

D.A.V. PUBLIC SCHOOL

19, Sitaram Nagar, Velachery – Tambaram Road, Chennai – 600 042 (Affiliated to Central Board of Secondary Education, New Delhi)

(Under Control of D.A.V. College Trust and Management Society, New Delhi)

Paste your <u>latest</u> **Passport Size** Photo

APPLICATION FOR NON TEACHING S	<u>STAFF</u> Date:
NOTE: 1. Candidate must paste the Photo and fill all fie 2. <u>Application without Photo</u> and <u>Incomplete In</u>	
1. NAME (Capital Letters) : Mr./Ms	Male Female
2. Date of Birth Date Month Year	Age Unmarried Married
3. POST APPLIED FOR:	Mother Tongue:
4. Distance from your Residence to D.A.V. Public S	School: Kms.
5. Total Experience till date:Years	Months
Residence Address :	Permanent Address (Address of Native Place)
Pin :	Pin :
Mobile :	Contact Person at Native Place:
e-mail id:	Relationship with Candidate :
	Mobile:
Name of your Child	Name of School / College:
Male Female Class: Infant, Age	
Name of your Child	Name of School / College:
Male Female Class: Infant, Age	
Particulars of Employment of Father / Husband Name:	Particulars of Employment of Son / Daughter Name:
Name of the Organisation :	Name of the Organisation :
Designation :	Designation:

Office Address : _____Office Address : _____

Mobile Number:

e-mail id:

_____Pin:______ Pin:_____

Mobile Number:

e-mail id:

Ancillary Anci	6) Educati	onal Qualifications	Year of Passing	Regula Corres	pon	Full Name of Institute		_	Subjects Studied	Percenta	age
M.Com. M. Phil. City: Ancillary 96	a) Post G								Major		
M.C.A. M.F.A. M.F.A. University: Major Maj	☐ M.A.				College :						
M.C.A. M.F.A. M.P.Ed. Major	M.Con	m. M. Phil.							Ancillary		
Any other	M.C.A	A. M.F.A.				City:			· · · · y		%
Any other	M.P.E	d.				University:					
M.A. M.Sc. M.Com. M. Phil. City: Ancillary % M.C.A. M.F.A. University: Major Major B.A. B.Sc. College : Ancillary % B.F.A. B.P. Ed. City: Ancillary % College : Ancillary % City: Ancillary % City: Ancillary % City: Major Major Major Major City: Ancillary % City: Major Majo	Any other					-					
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M.Com. M. Phil. City: Ancillary %						College :			J		
M.C.A. M.F.A. M.F.A. University: Ancillary %											
M.P.Ed. University: Major Major						City:			Ancillary		%
Any other: University: Major		' <u></u>									
b) Graduation B.A. B.Sc. B.F.A. B.P. Ed. City: Ancillary % College: Ancillary % Ancillary % Ancillary % City: Ancillary % Ancillary xity in the part of the course in the part of the part of the course in the part of the course in the part of the p						University:					
B.A. B.Sc. B.F.A. B.P. Ed. City: Ancillary % B.C.A B.Com. B.Com. University: Ancillary % Ancil									Maion		
B.F.A. B.P. Ed. City: Ancillary % B.C.A B.Com. University: Ancillary % d) Have you done Computer course, if yes, mention the name of the course and its duration. 7. School Education Name of the School & City Passing Subjects Board Instruction Language Scored Std. XII City: % Std. X City: % 8. Language Known:						Callaga			Wajoi		
B.C.A B.Com. Any other		<u> </u>				College :					
Any other University:						City:			Ancillary		%
c) Any other Qualification d) Have you done Computer course, if yes, mention the name of the course and its duration. 7. School Education Name of the School & City Passing Subjects Board Instruction Second Any other Qualification Institute:	B.C.A B.Com.			TT							
d) Have you done Computer course, if yes, mention the name of the course and its duration: Name of the School & City Year of Passing Subjects Board Medium of Instruction Language Scored	Any other			University:							
The course, if yes, mention the name of the course and its duration. To ity:	c) Any other Qualification								%		
The course, if yes, mention the name of the course and its duration. To ity:											
City:	d) Have v	ou done Computer				Institute:					
7. School Education Name of the School & City Passing Std. XII City: City: Std. X S	course, if yes, mention the			City:							
7. School Education Name of the School & City Passing Subjects Board Instruction Language Scored Std. XII City:											
Name of the School & City Std. XII City: Std. X City: 8. Language Known:	duration.			Duration:							
Std. XII City: language Known: Std. XII Passing Subjects Board Instruction Language Scored Std. XII City: language Subjects Board Instruction Language Scored **Coretain Control of the School & City language Scored **Coretain City language Subjects Board Instruction Language Scored **Subjects Board Instruction Language Scored **Coretain City language Subjects language Subj											
Std. XII City: % Std. X City: % 8. Language Known:		Name of the So	chool & City	7			ets	Board			
Std. XII City: % Std. X City: % 8. Language Known:											0/
Std. X City: % 8. Language Known:	Std. XII	City:									%
8. Language Known:											
8. Language Known:											
8. Language Known:											
8. Language Known:	Std. X	City:									%
		City.									
To write 1 2 34	8. Language Known:										
	To writ	To write 1 2 3 4									
To speak fluently 1 2 3 4	To spec	ak fluently 1		7	,		3		А		

