

ARMY PUBLIC SCHOOL SAMBA, TEH & DIST : SAMBA (J&K)
School Web Site: www.apssamba.co.in

APS Samba invites applications for the following posts of non teaching staff for appointment on Regular/ Fixed term basis for the academic session 2025-26 onwards.

<u>Non Teaching/Adm Staff.</u> Head Clerk (Regular), Accountant (Term Based), UDC(Term Based), IT Supervisor (Regular) and Science Lab Attendant (Regular).
--

Note:- Age Criteria as on 01 Apr 2025 – (a) For fresh candidates – Below 40 years (b) For Experienced candidates including Ex-servicemen - Below 57 years. Computer literacy and good communication skills are essential for all the categories. Application form and detailed eligibility criteria is available on **School Web Site: apssamba.co.in**. Last date for submission of application forms alongwith all testimonials duly self attested and DD for Rs 250/- in favour of Principal, Army Public School, Samba is 04 Mar 2025. Applicants to mention correct email IDs and active telephone Nos on application form. Dates of interview for the short listed candidates will be intimated later through email/telephonically. Concession to Army widows and wives of army personnel boarded out with 100% disability – As per AWES Rules. No TA/DA will be paid. Salary as per AWES norms.

STAFF REQUIRED
ARMY PUBLIC SCHOOL SAMBA, TEH & DIST: SAMBA (J&K)
School Web Site: apssamba.co.in

GENERAL INSTRUCTIONS FOR APPLICANTS FOR THE POSTS OF NON TEACHING STAFF
(REGULAR/ FIXED TERM)

Head Clerk (Regular)	(a) Preferably an Ex-Serviceman of clerk category upto age of 55 years. (b) 5-10 years experience in office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience. (c) Computer savvy – MS Office etc. (d) Minimum Graduate in case of civilian (e) Should not have any disciplinary case against him in his entire service.
Accountant (Fixed Term)	(a) Commerce Graduate or fifteen years service as a clerk in the Defence Services (b) Basic computer application course of Army/Diploma in computer application of not less than one year duration. Knowledge of double entry system of accounting , excel sheet and accounting software (c) Minimum 5 years experience as an Accounts Clerk in the Defence Service/reputed organization (d) Age - Upto 45 Years and in case of ESM - upto 55 years
UDC (Fixed Term)	(a) B.Com or fifteen years of service as a clerk (for ex-servicemen). Computer literate (MS Office, Tally etc) (b) Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools) (c) Minimum 5 years experience as an Accounts Clerk in the Defence Service/reputed organization (d) Age - Upto 45 Years and in case of ESM - upto 55 years
IT Supervisor (Regular)	Should have Advance Diploma or Diploma in computing & hardware with knowledge in at least two of the following (Hands in experience will be given due weightage) (a) Networking and LAN Administration (b) Operating system (c) RDBMS with programming. Proficiency in one language
Science Lab Attendant (Regular)	12 th pass with science and computer literate.

Note:- Age Criteria as on 01 Apr 2025 – (a) For fresh candidates – Below 40 years (b) For Experienced candidates including Ex-servicemen - Below 57 years. Computer literacy and good communication skills are essential for all the categories. Application form and detailed eligibility criteria is available on **School Web Site: apssamba.co.in**. Last date for submission of application forms alongwith all testimonials duly self attested and DD for Rs 250/- in favour of Principal, Army Public School, Samba is 04 Mar 2025. Applicants to mention correct email IDs and active telephone Nos on application form for communication. Dates of interview for the short listed candidates will be intimated later through email/telephonically. Concession to Army widows and wives of army personnel boarded out with 100% disability – As per AWES Rules. No TA/DA will be paid. Salary as per AWES norms.

ARMY PUBLIC SCHOOL SAMBA
APPLICATION FOR TEACHING/NON TEACHING STAFF

Please Paste
recent Passport
size colour
photograph. Do
not staple

Application form for the Post of PGT/TGT/PRT/Non Teaching Staff
Post applied for _____

1. **PERSONAL DATA**

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

(g) Contact Details:-:

Landline No (With STD Code) : _____
Mob No : _____
Email ID : _____

2. **PRESENT/PREVIOUS OCCUPATION:**

(a) Designation of Post : _____
(b) Name and Address of Institution/
Organization : _____
(c) Designation of superior Incharge : _____
(d) Contact No of Superior : _____
(for verification if need be)
(e) Period of notice you will have to : _____
give, if selected
(f) What salary are you drawing : _____

3. **FAMILY LIFE**

(a) Marital Status : Single/Married/Widow
(b) If Married/Widow : Name & Occupation of Spouse

No of children with age and sex

4. **EDUCATIONAL RECORDS:** School, College or University, give details of all exams starting from Secondary School onwards.

Exams	Marks obtained	% age	Division	Year of passing	Subjects taken	Name of University/Board/ Institute	Correspondence/ regular

Graduation / Post Graduation through correspondence or regular _____

5. Have you cleared OST: _____ CTET/STET _____
(Date) (Date)
6. Name of classes you would prefer to teach with subjects:-
(a) Classes _____ (b) subjects: _____
7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved _____
8. Merit Scholarship won? If so what? _____
(a) _____ (b) _____ (c) _____
9. Languages you can read, write and speak fluently.
(a) _____ (b) _____ (c) _____
10. Any books/articles written? If so give their titles/Magazines in which published?
11. **EXPERIENCE:-** Fill the particulars in chronological order starting with your appointment (if there is not enough spare attach a separate sheet). Applicants for non teaching staff can also use this space for their experience in the relevant field for the post applied for and the table given below can be modified accordingly)

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

Note : Include any other post held which are relevant to the field of Education.

12. **APTITUDE:**

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

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

Indoor Boys : _____ Outdoor Boys _____
 Girls : _____ Girls _____

- (b) Which major games do you play? _____

14. **HEALTH:**

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

 (c) 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 att):-

- (a) Have you done any degree/diploma in computer give details _____
 (b) Any experience on working on computer, give details _____
 (c) Do you own a personal Laptop, if yes give details: _____
 (d) Your knowledge of computer hardware _____

17. **OTHER ACTIVITIES**

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

18. 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 _____ |
| _____ | _____ |

19. I have / have not been selected at the CSB interview held at _____ on and I have been / have not been selected for appointment at _____

20. Application fee : DD No _____ for Rs 250/- Bank _____

AGREEMENT

21. If appointed:-

- (a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.
 (b) I undertake to serve the school till the end of the final term, ie up to the finalization of the results of the class taught or a period specified/fixed by the management.
 (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
 (d) I solemnly state that all the above particulars/statement are true to the best of my knowledge and belief.

Date : _____

(Signature of the applicant)

