



**ARMY PUBLIC SCHOOL
SHANKAR VIHAR, DELHI CANTT- 110010**

Email: - apssvprincipal@gmail.com Ph: - (011- 26153559)

**APPLICATION FOR APPOINTMENT OF ADMINISTRATIVE OFFICER
ON CONTRACTUAL BASIS IN APS SHANKAR VIHAR**

Passport Size
photographs

1. **PERSONAL DATA**

- (a) Name in Full (Block Capital Letters) : _____
- (b) Father's / Husband's Name : _____
- (c) Age with Date of Birth : _____
- (d) Nationality : _____
- (e) State : _____
- (f) Contact Details :-
- (i) Mobile No / Land Line No : _____
- (ii) Email ID : _____

2. **CATEGORY**

- (a) Civil Lady Offr/Retired : _____
Woman Officer)

3. **PRESENT / PREVIOUS OCCUPATION**

- (a) Designation of Post : _____
- (b) Name and address of Institution / : _____
Organisation
- (c) Designation of Superior In charge : _____
- (d) Contact No of Superior (for : _____
verification if need be)
- (a) Salary drawn : _____

4. **FAMILY DETAILS.**

- (a) Marital Status : _____(Single/Married/Widow)
- (b) If married : Name & Occupation of spouse

5. **QUALIFICATIONS**

- (a) Civil Qualification : _____
- (b) Civil Professional / Technical : _____
- (c) Graduate /Post Graduate in : _____
Commerce with name of University
- (d) MBAs/Law Degree : _____
- (e) Competency in usage of
 - (i) Computer softwares : _____
 - (ii) Accounting softwares : _____

6. **EXPERIENCE**

- (a) Experience in Civil : _____
- (b) Experience in defence : _____
- (c) Experience in administration, : _____
preferably in schools.

7. Knowledge of

- (i) Govt Rule / Regulations : _____
- (ii) Procurement Procedure : _____
- (iii) Legal aspects including labour law : _____

8. Medical Fitness (SHAPE-I) : _____

9. Copies of Civil education Certificate &:
Experience Certificate including CVs. _____

10. Address of communication : _____

11. Permanent Address : _____

12. Special achievements (If any) : _____

Dated : 2021

(Signature of the Candidate)