

**ARMY PUBLIC SCHOOLS**  
**APPLICATION FOR ADM STAFF**

**Application form for the post of Supvr Adm/LDC/CLT**

**Post : .....**

**School where you would like to work : -**

**ARMY PUBLIC SCHOOL RANCHI**

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**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  
-----  
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**4 EDUCATIONAL RECORDS: School, College or University**

Give details of all exams starting from Graduation onwards

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

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 LDC year (Exact dates to be indicated)		School/College	Total Experience Years
From	To		

7. **APTITUDE:**

(a) Other area / activities:\_\_\_\_\_

8. (a) Can you take indoor/outdoor games with boys and girls?

Indoor Boys :\_\_\_\_\_Outdoor Boys:\_\_\_\_\_

Girls :\_\_\_\_\_ Girls:\_\_\_\_\_

Which major games do you play? \_\_\_\_\_

9. **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

10. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**

What co-curricular activities can you teach?\_\_\_\_\_

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 Details.

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

(d) Your knowledge of computer hardware :

12. **OTHER ACTIVITES**

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

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

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

13. 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:**

14. If appointed:-

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

(b) I undertake to serve the school till the end of the final term, i.e. upto the finalization of the results of the class taught or a period specified/ fixed by the management.

(c) I solemnly state that 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 coloured passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post. No applications will be accepted via e-mail.
5. Send DD for Rs 100/- payable at a bank close to the location of the school.