

## ARMY PUBLIC SCHOOL BATHINDA MIL STN

### REQUIRES THE FOLLOWING STAFF AGAINST EXISTING/ANTICIPATED VACANCIES ON FIXED TERM/ADHOC BASIS

S.No	Post	Subject	Remarks
(a)	PGT	English, Hindi	Adhoc
(b)	TGT	English, Math, Hindi, Science, Computer Science, Music, Physical Education/Games, Yoga, Counselor	Fixed Term/ Adhoc
(c)	TGT	Punjabi	Adhoc
(d)	PRT	All Subjects	Fixed Term/ Adhoc
(e)	PRT	Sports	Adhoc
(f)	Non-Teaching Staff	Science Lab Attendant, Receptionist (Front Desk Executive)	Adhoc
(g)	Adm Staff	Adm Supervisor, LDC, Assistant Librarian, Computer Lab Technician	Fixed Term
(h)	Group D Staff	Peon, Plumber, Electrician, Lady Attendant	Adhoc
(j)	For Pre-Primary	Head Mistress, Teacher, Activity Teacher, Clerk, Peon, Ayahs, Gardener, Watchman	Adhoc

**Please forward separate application for Fixed Term & Adhoc vacancies.**

1. Details of vacancies, eligibility criteria and format of application are available on school website [www.apsbathinda.org](http://www.apsbathinda.org). Interested candidates should download application form, from school website. Application form with copies of related documents and processing fee of Rs 250/- (DD) in favor of "Principal APS Bathinda" are required to be submitted to this office on or before 20 Jan 2025 by 1700hrs. Incomplete application as per format will not be considered.
2. The school reserves the right to fill any or none of the posts as shown above. Decision of the Management on the selection process will be final and binding on the individual.
3. The number of vacancies may increase/decrease without prior intimation.
4. Scrutiny of applications will be done as per CBSE/AWES guidelines and only shortlisted candidates based on the criteria as decided by Management, will be called for interview telephonically, followed by email, intimating the date and time of interview.
5. Applications received through email will not be accepted. Incomplete forms, without DD and testimonials will be rejected.

Sd/- Principal

**ARMY PUBLIC SCHOOL BATHINDA CANTT**  
**(ENGLISH MEDIUM, CBSE AFFILIATED)**  
**website: www.apsbathinda.org**

1. Army Public School, Bathinda requires the following staff against existing/anticipated vacancies on Fixed Term/ Adhoc basis :-

