

APPLICATION FOR FIXED TERM TEACHING
/NON TEACHING STAFF AT
ARMY PUBLIC SCHOOL HAPPY VALLEY

Application form for the post of Fixed Term
TEACHING AND NON TEACHING STAFF

School where you would like to work: _____

Applying for the post of _____

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recent
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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:-
Land line No (with STD Code) _____
Mob No _____
E mail 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

EDUCATIONAL RECORDS: School, College Or University

Give details of all exams starting from Secondary School onwards

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

Graduation /Post Graduation through correspondence or regular _____

5. Have you cleared OST: _____ CTET/TET: _____
(date) (date)

6. Name of classes you would prefer to teach with subjects:-
(a) Classes _____ (b) Subjects: _____

7. Training in NCC, Scouts, 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 in years (Exact dates to be indicated)	School/College	Subject taught	Classes taught	No of pupils taught	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. (a) Can you take in door/out door 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-CURRICULARACTIVITIES/GAMESANDSPORTS**

What co-curricular activities can you teach? _____

16. **COMPUTERKNOWLEDGE** (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. **OTHEREACTIVITES**

- (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 CSB 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 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)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. Fill the name of only one school in a cluster.
3. All details at Ser 1 (Personal data) are mandatory. Fill up in **Block Capitals**.
4. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by Registered/Speed post/Courier or drop sealed envelope to School office. No applications will be accepted via e-mail.
6. The candidate may submit their application duly completed in all respect along with self-attested photocopies of all testimonials (academic & experience) and a Demand Draft of **Rs 250/- (Rupees Two hundred fifty only)** drawn **in favour of Army Public School Shillong**, payable at Shillong in a sealed envelop (duly mentioned application for the post of TGT/PRT/Balvatika etc on top of envelop) **to Army Public School Happy Valley, 58 GTC, Shillong 793007** by Registered post/Speed post/courier or drop at School office between 1000hrs to 1330 hours on all working days **by 09 Feb 2026**. Application without requisite documents and demand draft be rejected at the discretion of the school. **No application will be accepted after due date i.e 09 Feb 2026**. Date of interview will be intimated through email/telephone to shortlisted candidates only.