



ARMY PUBLIC SCHOOL, CANTT SAGAR- 470001(MP)

Affiliated to CBSE, New Delhi (School No 54009, Affiliation No 1080002)

Mobile No 7648833102, Website- www.apssaugor.edu.in

(PRIVATE UNAIDED SCHOOL)

REQUIREMENT OF ADMINISTRATIVE / GROUP 'D' STAFF

1. Army Public School, Sagar (MP) invites applications for the following posts on contractual/daily wages for the academic session 2025 - 2026 :-

S N	Post	Educational Qualifications	Salary
(a)	Supervisor Adm	(i) Should preferably be retired JCO /Honorary rank having administrative experience (ii) Should have basic knowledge of handling of master ledgers of stores, equipment and man management.	21,518.00
(b)	Computer Lab Technician	Minimum 10+2 with 01 year Diploma in Computer Science, Knowledge of Hardware, Peripheral and Networking	18,444.00
(c)	Clerk(LDC)	Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.	18,444.00
(d)	Receptionist	Graduate. Computer literate with good communication skills.	18,444.00
(e)	Group D Staff-Lab Attendant, Peon, Ayah, Gardner, Safaikaramchari, Security Guard, Driver, Electrician.	Preferably matriculate or 10 years' service for Ex-Servicemen.	12,000.00

2. **Age Limit** : Maximum age for employment of Administrative Staff is 45 years, however if the individual is an ESM the maximum age shall be upto 55 years.

3. **How to Apply-** Desirous candidates to apply on Application form available on school website - www.apssaugor.edu.in.

Step -I- To fill online Google form and pay registration fee of Rs 255/- (non-refundable) in the link.

Step-II- To submit hard copy of Application form (available in the website) along with all relevant documents in the school office before **13 Feb 2025 at 1100 hrs.**

4. **Last Date** of submission of application form is - **13 Feb 2025 at 1100 hrs.**

5. Tentative Date & time of interview : **19 Feb 2025** at 0800 hrs onwards.

Principal

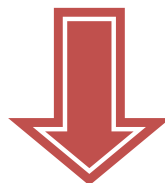
STEP I – GOOGLE LINK AS BELOW



<https://docs.google.com/forms/d/e/1FAIpQLSfWgFMrVacmdJ-VUvqdQyx4Ku7jFjVejlAoagK9QyilkEEa3A/viewform?usp=preview>

STEP II – APPLICATION FORM AS BELOW

(Take print out of the below application form and submit in the office before last date)



ARMY PUBLIC SCHOOL, SAGAR
APPLICATION FOR NON-TEACHING STAFF

Please paste
recent passport
size color
Photograph
Do not staple

Application for the post of : - _____

1. PERSONAL DATA:

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/wife of : _____
- (c) Date of Birth : _____
- (d) Address : _____
- (e) Mobile Number : _____
- (f) E-mail 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)

Exam	Marks Obtained	Per Marks %	Div	Year passing	of Subjects taken	Name of University / Board
10 th						
12 th						
UG (BA,B.Com,etc)						
PG (MA,M.Com,etc)						
Dip In Computing & Hardware						
DCA / PGDCA / CPCT						
Other (If Any)						

5. **WORKING EXPERIENCE:**

Name of organization	Designation	From	To	Total year of experience

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** (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.

8. 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:
- Mobile No Mobile No

Agreement:

9. If appointed:-

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

Place : Sagar (MP)

(Signature of applicant)

Date :

**POINTS TO BE REMEMBER WHILE FILLING NON-TEACHING
SELECTION APPLICATION FORM : LSB - FEB 2025**

- 01) Mention application post as per current advertisement.
- 02) Mention mobile no & active E-mail ID.
- 03) Enclosed copy of documents in the following order :-
 - **10th** mark sheet.
 - **12th** mark sheet.
 - **Graduation** – B.A/B.Com/B.Sc etc with subject (final yr mark sheet only).
 - **Post - Graduation** – MA/M.Com/M.Sc with subject (final yr mark sheet only).
 - **Serving Certificate / Discharge book** for Army Spouse & Ex-Serviceman (if any).
 - Copy of all Experience certificates (if any).
 - DCA / PGDCA /CPCT (if any).
 - Copy of Aadhar card.
 - Copy of PAN Card.
 - Copy of Bank Passbook.
 - Print out of online payment receipt of Rs 255/- (Non-refundable).
- 04) Signature of the applicant with current date.