INTERVIEWS FOR VACANCIES OF NON- TEACHING AND ADMINISTRATIVE STAFF FOR THE PERIOD

01 APRIL 2024 TO 31 MARCH 2027

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES**

1. Please download the Application Form, fill all entries and bring alongwith (by hand) at the time of interview alongwith DD of Rs 100/- in favour of Gen B C Joshi APS, Pithoragarh Also send scan copy of Application form only on school email id at apsbcjpithoragarh@awesindia.edu.in

2. Candidates are requested to fill the application form correctly, mention their telephone numbers (active) and attach photocopies of all educational documents, valid experience certificates duly signed by the Principal of School (School’s affiliation number/code must be written).

3. Bring one set of photocopies of all certificate (Marksheet and degree/ diploma certificates of graduation, post graduation & experience alongwith originals at the time of interview.

4. For any query, please dial: 9897703030, 9690794828, 7454928551, 05964-297725 (0900 AM to 04 PM) and visit school website [www.bcjaps.net.in](http://www.bcjaps.net.in) frequently to check updates.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Posts & Salary** | **Educational Qualification** | **Age As on 01 Apr 2024** |
| **1.** | **Hostel Warden Male – 02 Posts**  **Salary Per Month –**  **Rs 22,400/- (consolidated)** | Graduate, Computer literate with  minimum one year experience as Hostel Warden  **or**  **ESM (minimum fifteen yr of service)** | 1. Fresh candidates ( No   Experience) - Below 40 years.  2   1. 2. Experienced candidates (incl ESM) – Below 57 years |
| **2.** | **Account Clerk – 01 Post   Salary Per Month –**  **Rs 17,408/- (consolidated)** | 1. B.Com or Fifteen years of   service as a Clerk in the Defence Services.  (b) Computer Literate (MS  Office, Tally etc). Knowledge of double entry system of accounting, excel sheet and accounting software.   1. Minimum 5 years experience   as an Account Clerk in the Defence Services/ reputed organization. |
| **3.** | **Librarian – 01 Post**  **Salary Per Month**   1. **Rs 35,723/- (Basic)** 2. **DA, as applicable (50%**   **of Central Govt Rates).**   1. **RLA, as applicable.** | (a) B.Lib. Science or Graduate with diploma in LibraryScience from a recognized institute.   1. Computer literate with   minimum three years experience. |  |
| **4.** | **IT Supervisor – 01 Post**  **Salary Per Month**   1. **Rs 35,723/- (Basic)** 2. **DA, as applicable**   **(50% of Central Govt Rates).**   1. **RLA, as applicable.** | (a) Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following (Hands on experience should be given due weight-age):  (b) Networking and LAN Administration. (b) Operating Systems.  (c) RDBMS with  programming. Proficiency in one language. |  |
| **5.** | **Computer Laboratory Technician – 01 Post**  **Salary Per Month**   1. **Rs 19,532/- (Basic)** 2. **DA, as applicable (50%**   **of Central Govt Rates).**  **.** | (a) Minimum 10+2 with one year Diploma in ComputerScience   1. Knowledge of Hardware,   Peripheral and Networking. |  |
| **6.** | **Science Lab Attendant – 02 Posts**  **Salary Per Month**   1. **Rs 15,523/- (Basic)** 2. **DA, as applicable**   **(50% of Central Govt Rates).** | 10+2 with Science and Computer Literate. |  |
| **7.** | **Nursing Assistant**  **(Female ) – 01 Post**  **Salary Per Month –**  **Rs 13,184/- (consolidated)** | 10+2 and diploma in nursing with minimum five years of experience. |  |
| **8.** | **Receptionist (Female) –**  **01 Post**  **Salary Per Month –**  **Rs 16,128/- (consolidated)** | (a) Graduate or ten years of service as a clerk (for Ex-Servicemen).  (b) Computer literate.  (c) Knowledge of Computer MS Office (Speed 12000 key depression per hour).  (d) Basic knowledge of accounting. |  |
| **9.** | **Hostel Warden cum Sports Coach – 02 Posts**  **Salary Per Month –**  **Rs 35,723/- (Consolidated)** | Graduate in Physical Education or B.P.Ed  **OR**  D.P.Ed awarded by a recognized university/Institution after training of minimum one academic session provided that the admission qualification for the Diploma is at least a university degree.  **OR**  Bachelor of Sports. Humanities & Physical Education of Haryana Agricultural University, Hissar.  **OR**  Diploma in coaching from SAI/NS-NIS or from any other recognized Indian/foreign  university. |  |
| **10.** | **Matron-cum-Sports Coach – 01 Post**  **Salary Per Month –**  **Rs 35,723/- (Consolidated)** |
| **11.** | **Adm Supervisor – 01 Post**  **Salary Per Month –**  **Rs 18,304/- (Consolidated)** | **Mandatory :-**   1. Retired JCO/Honorary Rank   having administrative experience.   1. Less than 55 years at the   time of joining. For ESM, it should be 57 years.  (c) Should have basic knowledge of Handling of master ledger of stores, stores equipment maintenance and man management.  **Preferred :-**   1. Should be security course   qualified.   1. Adequate working   knowledge in Computer.   1. Should be SHAPE-I or   SHAPE-II (less ‘S’ factor) |  |