Ser No	Name of Post	Qualification	Remarks																		
(a)	Essential and other qualification of PGT English, Hindi	<p><b>Essential:-</b></p> <p>1. Two years Integrated Post Graduate MA/M.Sc Course of Regional College of Education of NCERT in concerned subject with at least 50% aggregate marks.</p> <p style="text-align: center;">Or</p> <p>Post-Graduation with minimum 55% marks or equivalent grade and three-year integrated B.Ed/M.Ed.</p> <p style="text-align: center;">Or</p> <p>Master Degree from a recognized University with at least 50% marks in aggregate in any of the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S No</th> <th>Subject</th> <th>Educational Qualification (Master Degree)</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>PGT English</td> <td>English</td> </tr> <tr> <td>(ii)</td> <td>Hindi</td> <td>Hindi or Sanskrit with Hindi as one of the Subjects at graduation level.</td> </tr> </tbody> </table> <p>(2) B.Ed or equivalent degree from a recognized university.</p> <p>(3) Desirable : Knowledge of Computer Application.</p>	S No	Subject	Educational Qualification (Master Degree)	(i)	PGT English	English	(ii)	Hindi	Hindi or Sanskrit with Hindi as one of the Subjects at graduation level.										
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(i)	PGT English	English																			
(ii)	Hindi	Hindi or Sanskrit with Hindi as one of the Subjects at graduation level.																			
(b)	Essential and other qualification required (less TGT Physical Education)	<p>1. Four years" Integrated Degree Course of Regional College of Education of NCERT in the concerned subject at least 50% marks in aggregate.</p> <p style="text-align: center;">Or</p> <p>Post-Graduation with a minimum 55% marks or equivalent grade and equivalent grade and three-year integrated B.Ed/M.Ed.</p> <p style="text-align: center;">Or</p> <p>Bachelor Degree with at least 50% marks in the concerned subjects/combination of subjects and in aggregate in any one of the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S No</th> <th>Subject</th> <th>Educational Qualification</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>TGT English</td> <td>English as a subject in all three years of Graduation</td> </tr> <tr> <td>(ii)</td> <td>TGT Maths</td> <td>Bechelor degree in Mathematics with any two of the following subjects : - Mathematics, Physics, Chemistry, Economics, Computer Science, Statistics.</td> </tr> <tr> <td>(iii)</td> <td>TGT Hindi)</td> <td>Hindi as a subject in all three years of Graduation.</td> </tr> <tr> <td>(iv)</td> <td>TGT Science</td> <td>Bachelor degree in Science with any two of the following subject:- Botany, Zoology, Chemistry and Physics.</td> </tr> <tr> <td>(v)</td> <td>TGT Computer Science @</td> <td>BCA or Graduation in Computer Science or BE/B.Tech (Computer Science/IT) or Graduation in any subject and A level course from DOEACC, Min of Info &amp; Communication &amp; Technology, GOI <b>(B.Ed Mandatory)</b></td> </tr> </tbody> </table>	S No	Subject	Educational Qualification	(i)	TGT English	English as a subject in all three years of Graduation	(ii)	TGT Maths	Bechelor degree in Mathematics with any two of the following subjects : - Mathematics, Physics, Chemistry, Economics, Computer Science, Statistics.	(iii)	TGT Hindi)	Hindi as a subject in all three years of Graduation.	(iv)	TGT Science	Bachelor degree in Science with any two of the following subject:- Botany, Zoology, Chemistry and Physics.	(v)	TGT Computer Science @	BCA or Graduation in Computer Science or BE/B.Tech (Computer Science/IT) or Graduation in any subject and A level course from DOEACC, Min of Info & Communication & Technology, GOI <b>(B.Ed Mandatory)</b>	
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(b)	Essential and other qualification required (less TGT Physical Education)	<table border="1"> <thead> <tr> <th>S No</th> <th>Subject</th> <th>Educational Qualification</th> </tr> </thead> <tbody> <tr> <td>(vi)</td> <td>TGT Counsellor</td> <td>Graduate with Psychology with a Certificate or Diploma in Counseling with minimum experience of three years as Wellness Teacher/Counsellor. Graduate in Psychology or a Graduate with diploma in Psychology in schools where Psychology is taught as a subject at 10 + 2 level.</td> </tr> </tbody> </table> <p>2. B.Ed or equivalent degree from a recognized University.  3. Pass in Centre Teacher Eligibility Test(CTET)/Teachers Eligibility Teat(TET),conducted by CBSE/State Govts in accordance with the guidelines framed by the NCTE for the purpose.  4. Proficiency in teaching in English Medium.  5. Desirable: Knowledge of Computer Application.  <b>Note : @ Relaxation in B.Ed. qualification is not available for TGT (Computer Science)</b></p>	S No	Subject	Educational Qualification	(vi)	TGT Counsellor	Graduate with Psychology with a Certificate or Diploma in Counseling with minimum experience of three years as Wellness Teacher/Counsellor. Graduate in Psychology or a Graduate with diploma in Psychology in schools where Psychology is taught as a subject at 10 + 2 level.	
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(c)	TGT (Physical Education/Games)	<p>(a) Bachelor's degree with Physical Education as an elective subject with 50% marks.  OR  Bachelor's degree with physical education as an elctive subject with 45% marks and participation in National or State or Inter University competition in sports or games or athletics recognized by Association of Indian University or Indian Olympic Association.  OR  Bachelor's degree with 45 % marks and having participated in National or State or Inter-University sports or games or athletics.  OR  For deputed in-service candidate (i.e trained Education Teachers/Coashes)-Graduation with 45% marks and at least 3 years of teaching experice as per National Council for teacher Education (Recognition Norms &amp; Procedure) Regulations. 2009  OR  Graduation in Physical Education with 40% marks.  OR  Graduation with Physical Education as an elective subject with 40% marks.  OR  Graduate who participated school, inter-collegiate in sports/games or passed NCC 'C' Certification in accordance with the National Council for Teacher Education (Recognition Norms and Proceure) Regulations, 2007 notified on 10.12.2007.  OR  Graduation in Physical Education i.e, B.P.Ed.Course (or its equivalent) of 3 years duration.</p>							

