

DAV PUBLIC SCHOOL  
SECTOR-9, R.K.PURAM,  
NEW DELHI-110022  
Tele – 011-26175924/26180897  
8826536734  
Website: [www.davrkpuram.com](http://www.davrkpuram.com)  
Email: [davps.rkp73@ymail.com](mailto:davps.rkp73@ymail.com)

Requires:

**LDC:**

Pleasing personality with Knowledge of Ms-Word, Ms-Excel and Internet having minimum 3 years experience.

**Accountant:**

Pleasing personality with Knowledge of Ms-Word, Ms-Excel, Tally and Internet having minimum 3 years experience in handling school accounts.

Applicants should be dynamic, creative, hardworking and having good command over the above posts. Apply by mail to the principal within 10days on the prescribed Performa available on the school website.

FORM OF APPLICATION FOR EMPLOYMENT

AFFIX  
PASSPORT SIZE  
PHOTOGRAPH

APPLICATION FOR THE POST OF \_\_\_\_\_  
NAME \_\_\_\_\_  
HUSBAND/FATHER'S NAME \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
MARITAL STATUS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT NOS. RESI \_\_\_\_\_ MOBILE \_\_\_\_\_ ANY OTHER \_\_\_\_\_  
HOBBIES \_\_\_\_\_  
STRENGTH \_\_\_\_\_

**QUALIFICATION**

	BOARD/UNIVERSITY NAME OF INSTITUTION YEAR OF PASSING	SUBJECTS OFFERED	PERCENTAGE OF MARKS CLASS/DIVISION
MATRICULATION			
SENIOR SECONDARY			
BA/B.SC/B.COM			
MA/MSC./M.COM			
COMPUTER KNOWLEDGE			

## EXPERIENCE

S.NO.	INSTITUTION NAME AND PLACE	DATES		TOTAL SALARY
		FROM _____	TO _____	
1				
2				
3				
4				
TOTAL NUMBER OF EXPERIENCE				

### REFERENCES:

Give Names, Professions and Address of two references:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentioned the date on which you can join, if selected.

I solemnly declare that the statements made by me above are correct to the best of my knowledge and belief.

DATE

SIGNATURE

## EXPERIENCE

S.NO.	INSTITUTION NAME AND PLACE	DATES		TOTAL SALARY
		FROM _____	TO _____	
1				
2				
3				
4				
TOTAL NUMBER OF EXPERIENCE				

### REFERENCES:

Give Names, Professions and Address of two references:

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\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentioned the date on which you can join, if selected.

I solemnly declare that the statements made by me above are correct to the best of my knowledge and belief.

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SIGNATURE