores, equipment maintenance and man management. <b>Preferred</b> (i) Should be security course qualified. (ii) Adequate working knowledge in Computer. (iii) Should be SHAPE-I OR SHAPE-II (Less 'S' factor)	Less than 55 years at the time of joining. For ESM 57 years.
(b)	Accountant	01	(i) Commerce Graduate or fifteen years service as a clerk in the Defence Services. (ii) 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, accounting software and Tally. (iii) Minimum 5 years experience as an Accounts Clerk in the Defence Services/ reputed organization.	<b>Fresh Candidates (Less than 5 yrs experience) -</b> Below 40 years as on appointment  <b>Experience Candidate (Incl ESM) -</b> Below 55 years.
(c)	Upper Division Clerk	01	-do-	
(d)	Lower Division Clerk	03 (Three)	(i) Graduate or ten years of service as a clerk (for Ex-Servicemen). (ii) Computer Literate. (iii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iv) Basic knowledge of accounting.	

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S. No	Post	Total Vacancy for Post	Minimum Qualification Requirement	Age
(e)	Receptionist	01 (One)	(i) Graduate or ten years of service as a clerk (for Ex-Servicemen). (ii) Computer Literate. (iii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iv) Basic knowledge of accounting. (v) Good communication skills.	Fresh Candidates (Less than 5 yrs experience) - Below 40 years as on appointment Experience Candidate (Incl ESM) - Below 55 years.
(f)	Science Assistant Lab	01 (One)	(i) 10+2 with Science. (ii) Computer Literate.	
(g)	Computer Technician Lab	01 (One)	(i) Minimum 10+2 with one year diploma in Computer Science. (ii) Knowledge of Hardware, Peripheral and Networking.	
(h)	Driver	02 (Two)	(i) Preferably matriculate or 10 years service for Ex-Servicemen. (ii) Valid Driving License of Light/Heavy vehicle.	
(j)	Bus Supporter	01 (One)	Preferably matriculate or 15 years service for Ex-Servicemen.	
(k)	Multitasking Staff (Female only)	02 (Two)	Preferably matriculate or widow of soldier/ESM	

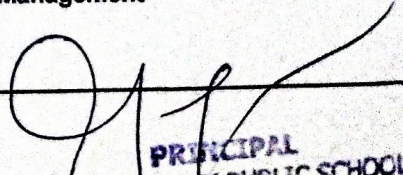
3. Application duly filled along with a DD of Rs 100/- in favour of Army Public School Jaipur and payable at Jaipur, all educational and experience certificates duly self attested will be sent to the school and application should reach in Army Public School Jaipur by 20 Jan 2024.

4. Application forwarded through e-mail will not be accepted.

5. Interview will be held in Jan/Feb 2024 and confirm date will be informed through email and on mobile.

- Notes:-** (i) The school reserves the right to fill any or none of the posts as shown above.  
(ii) The number of vacancies may increase/decrease without prior intimation.  
(iii) Only shortlisted candidates will be called for interview. No TA/DA will be admissible.  
(iv) Decision of Presiding Officer of Interview Panel will be final and abiding.

School Management

  
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**VACANCIES**

**14 Dec 2023**

1. Army Public School Jaipur invites applications for selection of following post from aspiring candidates through Regd/Speed Post:-

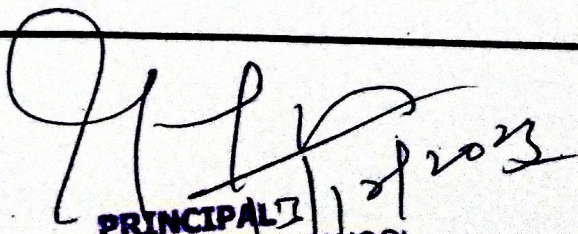
S. No	Post	Vacancy
(a)	Supervisor Administration	01
(b)	Accountant	01
(c)	Upper Division Clerk	01
(d)	Lower Division Clerk	01
(e)	Receptionist	01
(f)	Science Lab Assistant	01
(g)	Computer Lab Technician	01
(h)	Driver	02
(j)	Bus Supporter	01
(k)	Multitasking Staff	02

2. For eligibility, qualification, age, Application Form and other details visit the website of APS Jaipur ([www.apsjaipur.edu.in](http://www.apsjaipur.edu.in)).

3. Last date of receipt of Application form in Army Public School Jaipur is **20 Jan 2024**.

**School Management**

Size: 8x6mm

  
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