

Application for the post of

Advertisement Reference.....

**I.A.F EDUCATIONAL SOCIETY, AIR HEADQUARTERS
R.K.PURAM, NEW DELHI-110 066**

AIR FORCE BAL BHARATI SCHOOL, LODI ROAD, NEW DELHI-110 003

1. Name of the Candidate _____
(in block letters)

2. (a) Present address in full _____

_____ Tele _____ Mobile No. _____
(b) Permanent Home Address _____

_____ Tele _____ Mobile No. _____

3. Date of Birth (in figures) _____
(in words) _____

4. Nationality _____ Marital Status _____

5. Father's/Husband's/Wife's Name, occupation and address _____

6. If married, No. of children with age, class & school in which studying
(a) _____
(b) _____

7. In case Father/Husband/Wife is transferable employee, indicate the date of posting in Delhi and
likely _____ period _____ of _____ stay _____ in
Delhi _____

8. DD No. _____ (of Rs. 100/-) Date _____ Bank & Branch _____

9. **Details of Qualifications.** All columns must be filled. Cross out whatever is not applicable.

Examination	Name of school/ College/ Board/ University	Mode Regular/ Distance	Month & Year of Passing	Agg. Marks & Percentage	Medium of Instruction	Subjects	Total marks & % of Marks Class/Div.
BA/B.Sc/ B.Com							
M.A/M.Sc/ M.Com							
Any other Qualification							

10. **Professional Experience:**

Name & Address of Institution/ Organization/Unit in case of Ex-servicemen	Post /Designation	Period Served		Area of responsibility	Gross Salary (Not required in case of ex- servicemen)
		From	To		

11. Any additional Qualification/Training/Experience which may be relevant:

12. Reasons for leaving the present appointment _____

13. If selected, how much notice will you require for joining? _____

14. Name & Address of two references of which one must be the present employer (if employed)

(a)

(b)

ADDITIONAL INFORMATION: Please indicate any additional information you wish to give in support of your application.

I solemnly declare that the above statements made by me in this form are correct to the best of my knowledge and belief. If selected, I am willing to be appointed in Air Force Bal Bharati School. In case at any later stage it is discovered that the information given by me in this application is incorrect, I may be dismissed from service.

Place _____

Date _____

Signature of Applicant

INFORMATION REGARDING
APPOINTMENT OF ADMINISTRATIVE OFFICER IN
AIR FORCE BAL BHARATI SCHOOL

Applications are invited for filling up Administrative Officer in the Air Force Bal Bharati School, Lodi Road. The following qualifications are required for the post:-

EDUCATIONAL QUALIFICATION.

Mandatory: Graduate in any discipline with a minimum of 50 % of marks.

Preferable: Degree in Law/Management/Accounting from a reputed institute.

EXPERIENCE.

Mandatory : 10 years of Management/administration of Educational Institution.

Preferable: - Experience in Management/Administration of schools/ residential school /Sports administrator.

- Experience in management of civil works /HR Field/Law.

- Basic Knowledge on computers.

- Basic Knowledge of accounting procedure.

- Knowledge of DSEA & R-1973 and CCS Rules.

Note: QRs for Retired Air Force Personnel.

Mandatory: Should be a retired Wg Cdr and above or equivalent of Army & Navy.

Preferable: Experience of Sainik School /unit run Schools of three services.

Experiiece in works services maintenance /accounting

Only prescribed application (Contains 3 pages) to be filled up. Applications can be downloaded from the websites. Last date for submitting applications is 22 Mar 10. Applications can be submitted by post along with Demand Draft for Rs. 100/- in favour of Air Force Golden Jubilee Institute payable at New Delhi at the following address:

CMC Office, CSDO Complex

Subroto Park, New Delhi -10.

or

can be submitted in person along with Rs. 100/- in cash between 0900h and 1300h from 10 Mar 10 to 22 Mar 10 (except Saturday, Sunday and holidays) to :-

CMC Office, CSDO Complex

Subroto Park, Delhi Cantt -10, (Near to Duala Kuan-Army Hospital)

Only short listed candidates will be called for Interview. Names of the short listed candidates will be hosted in the web site on 25 Mar 10 at 1500h. NO TA/DA is admissible for interview. **Managing Committee reserves the right to reject any/all candidates without assigning any reasons. Name of selected candidates will be declared on 15 Apr 10.**

Pay and Perks : PB3 with admissible allowances and accommodation.