Ser No	Name of Post	Qualification	Remarks
		<p>OR</p> <p>Graduate having represented State/University in sports/games/athletics.</p> <p>OR</p> <p>Graduate who ha secured 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in inter-Collegiate sports/games tournament/Possessing NCC 'C' Certificate or passed basic Course in Adventure Sports.</p> <p>OR</p> <p>Graduate with one-year training programme in sports Science, Sports Management. Sports Coaching, Yog, Olympic Education, Sports Journalism etc, (in accordance with the National Council for Teacher Education Form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of teacher education programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002.</p> <p>AND</p> <p>(b) Bachlor of Physical Education (B.P.Ed) of at least one year duration (or its equivalent) from any National Council for Teacher Education recognized institution.</p>	
(d)	TGT Yoga	As per CBSE Norms	
(e)	TGT Music	As per CBSE Norms	
(f)	TGT Punjabi	<p><b>1. Graduate</b> (with the subject in which employment is sought), <b>B.Ed</b> and equivalent with minimum <b>50% marks in each</b>. In case the candidate has not got 50% marks in graduation but has obtained 50% or more marks in Post-graduation in the subject, the candidature shall be valid.</p> <p><b>2. Good communication skills in English is mandatory.</b></p>	
(g)	PRT(All Subjects)	<p><b>Essential:</b></p> <p>1. Graduate holding Bachelor's degree with at least 50% marks in the concerned subject/combination/ of subjects and in aggregate.</p> <p>2. B.El.Ed./ 02-year D.El.Ed.</p> <p>Or</p> <p>Candidates with B.Ed. or Integrated B.Ed. can also apply with fulfillment of the condition of six-month PDPET/Bridge Course from an NCTE recognized institute as when NCTE approves any institute to conduct the said course within two years of recruitment as PRT or commencement of the course whichever is later.</p> <p>3. Pass in Central Teacher Eligibility Test (CTET)/Teachers Eligibility Test (TET), conducted by CBSE/State Govt in accordance with the guidelines framed by the NCTE for the purpose.</p> <p>4. Proficiency in teaching in English medium.</p> <p>5. Knowledge of Computer Application is desirable.</p>	

Ser No	Name of Post	Qualification	Remarks
(g)	PRT-Sports	<p>(a) Bachelor's degree with Physical Education as an elective subject with 50% marks. OR Bachelor's degree with physical education as an elective subject with 45% marks and participation in National or State or Inter University competition in sports or games or athletics recognized by Association of Indian University or Indian Olympic Association. OR Bachelor's degree with 45 % marks and having participated in National or State or Inter-University sports or games or athletics. OR For deputed in-service candidate (i.e trained Education Teachers/Coaches)-Graduation with 45% marks and at least 3 years of teaching experience as per National Council for teacher Education (Recognition Norms &amp; Procedure) Regulations. 2009 OR Graduation in Physical Education with 40% marks. OR Graduation with Physical Education as an elective subject with 40% marks.  OR Graduate who participated school, inter-collegiate in sports/games or passed NCC 'C' Certification in accordance with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007. OR Graduation in Physical Education i.e, B.P.Ed.Course (or its equivalent) of 3 years duration. OR Graduate having represented State/University in sports/games/athletics. OR Graduate who has secured 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in inter-Collegiate sports/games tournament/Possessing NCC 'C' Certificate or passed basic Course in Adventure Sports. OR Graduate with one-year training programme in sports Science, Sports Management. Sports Coaching, Yog, Olympic Education, Sports Journalism etc, (in accordance with the National Council for Teacher Education Form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of teacher education programmes and permission to start new course or training) Regulations, 2002 notified on 13.11.2002. AND</p> <p>(b) Bachelor of Physical Education (B.P.Ed) of at least one year duration (or its equivalent) from any National Council for Teacher Education recognized institution.</p>	

