ARMY PUBLIC SCHOOL AMBALA CANTT
APPLICATION FOR ADM STAFF (ADHOC BASIS)

(a) Application form for the post of : **Adm Staff: Librarian, IT Supervisor,Head Clk,Accountant & Adm Supvr** **Post : _____** **(b) Bank Draft for Rs.250/- baring No_____ dated _____ 2026** **Bank drawn _____**	**Please paste recent passport size colour photograph** **Do not staple**

1.	**PERSONAL DATA :**		
	1.1	Name in full (Block letters)	**:**
	1.2	Son/Daughter/wife of	**:**
	1.3	Date of Birth	**:**
	1.4	Nationality	**:**
	1.5	State	**:**
	1.6	Address (for correspondence)	**:**
	1.7	Contact Details Landline No(with STD Code)----------Mob No ---------- Email ID **(IN CAPITAL LETTERS**) ----------	
2.	**PRESENT /PREVIOUS OCCUPATION:**		
	2.1	Designation of Post	**:**
	2.2	Name and Address of Institution/Organization	**:**
	2.3	Designation of superior in-charge Contact No of superior in Charge **(for verification if need be)**	**:**
	2.4	Period of notice you will have to give, if selected?	**:**
	2.5	What salary are you drawing?	**:**
3.	**FAMILY DETAILS**		
	3.1	Marital status	Single/Married/Widowed
	3.2	If married/widowed	Name & occupation of spouse (Name)_____ (Occupation)_____ If Army, Rank_____ Office_____ Serving /retired_____ No of children with age and sex:

4. **EDUCATIONAL RECORDS: School, College or University**
Give particulars of all exams from Secondary School onwards (You may attach separate sheet if necessary),

Examination	Marks Obtained	Percentage	Division	Yearof passing	Subjects taken	Name of University/ Board/Institute

**** Graduation / Post Graduation through correspondence or Regular ……**

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:
(9.1)_____ (9.2)_____ (9.3) _____

11. **EXPERIENCE**:

Experience in the post applied		Name of School /College	Total Experience in Years

12. **APTITUDE:**

(12.1) Other area (Cultural activities):_____

13. 13.1 Can you take indoor/outdoor games with boys and girls?
Indoor Boys :_____ Outdoor Boys:_____
Girls :_____ Girls:_____
Which major games do you play? _____

14. **HEALTH**:

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

(16.1) Have you done any degree/diploma in computer give details:
(16.2) Any experience on working on computer Details.
(16.3) Do you own personal Laptop, if yes give details:
(16.4) Your knowledge of computer hardware:

17. **OTHER ACTIVITES**

17.1 In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

17.1.1 _____

17.2.2 _____

17.2 Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

Name……. Name…….....

Address …….. Address …….

…… ……..

18. I have / have not been selected at the CSB Interviews held at _____ on_____ and I have been /have not been selected for appointment at_____.

AGREEMENT:

19. **If appointed:-**

19.1 I agree to abide by the AWES Rule and Regulation for Army Public Schools

19.2 I undertake to serve the school till the end of the final term, ieupto the finalization of the results of the class taught or a period specified/ fixed by the management.

19.3 I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.

19.4 I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

19.5 I will qualify OST conducting by AWES within the time frame mandated by AWES.

Date . . . . . ……

(Signature of applicant)

DOCUMENTS ATTACHED (PLEASE TICK)

Birth Certificate ☐ **Class X & XII Certificate** ☐ **Graduation Certificate** ☐ **Post Graduation Certificate** ☐

B.Ed. Certificate ☐ **Diploma in Elementary Education** ☐ **Demand Draft** ☐ **Experience Certificates** ☐

Bridge Course Certificate with B.Ed. (If candidate is applying for PRT) ☐

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.

2. All details at Ser 1 (Personal data) are mandatory. Fill up in CAPITALS LETTERS.

3. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.

4. Send by post before or on **21 Feb 2026**. **No applications will be accepted after due date and without valid attested certificates. Application sent by e-mail and NOT in the given format will not be considered.**

5. One form is applicable for one post.

6. **Application Form alongwith documents, certificates and Demand Draft to be sent to the respective school for which the candidate wishes to apply.**

7. **Demand draft for Rs 250/- for each form should be in favour of Army Public School, Ambala Cantt, payable at Ambala.**

POTSTAL ADDRESS

Name of APS	**Address**
Army Public School Ambala Cantt	Army Public School 90, Alexandra Road Ambala Cantt-133001 Haryana