



## **ARMY PUBLIC SCHOOL DEVLALI**

(Affiliated to CBSE New Delhi)

Hampdon Lines Devlali – 422401

Web : [www.apsdevlali.in](http://www.apsdevlali.in)

email : [apsdevlali2001@gmail.com](mailto:apsdevlali2001@gmail.com),

### **REQUIRES FOLLOWING NON TEACHING STAFF FOR ARMY PUBLIC SCHOOL DEVLALI**

<b><u>Ser No</u></b>	<b><u>Vacancy</u></b>	<b><u>Qualification</u></b>
1.	Head Clerk	Minimum Graduate. Ex-Servicemen of Clerk category (JCO/OR) upto the age of 55 years. 5-10 years of experience in office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. Computer savvy.
2.	LDC (Clerk)	Commerce Graduate with Good Knowledge of Accounts & Computers (MS Office). Ex-Servicemen with ten years of service as a clerk (for Ex-Servicemen).
3.	Librarian	B. Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate with three years experience.
4.	Computer Laboratory Technician	Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
5.	Science Lab Attendant	Science Graduate (Biology/ Physics/ Chemistry) and Computer literate

#### **Notes :-**

1. Application form can be downloaded from [www.apsdevlali.in](http://www.apsdevlali.in). Hard copy of application form along with a DD of Rs 100/- in favour of Army Public School Devlali and attested copies of educational qualifications, experience certificate, Aadhar Card to be sent by post or to the school email id [apsdevlali2001@gmail.com](mailto:apsdevlali2001@gmail.com) to the Principal , Army Public School Devlali, Hampdon Lines Devlali – 422401 by **26 Dec 2023**.
2. **Age Criteria**. Below 40 years for fresh candidates and experience candidate below 57 years (Min 5 years of experience in the last 10 years)
3. Fluency in English and Computer Literacy is mandatory for all posts 1 to 3.
4. **Only short listed candidates will be called for the interview.**
5. NO TA/DA admissible for interview.
6. For any queries please contact on 7058269697.
7. **For Ser No 2 to 5 freshers may also apply.**

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## **APPLICATION FORM FOR SELECTION OF HEAD CLERK**

PASTE RECENT  
PASSPORT SIZE  
PHOTOGRAPH

### **1. PERSONAL DATA:-**

- (a) Name in full (Block Capital Letters): .....
- (b) Father's Name/Husband's Name: .....
- (c) Sex: ..... (d) Date of Birth (dd/mm/yyyy) : .....
- (d) Present age:..... Years..... Months ..... days  
(as on closing date of receipt of application)
- (e) Address : .....
- .....
- (f) Telephone No: ..... e-mail : .....

### **2. Educational Qualification :-**

Exam Passed	Name of Board/University	Year of Passing	Subject Taken	% marks obtained

### **3. Experience more than six months. Fill in particulars in chronological order starting your first appointment:-**

Period		Name of School/College/Institution	Total period	
From	To		Years	Months

### **4. Are you presently working? (Yes/No): .....** (If Yes, give details)

- (a) Designation & Institution name : .....
- (b) Salary drawing : .....

I solemnly state that all the above particulars/statements are true to the best of my knowledge and belief. I also understand that in case any particulars given above are found to be false at any later date. My services are liable to be terminated without giving any prior notice.

Dated :.....

(Signature of the candidate)

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PASTE RECENT  
PASSPORT SIZE  
PHOTOGRAPH

**APPLICATION FORM FOR SELECTION OF ADM STAFF**

1	Post Applied for	
2	Name (with rank if applicable)	
3	Gender (Male/Female)	
4	Father's/Husband's Name	
5	Date of Birth (dd/mm/yyyy)	
6	Present age (as on closing date of receipt of application)	..... Years..... Months ..... days
6	Educational Qualifications	
7	Computer Knowledge	
8	Language Known	Read                      Write                      Speak
9	Experience	
10	Marital Status	
11	Address:	
12	Contact Number & E-mail:	

Date :

Signature of Applicant