

**ANTICIPATED VACANCIES ADMINISTRATIVE STAFF (2026-2027)**  
**ARMY PUBLIC SCHOOL BOLARUM SECUNDERABAD 500087**

**INVITES APPLICATION FOR THE FOLLOWING POSTS:-**

1. **Adm Supervisor** Ex- serviceman to carry adequate communication skill ( Hindi & English) Age below 55 yrs as on 01 Apr 2026 and medical category should be SHAPE-1. Experience in administrative appointments in academic establishment and any additional qualification in supervisor /administration is desirable”.
2. **Librarian.** B. Library Science or Graduate with diploma in Library Science from Recognized Institute and computer literate with ~~minimum~~ three years' experience.
3. **Science Lab Attendant:** - 10 +2 with Science and Computer literate – Internet, email, MS Word, Excel, Power point, Age below 35 years.
4. **Computer Lab Technician:-** Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking. Age below 35 years
5. **Computer Laboratory Assistant:-** Minimum 10 +2 with one year diploma in Computer Science and knowledge of Hardware. Peripheral and Networking. Age below 35 years.
6. **Driver (Multi Tasking):-** Preferably matriculate or 10 years service as Ex Servicemen. Holding valid Heavy Vehicle driving license and preferably having good driving experience. Conversant with the local routes and places.
7. **Clerical Staff (LDC):-** Graduate or ten years service as a clerk (for Ex-Servicemen). Computer Literate . Knowledge of Computer MS Office. (Speed- 12000 key depression per hour). Basic knowledge of accounting. Age below 55 yrs.

**Note :-**

**1. Hard copy of application form along with Xerox copies of educational qualifications and experience certificate to be sent by post / by hand to The Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 by 03 Feb 2026.**

2. Rs.250/- DD drawn in favour of Army Public School Bolarum Secunderabad payable at Secunderabad to be enclosed with Application Form.

3. For any additional eligible qualification, please refer to vacancy Tab in the School Website & CBSE guidelines.

**4. Scrutiny of Application will be made as per AWES /CBSE guidelines and only eligible shortlisted candidates will be called for the interview.**

5. Incomplete Application forms and application forms sent through e- mail will **NOT be accepted.**

6. Terms and Conditions – Term Based appointment for three years.

**APPLICATION FORM FOR NON TEACHING / ADM STAFF**  
**ARMY PUBLIC SCHOOL BOLARUM**

Application for the post of : \_\_\_\_\_

Affix  
Passport Size  
Photo

| <b>PERSONAL DATA</b>      |   |   |
|---------------------------|---|---|
| 1                         | Name in Full (Block letters)                  |   |
| 2                         | Son/Daughter/Wife of                          |   |
| 3                         | Date of Birth                                 | D.O.B _____ (Age as on 01 April 2026. _____ ) |
| 4                         | Nationality                                   |   |
| 5                         | Religion                                      |   |
| 6                         | State   |   |
| 7                         | Present Address                               |   |
| 10                        | Contact No                                    |   |
| 11                        | Email ID                                      |   |
| <b>PRESENT OCCUPATION</b> |   |   |
| 12                        | Designation / Rank (for ESM only)             |   |
| 13                        | Name and Address of Institution/ Organization |   |
| <b>FAMILY DETAILS</b>     |   |   |
| 14                        | Marital Status                                |   |
| 15                        | If married name and occupation of spouse      |   |
| 16                        | No of children with age and sex               |   |
| 17                        | <b>EDUCATIONAL QUALIFICATIONS</b>             |   |
|                           |   |   |
|                           |   |   |

|    |                            |                               |
|----|----------------------------|-------------------------------|
|    |                            |                               |
| 18 | <b>PREVIOUS EXPERIENCE</b> |                               |
|    | Designation                | Name & Address of Institution |
|    |                            | Tenure                        |
|    |                            |                               |
|    |                            |                               |
|    |                            |                               |
| 19 | Computer Knowledge         |                               |
| 20 | Language Known             |                               |
|    | Read                       |                               |
|    | Write                      |                               |
|    | Speak                      |                               |

Date :

Signature of Applicant

DD No \_\_\_\_\_ Dated \_\_\_\_\_ Bank Name \_\_\_\_\_

**Notes :**

1. Hard copy of application form along with Xerox copies of educational qualifications, experience certificates and Aadhar Card to reach by post / by hand to the Principal , Army Public School Bolarum, JJ Nagar Post, Secunderabad 500087 **by 03 Feb 2026 1300 hrs.**
2. Rs.250/- DD drawn in favour of Army Public School Bolarum Secunderabad from any nationalized bank payable at Secunderabad to be enclosed with Application Form.
- 4. Scrutiny of Application will be made as per AWES /CBSE/ guidelines and only eligible shortlisted candidates will be called for the interview.**
5. Incomplete Application forms and application forms send through e- mail will **NOT be accepted.**
- 6. Army Public Schools comes under the category of Unaided Private School and it is not a Govt Institute.**
7. No TA DA will be admissible for attending the interview.