ARMY PUBLIC SCHOOL JODHPUR

Near FOL Depot, Ajmer Road, Jodhpur – 342 015 (Raj)
Tele – 0291 – 2510559, Mobile - 9414005442

REQUIREMENT OF HEAD CLERK ON CONTRACTUAL BASIS

Eligibility Criteria.

(a) Preferably an Ex-serviceman of clerk category upto the age of 55 years. **(b)** 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. **(c)** Computer savvy – MS Office, etc. **(d)** Educational qualification – Minimum Graduate in case of civilian. **(e)** Should not have any disciplinary case against him in the entire service.

(b) **Age**. Maximum age should not exceed 45 years. However, if the individual is an ESM the maximum age shall be upto 55 years at the time of joining.

2.**How to Apply**. **(a)** Forms available in the school wef **30 Dec 2024 to 29 Jan 2025** (0900hrs to 1400 hrs on all working days) on **cash payment of Rs 250/-**. **(b)** Last date for submission of forms **29 Jan 2025 by 1430 hrs**. **(c)** Application form can also be downloaded from the school website apsjodhpur.com and be submitted alongwith DD for Rs 250/- payable in favour of Principal, APS Jodhpur duly subscribing on top of the envelope "Application for the post of Head Clerk". **(d)** Self attested copies of all academic certificates, experience certificates, discharge book & PPO will be attached with the application form failing which form will be rejected **(e)** Forms received after due date & time will not be accepted.**(f)** Shorlisted candidates will be called for interview. Intimation of the same will be given through email/telephone. **(j)** The School Management reserve all right of selection/rejection of applications.

Principal, Army Public School Jodhpur

(Self attested photocopy of academic documents & experience certificate/discharge book to be attached)

ARMY PUBLIC SCHOOL, JODHPUR

APPLICATION FORM FOR APPOINTMENT OF ADM STAFF IN THE SCHOOL

Application for the post of a ……..

1. **PERSONAL DATA** :

   (a) Name in full : Mr/ Mrs/ Miss ……..
   (in block letters)
   (b) Son / Daughter / Wife of ……
   (c) Age …… (d) Date of Birth …….
   (documentary proof will be required at the time of appointment)
   (e) Nationality ……(f) Religion ……
   (g) State …… (h) Height ……
   (j) Weight …… (k) Address ……
   ……
   ……
   PIN : ……
   Tele /Mobile No…….
   Email ID ……..
   (l) Aadhar No …… (m) PAN No ……

2. **PRESENT/PREVIOUS OCCUPATION** :

   (a) Designation of Post ……
   (b) Name and Address of Institution / Organisation ……
   ……
   (c) Designation of Superior/Incharge ……
   (d) Period of notice you will have to give , if selected ? ……
   ……
   (e) Have you sent this application through proper channel ? ……

3. **FAMILY DETAILS** :

   (a) Marital status : Single / Married / Widowed ……
   (b) If Married / Widowed : No. of Children with age and sex ……
   ……
   (c) Are your parents alive : Father …… Mother …….
   (d) Are they dependent on you ? ……
   (e) Are you dependent on them ? ……
   (f) Mobile No Father/Husband/Guardian ……

4. **EDUCATIONAL RECORD** :
   Give particulars of all examinations you have passed including training/ Institute(s), class , division or other distinction obtained commencing with matriculation or equivalent exam:-

Examination (s) Passed	Place of Education	Name of University/ Institution/Board	Year of Passing	Subjects taken	Pass Percentage

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

Year (Exact to be indicated)		Name of Institute Where Served	Post Held	Remarks
From	To			

6. **HEALTH DETAILS**:

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

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

(a) Name .....
Address .....
.....
Mobile No .....

(a) Name .....
Address .....
.....
Mobile No .....

8. **ASPIRATIONS**.

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.....
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9. **AGREEMENT** :

If appointed, I agree to abide by the AWES Rules and Regulation for Army School. I undertake to serve the school till the end of the final term i.e. upto the finalization of result of the classes taught or a period specified / fixed by the management I solemnly state that all the above particulars/ statements are true to the best of my knowledge and belief.

10. I certify that:-

(a) I am not involved in any legal/disciplinary case (in case involved, specify the details and punishment awarded where cases closed).

(b) I have not terminated/not dismissed from earlier service due to inefficiency/unsatisfactory performance of duties from any institution/previous employment.

Date : Signature of applicant