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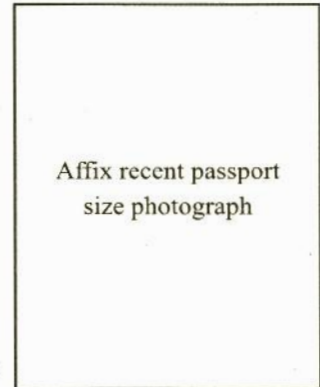
**Kailash Bahl**  
**DAV Senior Secondary Public School**  
**Sector 7-B, Chandigarh - 160 019**

*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 Kids \_\_\_\_\_  
 Age of Kids \_\_\_\_\_



**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						
DAV CBT						

**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**

\_\_\_\_\_

\_\_\_\_\_

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