Ser No	Name of Post	Qualification	Remarks
(h)	Adm Supervisor	(a) Preferably an Ex Serviceman JCO/Hony Cammission Rank, In case of Civs, graduate from a recognized university and must have min seven years of experience in administration preferably in an academic institution. (b) Should have basic knowledge of computer and Accounts. (c) Should have basic knowledge Documentation, Stores and Equipment handling. (D) Should have basic knowledge Good Comn skill in English and Hindi.	
(j)	LDC	(a) Graduate or ten yrs of service as a clerk (for Ex-serviceman) computer literate. (b) Knowledge of Computer MS Office (Speed 12000 keys depression per hour). (c) Basic knowledge of accounting.	
(k)	Assistant Librarian	B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and Computer literate. Experience candidates will be preferred.	
(l)	Computer Lab Technician	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.	
(m)	Science Lab Attendant	10+ 2 with Science and computer literate	
(n)	Receptionist	Good communication skills with 1. Graduate or ten yrs of service as a clerk (for Ex-Serviceman).computer literate. 2. Knowledge of Computer MS Office (Speed 12000 key depression per hour). 3. Basic knowledge of accounting.	
(o)	Peon	1. 10th pass or 10 years service for Ex-Serviceman 2. Having pleasing personality	
(p)	Plumber	Should be capable to Maintain/repair, install, and maintain plumbing fixtures and systems for drainage, heating, drinking, venting, and sewage	
(q)	Electrician	Should be capable to maintain/repair all electric gadgets/appliances. Candidates having diploma/certificate course, trainee under apprenticeship Act 1961 in Electrician/Allied Field from recognized institutions shall be preferred. Experienced candidates can also apply.	
(r)	Lady Attendant	1. Xth or XIIth pass. 2. Preference will be given to candidates with a diploma or certification in healthcare, nursing assistance, or first aid. Experience - Previous experience in healthcare settings, as a hospital attendant, nurse's aide, or similar role.	
<b>For Pre- Primary</b>			
(s)	HM	1. Graduate or above in any discipline 2. Mandatory – A Teaching Degree B.Ed (Elementary Education or NTT (mandatory) 3. Experience as required under anyone of the following clauses: - • At least 3 years experience of administrative charge of a recognized Middle School or higher classes. • At least 5 years experience as Head of School (Headmaster/Headmistress/Coordinator/Supervisor of Primary Wing of a recognized High School or an APPS. 4. Age criteria will be Below 55 years on the date of appointment..	

Ser No	Name of Post	Qualification	Remarks
(t)	Teachers	1. Must have at least qualified Grade XII through any recognized Board CBSE/ICSE/NIOS etc. with minimum 50% marks. 2. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable.	
(u)	Activity Teacher	1. Must have at least qualified Grade XII through any recognized Board CBSE/ICSE/NIOS etc. with minimum 50% marks. 2. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable.	
(v)	Clerk	1. Preferably an Ex-Serviceman of Clerk category up to the age of 55 years. 2. 5-10 Years' experience in office management, account handling as Head clerk with high proficiency in staff duties and drafting experience. 3. Computer Savvy-MS Office. Etc. 4. Educational Qualification- Minimum Graduate in case of Civilian. 5. Should not have any disciplinary case against him in the entire service.	
(w)	Peon	At least 8 <sup>th</sup> Pass.	
(x)	Ayahs	At least 8 <sup>th</sup> Pass.	
(y)	Gardener	At least 8 <sup>th</sup> Pass.	
(z)	Watchman	At least 8 <sup>th</sup> pass.	

