

Passport Size  
Photograph

**APPLICATION FOR APPOINTMENT OF ADMINISTRATIVE OFFICER IN APS**

1. **PERSONAL DATA**

- (a) Name in Full (Block Capital Letters) : \_\_\_\_\_
- (b) Father's / Husband's Name : \_\_\_\_\_
- (c) Age with Date of Birth : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) State : \_\_\_\_\_
- (f) Contact Details:-
- (i) Mobile No / Land Line No : \_\_\_\_\_
- (ii) Email ID : \_\_\_\_\_

2. **CATEGORY**

- (a) Civilian lady : \_\_\_\_\_
- (b) Retired or released Woman Officer : \_\_\_\_\_  
( with Rank)

3. **PRESENT / PREVIOUS OCCUPATION**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and address of Institution / : \_\_\_\_\_  
Organisation
- (c) Designation of Superior in charge : \_\_\_\_\_
- (d) Contact No of Superior (for verification : \_\_\_\_\_  
If need be)
- (e) Salary drawn : \_\_\_\_\_

4. FAMILY DETAILS

(a) Marital Status : \_\_\_\_\_ (Single / Married / Widow)

(b) If married : Name & Occupation of Spouse

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5. **QUALIFICATIONS**

(a) Civil Qualification : \_\_\_\_\_

(b) Civil professional / Technical Organisation : \_\_\_\_\_

(c) Graduate / Post Graduate in Commerce with name of University : \_\_\_\_\_

(d) MBAs / Law Degree : \_\_\_\_\_

(e) Working knowledge of computer: \_\_\_\_\_

6. **EXPERIENCE**

(a) Experience in Civil : \_\_\_\_\_

(b) Experience in defence : \_\_\_\_\_

(c) Experience in administration, Preferably in schools : \_\_\_\_\_

7. Knowledge of Govt rule / Regulations Procurement procedure and legal aspects Including labour law : \_\_\_\_\_

8. Medical Fitness (SHAPE – IO ) : \_\_\_\_\_

9. Copies of Civil education Certificate & Experience Certificate including CVs : \_\_\_\_\_

10. Permanent and Residential Address : \_\_\_\_\_

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Dated : 2024

(Signature of the Candidate)