**APPLICATION FORM FOR THE POST OF NON-TEACHING /**

**ADMINISTRATIVE STAFF IN GEN B C JOSHI APS,**

**PITHORAGARH FOR FIXED TERM-BASIS**

Please paste recent passport size colour photograph. Do not staple

**( PERIOD 01 APRIL 2024 TO 31 MARCH 2027)**

Application for the Post of

## DETAILS OF BANK DRAFT: Rs 100/- in favour of Gen B C Joshi APS,Pithoragarh

Bank DD No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Name & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

PERSONAL DATA:-

* 1. Name in full (Block letters) \_
  2. Son/Daughter/wife of
  3. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age as on 01/04/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Nationality
  5. State
  6. Address
  7. Contact Details:

Landline No (with STD Code) Mob No \_

* 1. Email ID **(In Block Letters)** \_

## PRESENT / PREVIOUS OCCUPATION:-

* 1. Designation of Post
  2. Name and Address of Institution /Organization
  3. Designation of superior In charge
  4. Contact No of superior (for verification, if need be)
  5. Period of notice you will have to give, if selected?
  6. What Salary are you drawing?

## FAMILY LIFE:-

* 1. Marital status Single / Married /Widowed
  2. If Married / Widowed Name & occupation of spouse
  3. No of children with age and sex

1. **EDUCATIONAL RECORDS**: Give details of all exams starting from Secondary Schools onwards.

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

## Graduation / Post Graduation through correspondence or regular.

1. Merit Scholarship won? If so what?
2. Languages you can read write and speak fluently

(a) (b) (c)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | | **School /College/Institution/Organisation** | **Total Exp (MM/YY)** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

## HEALTH:-

* 1. What kind of health do you keep?
  2. Do you need any medical treatment /assistance for the disease you are suffering from
  3. Are you differently abled? Give details

## COMPUTER KNOWLEDGE (Separate sheet can be att)

* 1. Have you done any degree /diploma in computer give details
  2. Any experience on working on computer
  3. Do you own a personal Laptop, if yes details
  4. Your knowledge of computer hardware

## OTHER ACTIVITIES

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

1. Give names of two references, which should know well personally and have an intimate knowledge of your work (not relatives)
   1. Name: Address
   2. Name

Address

## AGREEMENT

1. If Appointed:-
   1. I agree to abide by the AWES Rule and Regulations for Army Public Schools.
   2. I solemnly state the all the above particulars /statements are true to the best of my knowledge and belief.

Date: 2024

(Signature of applicant)