	9. Total	Work Experience till date:	Years	Months
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10. Working Experience: Write from <u>Latest to first employment</u>

Name of the School / Designation Year			Date & Year of		riod of rvice	Status of Employment (Tamparami / Reason for leav			
Inctitution				Leaving	Year	Months	(Temporary / Confirmed)	3	
i)									
City:									
ii)									
City:									
iii)									
City:									
iv)									
City:									
11. Are you currer	ntly empl	oyed?	Yes [No if	f yes, p	olease give	e particulars of	present job below.	
City:									
Year Year				Period	of gap in	ı service	Reason for	Gap in service	
12. Period of	1) From	to	1)Years	s	Months	1)		
gap in service	2) From	to	2	2)Years		Months	2)		
(if applicable)	3) From	to _	3	3)Years	sl	Months	3)		
13. Latest Salary Drawn Rs.:					Ex	pected S	alary Rs. :		
14. Reference of pre	vious emp	loyer or an A	cademicia	an from w	hom we	e can tak	e a feedback al	bout you.	
a) Name of the persor	Mr. / Ms.		b) Name of	f the per	rson Mr. /	Ms		
Name of the Organisation :				Name	of the O	Organisatio	on :		
Designation :				Designation :					
Office Address :				Office Address :					
C	ity	Pin:				City_	P	in:	
☎ Office:								Extn	
Mobile Number:									
E-Mail ID				L Mall					

. Give <u>'ONE</u>	PAGE' write up al	out your <u>Profe</u>	ssional Compet	ence and Skills.	

Date:

Signature:

VERY IMPORTANT PAGE TO PROCESS YOUR APPLICATION

- 1. <u>Application along with Self- Attested copies of Degree / Testimonials should be</u> submitted Online in the Google Form Link available in the School's Website.
- ${\bf 2. \ The \ application \ and \ the \ enclosed \ Testimonials \ / \ Certificates \ are \ not \ returnable.}$

3. Check List for enclosures (as applicab Verified by Scho	le) PLEASE DO NOT SEND ORIGINAL DOCU	UMENTS. ified by School
1) Std. X	5) Tally / Computer Course/ Any Other	
2) Std. XII	6) Experience Certificates	
3) U.G. Degree Certificate	7) Last Salary Slip	
4) P.G. Degree Certificate	8) Copy of Aadhar Card	
4. E-mail / SMS to appear for Interview wil	l be sent only to the 'Short Listed Candidate	s'.
5. The 'Original Certificates' and Testimoni	als should be produced at the time of Intervi	ew.
6. The Processing of Application will take	atleast a Month's time.	
FOR OFFICE USE:		
1) Photograph is Pasted		
2) All Fields are filled as applicable to	candidate	
3) Some fields are not filled and hence	application is 'Incomplete'.	
4) All enclosures are available.		
5) All enclosures are <u>NOT available</u> .		
6) APPLICATION TO BE CONSIDERED	NOT TO BE CONSIDERED	
7) Candidate shortlisted for Interview.		
Candidate <u>not</u> shortlisted for Intervi	iew.	
8) Candidate appeared for Interview o	n	
Candidate did not appear for Interv	iew on	
9) Selected Not S	elected	

Signature 'In-charge Staff Recruitment'