

# THE TRIBUNE

Dated :- 05 Nov 2023

Page No - 03

## ARMY PUBLIC SCHOOL BATHINDA CANTT (Affiliated to CBSE)

Mobile No : 7626064733, E-mail : [apsbathindacantt@gmail.com](mailto:apsbathindacantt@gmail.com)

### REQUIREMENT OF ADMINISTRATIVE OFFICER

(Term based appointment for three year)

1. A civilian retired or released officer upto 57 years of age as on the date this advt appears in the newspapers.
2. A graduate from a recognized university. Preference will be given to graduate / post-graduate in Commerce or MBAs.
3. 05 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt./ Non-Govt. organization.
4. Working knowledge of Computer and Accounts.
5. Good communication skills in English & Hindi.
6. Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including Labor Laws.

#### How to Apply

Download the application form given on School Website [www.apsbathinda.org](http://www.apsbathinda.org). Application form duly completed along with attested copies of certificates with processing fee of Rs 100/- in the form of Bank Draft in favour of Army Public School, Bathinda Cantt to be submitted by post/by Hand 20 Nov 2023 at the school address

1. No application other than on the given format shall be accepted.
2. The school reserves the right to fill and or none of the Post given above.
3. Decision of the Management on the selection process will be final and binding on the individual.
4. Only shortlisted candidates will be called for interview telephonically followed by email, intimating the date/ time of interview.

**Principal**  
Army Public School  
Bathinda (Punjab)

**ARMY PUBLIC SCHOOL BATHINDA CANTT**  
(Affiliated to CBSE)

Mobile No : 7626004733, E-mail : [apsbathindacantt@gmail.com](mailto:apsbathindacantt@gmail.com)

**REQUIREMENT OF ADMINISTRATIVE OFFICER**

(Term based appointment for three year)

1. A civilian retired or released officer upto 57 years of age as on the date this advt appears in the newspapers.
2. A graduate from a recognized university. Preference will be given to graduate / post-graduate in Commerce or MBAs.
3. 05 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt. / Non-Govt. organization.
4. Working knowledge of Computer and Accounts.
5. Good communication skills in English & Hindi.
6. Understanding of Govt Rules/Regulations, procurement procedure and legal aspects including Labor Laws.

**How to Apply**

Download the application form given on School Website [www.apsbathinda.org](http://www.apsbathinda.org)

Application form duly completed along with attested copies of certificates with processing fee of Rs 100/- in the form of Bank Draft in favour of Army Public School, Bathinda Cantt to be submitted by post/by Hand 20 Nov 2023 at the school address

1. No application other than on the given format shall be accepted.
2. The school reserves the right to fill and or none of the Post given above.
3. Decision of the Management on the selection process will be final and binding on the individual.
4. Only shortlisted candidates will be called for interview telephonically followed by email, intimating the date/time of interview.

Principal  
Army Public School  
Bathinda (Punjab)

**ARMY PUBLIC SCHOOL BATHINDA**  
**APPLICATION FOR ADMINISTRATIVE 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 (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					

Include any other post held which are relevant to the field.

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 :



9. **OTHER ACTIVITIES**

(a) 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 Rule 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 confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
- (d) 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 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.