

TO BE UPLOADED ON APS JAIPUR WEBSITE WWW.APSJAIPUR.EDU.IN DATE : 04 MAY 2024

**ARMY PUBLIC SCHOOL, JAIPUR
MILITARY STATION JAIPUR**
(CBSE affiliated private unaided school)
Tele No : 0141-2249168, 2249051

VACANCIES

04 May 2024

1. Army Public School Jaipur is an English Medium, Private unaided School. APS Jaipur invites applications from aspirant candidates for the following post:-

S. No	Post	Nature of Appointment	Period of appointment
(a)	Vice Principal	Regular	-
(b)	Administrative Officer	Contractual	Upto three years only

2. The details of the vacancies, minimum qualification, age criteria and other criteria are as follows:-


S. No	Post	Total Vacancy for Post	Minimum Qualification Requirement and Age criteria for Appointment	Remarks
(a)	Vice Principal	1	(i) Should have Masters Degree with B.Ed. (ii) Should have been a PGT in a recognized school for 3 years in the last 10 years. (iii) Total teaching not less than 9 years. (iv) Maximum age 55 years. (v) Should be computer literate.	Supervision upto Class VIII. Minimum 16 Teaching Periods per week
(b)	Administrative Officer	1	(i) A civilian lady/ retired or released woman officer. (ii) Age upto 55 years of age. (iii) A graduate from a recognized university. Preference will be given to graduates/ post-graduate in Commerce or MBAs. (iv) 5 years of experience in administration preferably in an academic institution and ability and willingness for liaison work with various Govt/ Non Govt organization. (v) Working knowledge of Computer and Accounts. (vi) Good communication skills in English and Hindi.	

3. Application forms to be downloaded from above website. Application duly filled along with a DD of Rs 250/- in favour of Army Public School Jaipur and payable at Jaipur, all educational and experience certificates duly self attested will be sent to the school and application should reach in Army Public School Jaipur by **23 May 2024**.

4. Application forwarded through e-mail will not be accepted.

5. Interview will be held in **Jun 2024** and confirm date will be informed through email and on mobile.

- Notes:-** (i) The school reserves the right to fill any or none of the posts as shown above.
(ii) The number of vacancies may increase/decrease without prior intimation.
(iii) Only shortlisted candidates will be called for interview. No TA/DA will be admissible.
(iv) Decision of Presiding Officer of Interview Panel will be final and abiding.


School Management
PRINCIPAL
ARMY PUBLIC SCHOOL
MILITARY STATION, JAIPUR

ARMY PUBLIC SCHOOLS

APPLICATION FOR VICE PRINCIPAL/ ADMINISTRATIVE OFFICER

Application form for the post of Vice Principal / Administrative Officer

Please paste recent passport size colour photograph
Do not staple

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

 No of children with age and sex

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. Languages you can read write and speak fluently.

(a) (b) (c)

6. **EXPERIENCE:**

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

(a) Experience as Vice Principal/ Adm Officer:-

Experience as Vice Principal/ Adm Officer (Exact dates to be indicated)		Institution/ Company	Total Exp in Years
From	To		

(b) Experience of Teaching:-

Experience as Teaching/ Administrative (Exact dates to be indicated)		PGT/TGT/PRT / Administrative (with subject)	Institution/ Company	Total Exp in Years
From	To			

7. **HEALTH:**

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

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

(a) Are you differently abled? Give details

Contd....4/-

8. **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 :
- (e) Knowledge of experience of Accounting software :

OTHER ACTIVITES

9. In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

(i) _____

(ii) _____

10. 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:

11. If appointed:-

- (a) I agree to abide by the AWES Rules and Regulation for Army Public Schools
- (b) I undertake to serve the school till the end of the final term or a period specified/ fixed by the management.
- (c) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date2024

(Signature of applicant)

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.
3. Paste one recent colored passport size photograph on the form.
4. Application form along with a DD of Rs 250/- in favour of Army Public School Jaipur payable at Jaipur (code 05708), all educational and experience certificates and discharge book (if ESM) duly attested will be sent in a sealed envelope marked "**Application for the post of Vice Principal/ Administrative Officer**" to the Army Public School , Jaipur, Military Station Jaipur-302012 by registered/speed post and same should reach in APS Jaipur by the due date as published in the advertisement. The School will not be responsible for postal delays or non receipt of application. **No applications will be accepted via e-mail.**