

**ARMY PUBLIC SCHOOL GOPALPUR**  
**APPOINTMENT OF HEAD CLK AND LDC ON CONTRACTUAL BASIS**

| S No | Category                   | Vacancy | Consolidated pay scale | Qualifications   | Remarks   |
|------|----------------------------|---------|------------------------|--|---|
| 1    | Head Clerk                 | 01      | Rs.20,000/- PM         | Application for, qualifications & instruction for candidates can be downloaded from <a href="http://www.apsgopalpur.in">www.apsgopalpur.in</a> . | Last date of receipt of completed applications is 28 Mar 2019 |
| 2    | Lower Division Clerk (LDC) | 01      | Rs.13,000/- PM         | Candidates may send e-mail for clarification, if any to <a href="mailto:apsgopalpur@gmail.com">apsgopalpur@gmail.com</a>                         | Tentative date of Interview : 06 Apr 2019.                    |

Note: (1) Only shortlisted candidates will be called for interview. Applications will not be received by hand. Incomplete applications will be summarily rejected

(2) Concession is only for Widows of Battle Casualties/Battle Accident and Wives of Disabled Army Pers boarded out who were with 100% Disability.

**(3) The Postal envelope must be superscripted with name of the post applied for**

EXAMPLE: APPLICATION FOR THE POST OF : \_\_\_\_\_

## INSTRUCTIONS

Head Clerk - 01 No.

Qualification: ESM clerk category(JCO/OR) upto the age of 55 Years Medically fit (preferably SHAPE-I), 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience, Computer Savy – MS Office, Etc. Educational Qualification – Minimum Graduate in case of civilian, should not have any disciplinary case against in his entire service.

LDC - 01 No .

Qualification: Graduate or ten years of service as a clerk(for Ex-Servicemen). Computer literate. Typing with a minimum speed of 40 WPM. Knowledge of Computer MS Office(Speed 8000 key depression per hour), Basic knowledge of accounting.

### **Other Information:-**

Candidates who have qualified may apply for interview for one post only each on prescribed application form uploaded by the school ([www.apsgopalpur.in](http://www.apsgopalpur.in)) along with photocopies of all educational qualification /experience certificates self attested by the candidate, 02 x passport size photographs, demand draft of Rs.100/- in favour of APS Gopalpur payable at Syndicate Bank, Golabandha & 01 x self addressed envelope duly affixed postage stamp of Rs.42/- latest by 28 Mar 2019 to seek appointment in Army Public School Gopalpur. Correspondence address : Army Public School Gopalpur, Post : Golabandha, Dist-Ganjam, Odisha, Pin – 761052.

Only shortlisted candidates will be called for interview. Applications will not be received by hand. Incomplete applications will be summarily rejected.

Tentative date of interview : - 06 Apr 2019 at 07 AM at the school premises.

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

Application form for the post of : \_\_\_\_\_

School where you would like to work :-

.....

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/10<sup>TH</sup> Class onwards

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

**Professional/Technical Course through correspondence or regular** \_\_\_\_\_

- 5. Have you cleared any competitive Exam: \_\_\_\_\_
- 6. Name of classes you would prefer to teach with subjects, if assigned:-  
 (a) Classes \_\_\_\_\_ (b) subjects: \_\_\_\_\_
- 7. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved..... \_\_\_\_\_
- 8. Any Scholarship/ Distinction 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).

| ORGANISATION | POST | FROM | TO |
|--------------|------|------|----|
|              |      |      |    |
|              |      |      |    |
|              |      |      |    |
|              |      |      |    |
|              |      |      |    |
|              |      |      |    |

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

- 12. **APTITUDE:**  
 (a) Area which you enjoy 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 performed?\_\_\_\_\_

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 ACTIVITES**

(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 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/SAMC Rule and Regulation for Army Public Schools  
 (b) I undertake to serve the school in addition to the assigned job if required, given by the Management to facilitate day to day work, related to the school.  
 (c) I confirm that I am aware that my services would be liable to terminate in organizational interest, if found against the interest/activities of the school/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)

**INSTRUCTIONS TO CANDIDATES**

- Please download and print the Application Form.
- Candidate may apply for one post only and only shortlisted candidates will be called for interview.
- All details at Ser 1( Personal data) are mandatory. Fill up in Block Capitals.
- Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
- Send by post. No applications will be accepted via e-mail.
- Send DD for Rs 100/- payable at a bank close to the location of the school.