

SAINIK SCHOOL NAGROTA-JAMMU (J&K)
(A Residential School under Sainik Schools Society, MoD, Govt. of India)

RECRUITMENT

1. Applications are invited from the suitable candidates for the following posts as per the details given against each: -

Ser	Post & Vacancy	Scale of Pay	Age	Essential Qualification	Desirable
(a)	Asst Master (Computer Science) - 01 (Regular)	Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 21 and 35 yrs as on 01 Mar 2018	1. B.Sc Computer Science/ BCA/ Bachelor of Information Technology or its equivalent. 2. Bachelor of Education (B.Ed) or its equivalent. 3. Should be a CTET or STET qualified.	1. Post Graduation. 2. Experience in teaching in CBSE school. 3. Sportsman, NCC certificate holder.
(b)	Asst Master (SST) - 01 (Contractual) (01 year only)	Consolidated Salary Rs.25,000 per month	Between 21 and 35 yrs as on 01 Mar 2018	1. BA and B Ed in concerned subject from a recognized university. 2. Should be a CTET and STET qualified.	1. Post Graduation. 2. Experience in teaching in CBSE school. 3. Sportsman/NCC certificate holder.
(c)	Asst Master (Hindi) - 01 (Contractual) (01 year only)	Consolidated Salary Rs.25,000 per month	Between 21 and 35 yrs as on 01 Aug 2017	1. BA and B Ed in concerned subject from a recognized university. 2. Should be a CTET or STET qualified.	1. Post Graduation. 2. Experience in teaching in CBSE school. 3. Sportsman, NCC certificate holder.
(c)	Accountant - 01 (Regular)	Rs.9300-34800 with Grade Pay of Rs.4200/-	Between 18 and 50 yrs as on 01 Mar 2018	1. B. Com with adequate knowledge of double entry system of accounting; or should have worked as an Accountant for at least 10 years in a Govt. or private organization and must be fully conversant with maintenance of accounts in double entry system. 2. Ability to correspond in English independently	1. Higher qualification will be preferred. 2. Knowledge of double entry system of accounting. 3. Fully conversant with Tally and modern Accounting Practices. 4. Worked for at-least 10 yrs in a Govt. or Private Organization preferably in a fully automated accounting environment. 5. Must be conversant with maintenance of School accounts, ability to handle Bank Reconciliation, Pay Bills, Trial Balance, Balance Sheets, PF Statements, Calculation of pension, TDS, New Pension Scheme etc.

(d)	LDC - 01 (Regular)	Rs.5200- 20200 with Grade Pay of Rs.1900/-	Between 18 and 50 yrs as on 01 Mar 2018	1. Matriculation 2. Typing speed of at least 40 words per minute.	Practical knowledge of computers with word/ excel/power point/ tally, experience and knowledge of store keeping/ commerce/accounts/office work. Ability to correspond in English and Hindi language.
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Allowances & Perquisites

2. **For Regular Posts.** In addition to DA at Central Govt. rates, incumbents are entitled to free accommodation as available/HRA, LTC, New Pension Scheme, Gratuity etc and subsidized education for two children as admissible as per Sainik Schools Society, Rules and Regulations. The pay and allowances would be revised as per 7 CPC scale, subject to approval by Concerned Authority.

3. **For Contractual Posts.** Free messing for self except during vacations and Rent free accommodation, subject to availability.

4. Apply on annexed proforma with a passport size photo, post applied, Bio-data which is to include Name, Address, Telephone No. with STD Code, DOB, Status (Gen/SC/ST), Academic Record with percentage up-to highest degree, co-curricular activities and level of participation in games, NCC, Experience certificates with exact date and institutions served. Application must accompany an Account Payee DD of Rs.500/- (Non-refundable) from any bank payable at Nagrota/Jammu and drawn in favour of Principal Sainik School Nagrota J&K.

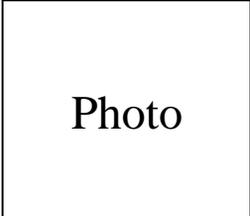
5. Application with attested copies of documents along-with self addressed envelope with Rs.22/- stamps affixed must reach Principal Sainik School Nagrota, Jammu (J&K) - 181221 within 15 days from the date of publication of this advertisement (i.e on or before 27 Jan 2018). School will not be responsible for postal delay. No TA/DA will be paid to short-listed candidates who only will be called for Interview.

6. The school administration reserves the right to cancel the vacancy due to administrative/policy reason.

7. Some unscrupulous elements/touts may try to dupe innocent people/unemployed youths with false promises of providing them jobs in Sainik School Nagrota. At times, they promise job using forged/fake documents, communications, e-mails and websites to authenticate their claims. Therefore, Beware.

APPLICATION FORM FOR ASST MASTER/ACCOUNTANT/LDC

Application for the post of _____



1. Name (in capital letters): _____
2. Father's Name: _____
3. Date of Birth: _____
4. Age as on Date: _____ (years) _____ (months) _____ (days)
5. Category: General/SC/ST _____
6. Contact No.: Telephone/Mobile No. : _____ E-mail _____
7. Permanent Address: _____

8. Correspondence Address: _____

9. Academic Qualifications (attach photocopies): -

SNo.	Class	Board/University	Year of Passing	Marks obtained	%age obtained
(a)	10 th				
(b)	12 th				
(c)	Graduation				
(d)	Post Graduation				
(e)	B.Ed				
(f)	CTET/STET				

10. Experience (attach photocopies): -

SNo.	Name of the institution	Day/Residential	Period of service		Classes Taught
			<u>From</u>	<u>To</u>	

11. Proficiency in Computer: _____

12. Hobbies: _____

13. Proficiency in Games/ Co-curricular activities: -

<u>SlNo.</u>	<u>Game/Co-curricular</u>	<u>Level Played</u>	<u>Remarks</u>

14. Documents Attached: - 1. DD No. _____ dated _____

2. _____

3. _____

4. _____

5. _____

DECLARATION: - I declare that the information furnished above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: _____

Signature of Candidate