

ARMY PUBLIC SCHOOL DAMANA
APPLICATION FOR HEADMASTER/HEADMISTRESS

Application form for the post : _____

For Academic Session : 2023 - 24

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) Adhar Card No : _____
- (f) PAN Card No : _____
- (g) Religion : _____
- (h) Category/Caste : _____
(Attach Certificate)
- (j) State : _____
- (k) Address :-

- (l) Contact Details :-
(i) Mob No _____
(ii) Email ID _____

2. **PRESENT /PREVIOUS OCCUPATION:**

- (a) Designation of Post : _____
- (b) Name and Address of: _____
Institution/Organization
- (c) Designation of Superior Incharge : _____
- (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 (Deptt) of spouse

.....
.....

No of children with age and sex

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4. **EDUCATIONAL RECORDS** : School, College Or University

Give details of all exams starting from matriculation or equivalent :-

Exam Passed	Marks Obtained	%age	Year of Passing	Subjects taken	Name of University/ Board/ Institute

* **SPECIAL MENTION GRADUATION/POST GRADUATION THROUGH CORRESPONDENCE OR REGULAR.**

5. Have you cleared CSB:_____CTET/TET:_____
6. Name of classes you would prefer to teach with subjects:-
(a) Classes_____ (b) subjects:_____
7. Training in NCC, Scouting, Music/Art, Dramatics or other such activities. Give rank, status/proficiency achieved : _____
8. Merit Scholarship 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).

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	No of pupils taken	Total Exp in Years
From	To					
Experience as TGT year (Exact dates to be indicated)						
From	To					
Experience as PRT year (Exact dates to be indicated)						
From	To					

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

12. **APTITUDE** :

- (a) Subject(s) which you enjoy teaching most? _____
 (b) Other area (Cultural activities): _____

13. Can you take indoor/outdoor games with boys and girls? _____

- (a) Indoor Boys : _____ Outdoor Boys: _____
 (b) Indoor Girls : _____ Outdoor Girls: _____
 (c) 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 teach? _____

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 ACTIVITIES.**

- (a) Membership and office in professional Association _____
 (b) Participation in Committees, Activities, Clubs and Organizations _____
 (c) 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: _____

Agreement:19. **If appointed:-**

- (a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.
 (b) I undertake to serve the school till the end of the final term, i.e. upto the finalization of the results of the class taught or a period specified/ fixed by the management.
 (c) I solemnly state that all the above particulars/statements are true to the best of my knowledge and belief.

Date

.....
 (Signature of applicant)

**CERTIFICATE FROM APPLICANT AS PER PARA 123 OF RULES & REGULATIONS BOOK FOR APSs,
VOL – I (ADMINISTRATIVE), 2019 EDITION**

1. Certified that I, _____ S/D/W of _____ resident of _____ is not involved in any legal / disciplinary case and no criminal case is ongoing against me.
2. I also certified that I have not been terminated / dismissed from earlier service(if any) due to inefficiency / unsatisfactory performance of duties from any institution / previous employment.

Dated : 2023

(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. All details at Ser 1(Personal Data) are mandatory. Fill up in Block Capitals.
3. Paste one **recent coloured** passport size photograph on the form.
4. Send by post/ Deposit by Hand. No applications will be accepted via e-mail.
5. **Send DD for Rs 100/- in favour of Army Public School Damana payable at Jammu.**

Notes: -

1. ***Attach photocopies of all certificates for verification (duly self attested). Show original copies of certificates to the Principal of Army Pubic School Damana at the time of interview.***
2. ***Application will be invalid in case at any stage it is found that the candidate is not meeting the minimum laid down criteria or has furnished false information.***