

FOR NON TEACHING STAFF

1. **IT Supervisor** . The IT Supervisor should have 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):-
 - (a) Networking and LAN Administration.
 - (b) Operating Systems.
 - (c) RDBMS with programming. Proficiency in one language.

2. **Supervisor Administration.** Mandatory- Should preferably be retired JCO / Honorary rank having administration experience. Should be of age less 55 years at the time of joining. For ESM, it should be 57 years. Should have basic knowledge of handling of master ledger of stores and stores, equipment maintenance and man management. Preferred (a) should be security course qualified (b) Adequate working knowledge in computer (iii) Should be SHAPE-I or SHAPE-II (less 'S' factor).

3. **Accountant.** Commerce Graduate of fifteen years service as a clerk in the Defence Services. Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software. Min 5 years experience as an Accounts Clerk in the Defence Services/reputed organization.

4. **UDC.** B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office). Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools. 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.

5. **LDC.** Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate. Knowledge of Computer MS Office (Speed 12000 key depression per hour). Basic knowledge of accounting.

6. **Computer Laboratory Technician.** Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.

7. **Science Laboratory Attendant.** 10+2 with Science and computer literate.

8. **Receptionist.** Same as laid down for LDC, with good communication skills.

9. **Para-medics.** 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.

10. **Watch & Ward Staff.** Preferably matriculate or 10 years service for Ex-Servicemen.

11. **Housekeeping Staff.** Preferably matriculate or 10 years service for Ex-Servicemen

12. **Multi-Tasking Staff (Peon)**. Preferably matriculate.
13. **Plumber**. Preferably matriculate. Experience in pipe fittings, sanitation, water supply system.
14. **Driver**. Preferably matriculate or 10 years for ex-serviceman and experience should be essential in the appropriate category.

Candidates may apply on prescribed application form available on AWES website www.awes.com and also available on school website www.apspanagarh.com Candidates may download the application form through the above website and submit duly completed along with photocopy of all testimonials (academic & Experience), two recent coloured passport size photograph and demand draft of Rs 250/- (Rupees two hundred fifty only) (Non refundable) in favour of **Army Public School Panagarh Payable at Panagarh.**

Information for interview will be intimated via email / telephone call just prior to interview. The school management reserves all rights of selection / rejection based on QR / experience / merit.

Last date of submission of application is **07 Mar 2026** at 1500hrs on school working day.

ARMY PUBLIC SCHOOL PANAGARH
APPLICATION FOR NON TEACHING STAFF

Application form for the post of _____

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passport size
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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 School onwards

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

5. Languages you can read write and speak fluently.

- (a) (b) (c)

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

Experience as _____ in years (Exact dates to be indicated)						Total Exp in Years
From	To					

7. **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.

8. **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 :

Agreement:

9. If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools
- (b) I undertake to serve the school till the end of the final term, ie upto the finalization of the results of the class taught or a period specified/ fixed by the management.
- (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the 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)