2. For passing the Online Screening Test is henceforth NOTs MANDATORY for appearing for the interview and evaluation of Teaching Skills & Computer proficiency however, after selection for the post of a teacher (Fixed Term Basis), the candidate must pass the OST within one year of being appointed with a minimum overall raw score of 40% (80 Marks).

3. **Age and Experience Criteria of Candidates.**

(a) **All Categories.** As on 01 April of the year of appointment, the age and experience of the candidates and weightage to Army Spouses should be as under:-

(a) **Army Spouses.**

Ser No	Age (in years)	Minimum(Teaching) Experience Required	Remarks
(i)	0-40	Nil	-
(ii)	40 to 57	05 years	Experience is cumulative

**Note.** For Ser 3 (a) (ii) experience should be in the appropriate category (For PGT category the candidate should have worked as PGT/TGT. Experience gained as PRT in the same period shall not be counted for appointment as PGT. For the post of TGT, experience gained as PRT shall however be accepted and as per extant qualifications laid down by regulatory bodies).

**(c) Others (Experience).**

Ser No	Age (years)	Minimum(Teaching) Experience Required	Remarks
(i)	Below 40	Fresh Candidates (No Teaching Experience)	-
(ii)	40 to 57	05 years	In last ten years

**Note.** For Ser 3 (c) (ii), 05 years experience is mandatory in the appropriate category in the last ten years (For PGT category the candidate should have worked as PGT/TGT. Experience gained as PRT in the same period shall not be counted for appointment as PGT. For the post of TGT, experience gained as PRT shall however be accepted and as per extant qualification laid down by regulatory bodies).

4. **Qualifications:** Minimum qualifications for teaching staff at various levels, i.e, PGT,TGT, and PRT will be in accordance with the guidelines issued by NCTE/ CBSE / KV Sangathan. Though these minimum qualifications have been considered, in some instanced AWES has raised the minimum standards further for the benefit of the students.

**Qualifications Criteria.** The requisite qualifications are as under:-

Ser No	Post	Minimum Qualifications			Aggregate%
		Education	Aggregate %	Professional	
1.	PGT	Post-Graduation	50	B.Ed.	50
2.	TGT	Graduation	50*	B.Ed.	50
3	PRT	Graduation	50*	D.El.Ed./B.El.Ed. <b>In case candidates with D.El.Ed / B.El.Ed qualifications are not available</b> , candidates with B.Ed. can also be selected. B Ed qualified candidates will have to subsequently undergo a six-month PDPET/Bridge Course from an NCTE recognized institution as and when NCTE approves any institution to conduct the said course within two years of recruitment as PRT or beginning of the course whichever is later.	50

**Note 1**

(i) In addition to the minimum aggregate percentage mentioned in the table above, a candidate should have scored no less than 50% marks in each of the subjects in which they have graduated/post –graduated. Details mark sheets will be scrutinized during the interview.



(ii) \*A Post-Graduate with less than 50% aggregate marks in Graduation can also apply for the post of a TGT / PRT, provided the candidate has scored a minimum of 50% or more aggregate marks in Post-Graduation.

(iii) CTET / TET conducted by Centre / State government is mandatory for appointment as TGTs/PRTs in the REGULAR and FIXED TERM category. Candidates who have not qualified CTET/TET but found fit in all other aspects may be considered for appointment on vacancies which may be ADHOC in nature.

(iv) Aggregate percentage will be based on the marks for the entire duration of Graduation/Post Graduation.

(v) No specific academic qualification is laid down for activity teachers. Their selection will be subject to suitability based on experience and knowledge as assessed by the Board. Good communication skills in English is mandatory.

5. Application forms are available at school office on all working days during office hours from 0900hrs to 1400hrs for the above posts. The same can also be downloaded from school website: [www.apsbathinda.org](http://www.apsbathinda.org)

6. Application forms along with all testimonials / certificates alongwith a demand draft of Rs. 250/- in favour of "Principal APS Bathinda" are required to be submitted to school office or sent through Registered Post, on or before 20 Jan 2025. The application form along with a DD of Rs 250/- will be sent to the school in which the candidate is seeking appointment. Thereafter no application form will be accepted at any stage.

