

# ARMY PUBLIC SCHOOL UDHAMPUR (J&K)

## APPLICATION FORM FOR THE POST OF ADM STAFF (LDC) WALK - IN - INTERVIEW : JUL 2024

(TOTAL PAGES OF APPLICATION - 04 (PAGES))

Application form for the post of \_\_\_\_\_

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(Do not staple)

### 1. PERSONAL DATA.

(a) Name in Full (**Block Letters**) : \_\_\_\_\_  
(Mention title as Ms/Mrs/Mr )

(b) Son/Daughter/Wife of \_\_\_\_\_  
(**Block Letters**) : \_\_\_\_\_  
(Mention Rank in case of Serving/ESM).

(c) **Date of Birth & Age** :

Date	Month	Year	Total Age As on <b>01 Apr 2024</b>		
			Year	Month	Days

(d) Nationality : \_\_\_\_\_

(e) Present/Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Permanent Home Address : \_\_\_\_\_  
\_\_\_\_\_

(g) Registered Mob No & Landline No : \_\_\_\_\_

(h) Registered Mail ID : \_\_\_\_\_

(j) Adhar Card No : \_\_\_\_\_

(k) PAN Card No : \_\_\_\_\_

(l) Religion/Cast : \_\_\_\_\_

(m) Blood Group : \_\_\_\_\_

### 2. PRESENT/PREVIOUS EMPLOYMENT

(a) Designation of the Post : \_\_\_\_\_

(b) Name and Address of Institute/Organisation \_\_\_\_\_

(c) Designation of Superior In charge : \_\_\_\_\_

(f) What salary are you drawing/Drawn: \_\_\_\_\_

3. **FAMILY DETAILS.**

- (a) Marital Status : Married/Unmarried/Divorced\_\_\_\_\_
- (b) Occupation of Spouse (If married) : \_\_\_\_\_
- (c) No of Children with age and sex : Male\_\_\_\_\_ Female\_\_\_\_\_
- (d) Name of Next of Kin (Heir) : \_\_\_\_\_
- (e) Contact No of Next of Kin(Heir) : \_\_\_\_\_
- (f) Father's Name\_\_\_\_\_ Mob No\_\_\_\_\_
- (g) Mother's Name\_\_\_\_\_ Mob No\_\_\_\_\_

4. **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards and attach Xerox of each Document. Original to be brought for verification at the time of interview.

Exam	Marks Obtained	Percentage %	Division	Year of passing	Subject Taken	Name of University/Board/Institute

**Note :- Attach xerox copies of certificates/degree certificates etc.**

5. Fill up the under mentioned basic essential details properly. Att relevant document proof where applicable (**Strike out which ever is not applicable for you**).

<b>LDC</b>				
<b>Knowledge of Computer MS Office, Excel &amp; Power Point Experience (Yrs &amp; Months)</b>	<b>Typing Speed (Key Depression per hour)</b>	<b>Basic Knowledge of Accounting Experience (Yrs &amp; Months)</b>	<b>Total Experience as Clerk / Receptionist (Yrs &amp; Months)</b>	<b>Name of Organization/ Institute</b>

**6. For Ex-Servicemen only.**

<b>Retired in Rank</b>	<b>Date of Retirement</b>	<b>Date of Enrollment</b>	<b>Trade</b>	<b>Medical Category</b>	<b>Total Service Rendered</b>	<b>Details of Red Ink entries in the entire Service</b>

7. 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 \_\_\_\_\_  
 \_\_\_\_\_

**8. AGREEMENT (IF APPOINTED ):-**

- (a) I, agree to abide by the AWES Rules and Regulations for Army Public Schools.
- (b) I, solemnly state that all the above particulars/Statements are true to the best of my knowledge and belief.

Dated .....

\_\_\_\_\_  
(Signature of Applicant)

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES**

1. Fill one application form for one post only. If candidate applies for more than one post a separate application for each post is mandatory.
2. All details mentioned in the application form are mandatory. Fill up in Block Capitals where applicable.
3. Affix one recent coloured passport size photograph on the Space provided at first page right corner (DO NOT STAPLE IT).
4. Out station candidates to forward their applications through Registered post on the address ' THE PRINCIPAL ARMY PUBLIC SCHOOL, PO - P.T.A, T MORH - UDHAMPUR - 182104 alongwith Demand Draft of Rs 100/- as processing fee in favour of 'PRINCIPAL APS UDHAMPUR ' payable at Udhampur.
5. Candidates to mention Demand Draft number and date on reverse side of application on last page No 4 and also write his name and category for which applied on reverse side of Demand Draft.