

**ARMY PUBLIC SCHOOLS**  
**APPLICATION FOR RECEPTIONIST (FIXED TERM BASIS)**

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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 In charge : \_\_\_\_\_
  
- (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/Widowed
  
- (b) If married/widowed Name & occupation of spouse  
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No of children with age and sex  
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4 **EDUCATIONAL RECORDS :** School, College Or University

Give details of all exams starting from Secondary School onwards

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

**Graduation/Post Graduation through correspondence or regular \_\_\_\_\_**

5. Have you cleared CSB: \_\_\_\_\_ 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? \_\_\_\_\_
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 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 Exp in Years
From	To					
Experience as TGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					
Experience as PRT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					

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: \_\_\_\_\_  
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 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 Interviews held at \_\_\_\_\_ on \_\_\_\_\_ and I have been /have not been selected for appointment at \_\_\_\_\_.

**Agreement:**

20. If appointed:-  
(a) I agree to abide by the AWES Rule and Regulation for Army Public Schools  
(b) 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.  
(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 the all the above particulars/statements are true to the best of my knowledge and belief.

Date .....

(Signature of applicant)

**QUALIFICATION REQUISITES**

**RECEPTIONIST:** Graduation. Computer literate & Knowledge of Computer MS Office.

**INSTRUCTIONS TO CANDIDATES**

1. Please download and print the Application Form.
2. All details at Ser 1 (Personal data) are mandatory. Fill up in Block Capitals.
4. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by post before or on 15 Jun 2023. **No applications will be accepted after due date and without valid attested certificates. Application sent by e-mail will not be considered.**
6. Send DD for Rs 100/- in favour of Army Public School, Ambala Cantt, payable at Ambala.