



**ARMY PUBLIC SCHOOL  
SHANKAR VIHAR, DELHI CANTT- 110010**

Email: - [apssvprincipal@gmail.com](mailto:apssvprincipal@gmail.com) Ph: - (011- 26153559)

**APPLICATION FOR APPOINTMENT OF ADMINISTRATIVE OFFICER  
ON CONTRACTUAL BASIS IN APS SHANKAR VIHAR**

Passport Size  
photographs

1. **PERSONAL DATA**

- (a) Name in Full (Block Capital Letters) : \_\_\_\_\_
- (b) Father's / Husband's Name : \_\_\_\_\_
- (c) Age with Date of Birth : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) State : \_\_\_\_\_
- (f) Contact Details :-
- (i) Mobile No / Land Line No : \_\_\_\_\_
- (ii) Email ID : \_\_\_\_\_

2. **CATEGORY**

- (a) Civil Lady Offr/Retired : \_\_\_\_\_  
Woman Officer)

3. **PRESENT / PREVIOUS OCCUPATION**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and address of Institution / : \_\_\_\_\_  
Organisation
- (c) Designation of Superior In charge : \_\_\_\_\_
- (d) Contact No of Superior (for : \_\_\_\_\_  
verification if need be)
- (a) Salary drawn : \_\_\_\_\_

4. **FAMILY DETAILS.**

- (a) Marital Status : \_\_\_\_\_(Single/Married/Widow)
- (b) If married : Name & Occupation of spouse

5. **QUALIFICATIONS**

- (a) Civil Qualification : \_\_\_\_\_
- (b) Civil Professional / Technical : \_\_\_\_\_
- (c) Graduate /Post Graduate in : \_\_\_\_\_  
Commerce with name of University
- (d) MBAs/Law Degree : \_\_\_\_\_
- (e) Competency in usage of  
(i) Computer softwares : \_\_\_\_\_  
(ii) Accounting softwares : \_\_\_\_\_

6. **EXPERIENCE**

- (a) Experience in Civil : \_\_\_\_\_
- (b) Experience in defence : \_\_\_\_\_
- (c) Experience in administration, : \_\_\_\_\_  
preferably in schools.

## 7. Knowledge of

- (i) Govt Rule / Regulations : \_\_\_\_\_
- (ii) Procurement Procedure : \_\_\_\_\_
- (iii) Legal aspects including labour law : \_\_\_\_\_

8. Medical Fitness (SHAPE-I) : \_\_\_\_\_

9. Copies of Civil education Certificate &:  
Experience Certificate including CVs. \_\_\_\_\_

10. Address of communication : \_\_\_\_\_  
\_\_\_\_\_

11. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

12. Special achievements (If any) : \_\_\_\_\_  
\_\_\_\_\_

Dated : 2024

(Signature of the Candidate)