



**ARMY PUBLIC SCHOOL, CANTT SAGAR 470001(MP)**  
**(Affiliated to CBSE, School No 54009, Affiliation No 1080002)**  
Website: [www.apssaugor.edu.in](http://www.apssaugor.edu.in)

Email – [apssaugor@awesindia.edu.in](mailto:apssaugor@awesindia.edu.in), Mobile No **7648833102**

## **VACANCIES**

1. Army Public School, Sagar (MP) invites applications for the following posts on contractual /daily wages for the academic session 2024-2025 :-

<b>Ser No</b>	<b>Post</b>	<b>Educational Qualifications</b>	<b>Salary</b>
(a)	IT Supervisor	Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following :- (i) Networking and LAN Administration. (ii) Operating Systems. (iii) RDBMS with programming. (iv) Proficiency in one language.	29,680.00
(c)	Computer Lab Technician	Minimum 10+2 with 01 year Diploma in Computer Science, Knowledge of Hardware, Peripheral and Networking	18,444.00
(d)	Clerk(LDC)	(i) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.	18,444.00
(e)	Receptionist	(ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour). (iii) Basic knowledge of accounting.	
(f)	Group 'D' Staff – Lab Attendant, Peon, Ayah, Gardner, Safai Karamchari, Security Guard, Driver, Electrician.	Preferably matriculate or 10 years' service for Ex-Servicemen.	10,900.00

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**-Application form is available on the website [www.apssaugor.edu.in](http://www.apssaugor.edu.in).

**Step - I** To fill basic details in Google form and pay Rs 100/- online (non-refundable).

**Step - II** To fill Application form (available on the website) and to submit duly filled Application form with photocopy of all documents by hand or by post in APS Sagar (MP). Incomplete application form will not be considered.

4. **Last Date** of submission of application form is **21 Mar 2024 by 1200 hrs** at Army Public School Sagar (MP). Application sent by e-mail will not be accepted.

5. **Tentative Date & time of Interview** : **26 Mar 2024,** at 0900 hrs onwards.

**Principal**

**STEP 1 – GOOGLE LINK AS BELOW**



[https://docs.google.com/forms/d/e/1FAIpQLSccuriR9cvMy\\_BtC5IMCTkYdmBdWStoAZR-nTqFGb9EY1Ka3g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSccuriR9cvMy_BtC5IMCTkYdmBdWStoAZR-nTqFGb9EY1Ka3g/viewform)

**STEP 2 – APPLICATION FORM AS BELOW**



**ARMY PUBLIC SCHOOL SAGAR  
APPLICATION FOR NON-TEACHING STAFF**

Photograph

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	%	Div	Year of passing	Subjects taken	Name of University / Board
10 <sup>th</sup>						
12 <sup>th</sup>						
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 APPLICATION FORM**

- 01) Mention application post with subject as per current advertisement.
- 02) Mention mobile no & active E-mail ID.
- 03) Enclosed copy of documents in the following order :-
  - **10<sup>th</sup>** mark sheet.
  - **12<sup>th</sup>** 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 100/- (One hundred only).
- 04) Signature of the applicant with current date.