

ARMY PUBLIC SCHOOL, MEERUT CANTT
REQUIRES

1. ADMINISTRATIVE OFFICER

- (a) Job Description: Planning and Implementation of development projects. Appointment and supervision of contracts. Maintenance, upkeep of school property, liaison with MES. Maintenance of Employee records, General correspondence. Maintenance of accounts and financial planning. Safety and security of students, staff and property.
- (b) Qualification Requirement:
- (i) Graduate from a recognized University preferably MBA/M.Com.
 - (ii) Minimum 05 years Administrative Experience preferably in an Educational Institution.
 - (iii) Good communication and writing skills.
 - (iv) Age below 40 years.

2. HEADMISTRESS PRIMARY WING:

- (a) Qualification Requirement:
- (i) Graduate Teacher with minimum 50 % marks in Graduation and B.Ed. Min 10 Years teaching Experience in a reputed school.
 - (ii) Candidates having Good communication and administrative Skills, Computer Knowledge and experience of having worked as Co-coordinator/ supervisor/Headmistress will be preferred. (iii) Below 45 years of age on date of application.

3. PGTs/TGTs/PRTs & PETS

S. No	Post	Qualifications
1.	PGTs (Adhoc) (Physics, Chemistry, Maths, Pol.Sc & Legal Studies)	Master Degree in respective Subject and B.Ed min 50% marks in Post Graduation and B.Ed.
2.	TGT (Adhoc) (English, Physics, Chemistry, Maths, & Physical Education)	Graduation with min 50 % marks with combination of subjects for which applied. B.Ed with min 50% Marks.
3.	PRTs (All Subjects)	Graduation and B. Ed (Min 50 % marks)

(i) Experienced teachers who possess love for children and passion for education. Technology savvy and amicable teachers with Good English communication skills will be preferred.

4. SALARY: As per AWES norms, Negotiable for deserving candidates.

5. AGE: Below 40 years for teachers as on date of application.

6. Application forms be downloaded from website wef **26 Mar 2015** to **03 Apr 2015**. Completed application forms alongwith testimonials reach to APS Meerut Cantt by Hand/Post latest by **07 Apr 2015**. Application received after due date will not be accepted.

7. Screening test for teachers will be conducted on **15 Apr 2015** at 0900 hrs at APS Meerut and interviews wef **20 Apr 2015**.

8. Interviews of Administrative Officer and Headmistress will be wef **23 Apr 2015**

9. All information including list of applicants selected for interview will be available on website wef **18 Apr 2015**.

Website : www.apsmeerut.com
Email-apsmeerut559@gmail.com

Principal

ARMY PUBLIC SCHOOL, MEERUT CANTT
APPLICATION FOR ADM STAFF

APPLICATION FORM FOR THE POST OF _____

1. **PERSONAL DATA:**

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 : _____

(a)

Recent photographs

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/ Institution/ Board
	Division	Marks Obtained	Percentage			

5. Languages you can read, write and speak fluently

(a) _____ (b) _____ (c) _____

6. Health:

(a) What kind of health do you keep? _____

(b) Do you need any medical treatment/assistance for the disease you are suffering from

7. **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 organizations.

Candidate must enclose Self Address Registry Envelop

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)

ACKNOWLEDGEMENT

Received application form for the post of _____ from Mr/Mrs _____

_____ S/D/W/o _____ on _____ by hand/post.

Office Seal

ARMY PUBLIC SCHOOL, MEERUT
APPLICATION FOR TEACHING STAFF

Application form for the post of a PGT/TGT/PRT

1 PERSONAL DATA :

- (a) Name in full : _____
 (Block letters)
- (b) Son/Daughter/wife of : _____
- (c) Date of Birth : _____
- (d) Nationality : _____
- (e) Religion : _____
- (f) State : _____
- (g) Address : _____
 : _____
 : _____

Please paste one copy of passport size photograph here) size 45mm X 35 mm

Contact Details:-

Landline No.: _____

Mob No. : _____

Email ID : _____

2 PRESENT /PREVIOUS 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 LIFE

- (a) Marital status : Single/Married/Widowed
 Name of spouse _____
- (b) If married/widowed : No of children with age and sex

EDUCATIONAL RECORDS : School, College Or University

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

Examination	Class or Division and percentage of Marks obtained			Year	Subjects taken	Name of University/Institution/ Board
	Division	Marks Obtained	Percentage			

5. Name of classes you would prefer to teach with subjects:-
 (a) Classes _____
 (b) Subjects: _____
6. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved.....

7. Merit Scholarship won? If so what? _____
8. Languages you can read write and speak fluently.
 (a) _____ (b) _____ (c) _____
9. Any books/articles written? If so, give their titles/ Magazines in which published?

10. **EXPERIENCE:**

Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet).

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total No. of Months.
From	To					
Experience as TGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total No. of Months.
From	To					
Experience as PRT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total No. of Months.
From	To					

11. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most? _____
 (b) Other area (Cultural activities : _____

12. (a) Can you take indoor/outdoor games with boys and girls?

Indoor Boys : _____ Outdoor Boys: _____

Girls : _____ Girls: _____

Which major games do you play? _____

13. **HEALTH:**

- (a) What kind of health do you keep?.....
 (b) Do you need any medical treatment/assistance for the disease you are suffering from.....

14. **CO-CURRICULAR ACTIVITIES/Games and Sports**

What co-curricular activities can you teach? _____

15. **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 ACTIVITES

- (a) Membership and office in professional Associations:

- (b) Participation in committees, activities clubs and organizations.

- (c) What are reasons to take up teaching as profession:

- (d) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:
(i) _____
(ii) _____

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: _____

AGREEMENT:

If appointed I agree to abide by the AWES Rule and Regulation for Army Public Schools
 I undertake to serve the school till the end of the final term, ie upto the finalization of the results of the class taught or a period specified/ fixed by the management.
 I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date

 (Signature of applicant)

ACKNOWLEDGEMENT

Received application form for the post of _____ from Mr/Mrs _____
 _____ S/D/W/o _____ on _____ by hand/post.

Office Seal