

## ARMY PUBLIC SCHOOL, MEERUT CANTT

### REQUIRES

| S.No. | Category   | Minimum Qualification   | Monthly Emolument |
|-------|------------|---|-------------------|
| 1     | Head Clerk | (a) Graduate or fifteen years of service as a clk (for ex Serviceman) Computer literate.<br>(b) Good working knowledge of office Rules and Regulations.<br>(c) Computer savvy (12000 key depression per hour). Knowledge of software applications used by schools.<br>(d) 10 years' experience as a clk in a reputed organization preferably a school.<br>(e) Ability to draft letters. | Rs. 14,300/-      |
| 2     | UDCs       | (a) Graduate or fifteen years of service as a clk (for ex Serviceman) Computer literate.<br>(b) Computer savvy (12000 key depression per hour). Knowledge of software applications used by schools.<br>(c) 05 years' experience as a clk in a reputed organization preferably a school.<br>(d) Ability to draft letters.  | Rs. 13,600/-      |
| 3     | LDCs       | (a) Graduate or ten years' service as a clk (For ex-serviceman). Computer literate.<br>(b) Typing speed minimum 40 wpm min.<br>(c) Knowledge of computer Ms Office (speed 8000 key depression per hour).<br>(d) Basic knowledge of accounting   | Rs. 12,600/-      |

1) A candidate can apply only for one post.

2) Age Limit: Below 55 years as on 01<sup>st</sup> July 2018.

3) Eligible candidates can download prescribed Form from school website and submit it in school office on or before **03 Oct 2018 along with:-**

(i) DD for Rs.100/- in favour of Army Public School, Meerut.

(ii) A set of photocopies of certificates, marksheets, proof of age and experience certificates. Ex-Serviceman should submit photocopy of Discharge Book.

#### 4) Selection Procedure & Tentative Schedule

|   |   |
|---|---|
| (i) English & Computer Test.                                      | <b>05 Oct 2018</b><br>At 0900hrs, Army Public School, Meerut  |
| (ii) Result (Shortlisted candidates will be called for interview) | <b>06 Oct 2018</b> (List will be displayed on website <a href="http://www.apsmeerut.com">www.apsmeerut.com</a> )<br><b>(NO CALL LETTERS BEING SENT)</b> |
| (iii) Interview   | <b>08 Oct 2018</b>  |

**Note: For more details contact 0121-2970133 and visit school website [www.apsmeerut.com](http://www.apsmeerut.com) for updates.**

Principal  
APS, Meerut  
For Chairman

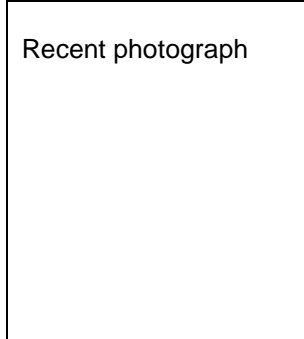
**ARMY PUBLIC SCHOOL, MEERUT CANTT**

**APPLICATION FOR ADM STAFF**

APPLICATION FORM FOR THE POST OF \_\_\_\_\_

**1. PERSONAL DATA:**

- (a) Name in full : \_\_\_\_\_  
(Block letters)
- (b) Son/Daughter/Wife of : \_\_\_\_\_
- (c) Service rendered in Army in : \_\_\_\_\_  
Yrs (Arm & Trade)
- (d) Age : \_\_\_\_\_
- (e) Date of Birth : \_\_\_\_\_
- (f) Nationality : \_\_\_\_\_
- (g) Religion : \_\_\_\_\_
- (h) State : \_\_\_\_\_
- (m) Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Mob No. : \_\_\_\_\_
- E mail id : \_\_\_\_\_



**2. PRESENT OCCUPATION:**

- (a) Designation of post : \_\_\_\_\_
- (b) Name and address : \_\_\_\_\_  
of Institution/Organization
- (c) Designation of superior : \_\_\_\_\_  
in charge
- (d) Period of notice you will : \_\_\_\_\_  
have to give, if selected?
- (e) What Salary are you drawing? : \_\_\_\_\_

**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? : \_\_\_\_\_

**4. EDUCATIONAL RECORD: School/College or University:**

Give particulars of all examinations you have passed including training institute (s) class, division or other distinction obtained commencing with the Matriculation or equivalent examination:-

| Examination | Class or division and percentage of marks obtained |                |            | Year | Subject Taken | Name of university/<br>Institution/<br>Board |
|-------------|--|----------------|------------|------|---------------|--|
|             | Division   | Marks Obtained | Percentage |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |
|             |  |                |            |      |               |  |

5 Languages you can read, write and speak fluently

(a) (b) (c)

6. **Experience**

| Organisation | Designation | From | To | Responsibilities | Exp in years |
|--------------|-------------|------|----|------------------|--------------|
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |
|              |             |      |    |                  |              |

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 \_\_\_\_\_  
\_\_\_\_\_

8. **COMPUTER KNOWLEDGE**

(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:

**OTHER ACTIVITIES**

(a) Membership and office in professional Associations: \_\_\_\_\_

(b) Participation in committees, activities clubs and organization \_\_\_\_\_

**AGREEMENT:**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)