

S.No.....

Kailash Bahl
DAV Senior Secondary Public School
Sector 7-B, Chandigarh - 160 019

Application Form for the Post of Administrative Staff
Post Applied for:

- | | |
|---|--|
| Administrative Officer <input type="checkbox"/> | Cashier/Fee Clerk <input type="checkbox"/> |
| Stenographer-cum-Computer Typist <input type="checkbox"/> | Accountant <input type="checkbox"/> |
| Transport Supervisor <input type="checkbox"/> | Front Office Incharge <input type="checkbox"/> |

PERSONAL DATA

Name _____

Address _____

Telephone/Mobile _____ Email ID _____

Date of Birth _____ Age _____

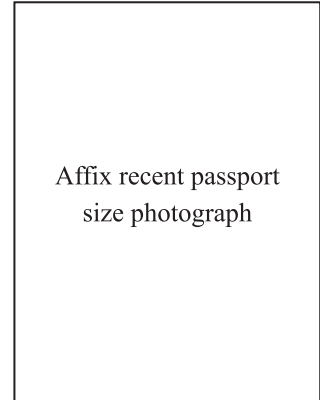
Married/Unmarried _____

Husband's Name (If married) _____

His Profession _____

Number of Children _____

Age of Children _____



EDUCATIONAL QUALIFICATIONS (Resume of Qualifications)

Degree	Year	Subjects	University/ College	% Marks Secured	Division	If done by Correspondence or Regular
M.A.						
M.Com.						
M.Sc.						
B.A.						
B.Com.						
B.Sc.						
Matric						
Diploma						
Any other						

HONOURS AND AWARDS (List Most Recent First)

1. _____
2. _____
3. _____

SPECIAL SKILLS (State your strengths)

1. _____
2. _____
3. _____

HOBBIES

- 1. _____
- 2. _____
- 3. _____

WORK EXPERIENCE (List most recent first)

	School / College / University / Company	Duration in years
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Last Salary Drawn _____

Special contribution you made at your previous Institution

Reason for leaving previous institution

Spoken English	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>
Written English	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Good <input type="checkbox"/>

Anything you wish to add

I certify that the information given above is correct

Applicant's Signature

For office use

1. Marks obtained in Written Test _____

2. Remarks of Principal _____

3. Remarks of Selection Committee _____

- Note:**
- 1. Please do not attach original or Xeroxed copies of certificates.
 - 2. Only the suitable candidate will be informed the date of interview.
 - 3. Bring all original certificates at the time of interview.
 - 4. Please attach two self addressed stamped envelopes with this form.