7. All candidates will be tested for Computer Literacy. Language Proficiency test for language teachers will be conducted.

8. Date & Time of interview will be intimated to only short listed candidates through mobile/telephonically/e-mail.

9. Please don't forget to mention your e-mail ID for further correspondence.

**Notes:-**

Eligibility for interview: - (a) Those in possession of Valid Score Cards of previous years shall be eligible for interviews even if they did not have 50% marks in Graduation/PG as well as B.Ed. (b) The school reserves the right to fill any or none of the posts given above. (d) The number of vacancies may increase/decrease without prior intimation. (e) Only shortlisted candidates will be called for interview. (f) No TA/DA will be admissible. (g) Decision of Presiding Officer of Interview Panel will be final & abiding.

10. **Administrative Staff:-**

(a) **Age:-** (i) 45 Years, For Ex-Serviceman (ESM) age shall be upto 55 years at the time of initial joining.

(ii) For Adm Supervisor - Age Upto 57 Years for ESM and upto 55 years for Civs

(b) **Period of Engagement:-** (i) Fixed Term- for three years.

(ii) Adhoc- upto 11 months.



**Graduation/Post Graduation through correspondence or regular \_\_\_\_\_**

5. Have you cleared CSB:\_\_\_\_\_ CTET/STET:\_\_\_\_\_ (if yes/ date) (if yes/date)
6. Name of classes you would prefer to teach with subjects:-  
(a) Classes \_\_\_\_\_ (b) subjects:\_\_\_\_\_
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved..... \_\_\_\_\_
8. Merit Scholarship won? If so what?\_\_\_\_\_
9. Languages you can read write and speak fluently.  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_
10. Any books/articles written? If so, give their titles/ Magazines in which published?  
\_\_\_\_\_

11. **EXPERIENCE:**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					
Experience as TGT year (Exact dates to be indicated)						
From	To					
Experience as PRT year (Exact dates to be indicated)						
From	To					

Include any other post/posts held which are relevant to the field of Education

12. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most? \_\_\_\_\_
- (b) Other area (Cultural activities): \_\_\_\_\_

13. (a) Can you take indoor/outdoor games with boys and girls?  
Indoor : \_\_\_\_\_ Outdoor : \_\_\_\_\_  
Girls : \_\_\_\_\_ Girls: \_\_\_\_\_  
Which major games do you play? \_\_\_\_\_

14. **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

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

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

16. **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 :
17. **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) \_\_\_\_\_
18. 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:**

- 19 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, ie upto the finalization of the results of the class taught 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. Application will be accepted through post or by hand. Application received through Courier or email will not be accepted. Incomplete forms and forms without DD and testimonial will be rejected.
3. Enclose a DD of Rs 250/-(DD) in favour of "Principal APS Bathinda".
4. Kindly write the following details on the back side of DD:-
  - (a) Name of the Post
  - (b) Name of the Candidate
  - (c) Name of Candidate's Father Name
  - (d) Contact No
  - (e) Name of the Category Applied (Adhoc / Contractual)

**ARMY PUBLIC SCHOOL BATHINDA**  
**APPLICATION FOR ADMINISTRATIVE STAFF**

Application form for the post of :-.....

Category : **FIXED TERM**  (PLEASE TICK ONE)

**ADHOC**

Please paste  
recent  
passport size  
coloured  
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) Time period, required (by you) to join, if selected? : \_\_\_\_\_
- (f) What salary are you drawing? : \_\_\_\_\_

**3 FAMILY DETAILS**

- (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/posts 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. Application will be accepted through post or by hand. Application received through Courier or email will not be accepted. Incomplete forms and forms without DD and testimonial will be rejected.

3. Enclose a DD of Rs 250/- in favour of "Principal APS Bathinda".

4. *Kindly write the following details on the back side of DD:-*

(a) *Name of the Post*

(b) *Name of the Candidate*

(c) *Name of Candidate's Father Name*

(d) *Contact No*

(e) *Name of Category applied (Adhoc / Contractual)*