

SAINIK SCHOOL KAPURTHALA, PUNJAB – 144 601

CBSE AFFILIATION NO 1680001

Phone No – 01822-230184

RECRUITMENT NOTICE

1 Principal Sainik School Kapurthala invites applications for the following posts:-

<u>S No</u>	<u>Name of Post</u>	<u>No of Posts</u>	<u>Qualification</u>
(a)	Quartermaster Type of appointment - Regular <u>Reserved for</u> Un-reserved <u>Pay</u> As per Cell 1 level 5 of 7 th CPC pay matrix starting Rs 29200/-	01	1. <u>Essential Qualification.</u> (a) BA / B Com (b) At least five years experience as UDC (Stores) or as Quartermaster or an ex-serviceman preferably a JCO with at least 10 years experience in handling and accounting of stores. 2. <u>Desirable Qualifications.</u> (a) Should have undergone a Quartermaster's course. (b) Should have adequate knowledge on procurement through GeM, CPP etc. (c) Should have knowledge of GFR, DPM and DFPDS. (d) Should have sound knowledge of MS Office.
(b)	General Employees Type of appointment – Contractual for short period <u>Reserved for</u> <u>2 x UR</u> <u>1 x ST</u> <u>1 x OBC</u> <u>Pay</u> Rs 15,500/- (Consolidated)	04	1. <u>Essential Qualification.</u> Matriculation or equivalent. 2. <u>Desirable Qualification</u> (a) Skills in Plumbing, Electrical works, Pump operator, carpentry, gardening, Safaiwala, cooking etc. (b) Selected candidates are to work as a multi-task person (eg Cook / Office Runner / Waiter / Safai-Sewak / Grounds man and other sundry duties).

2. **Age.** Should be between 18 and 50 years of age for all the above vacancies. The cut off date is 01 Jan 2022. The relaxation for SC/ST/OBC candidates and Ex-serviceman is applicable as per the Central Govt Rules.

3. **Allowances and Perquisites.** Pay is consolidated. Rent Free Accommodation, if available in the campus will be provided.

4. **Other Conditions.**

(a) Candidates appointed at Sainik School Kapurthala will be employees of Sainik Schools Society and Sainik Schools Society Rules and Regulations in vogue and as amended from time to time will be applicable for all the posts. All the posts are transferable with All India Liability.

(b) Applications with attested copies of testimonials and non refundable demand draft for an amount of Rs 500/- for Gen/OBC candidates and Rs 250/- for SC/ST Candidates drawn in favour of "Principal Sainik School Kapurthala" should reach the school at the address: Principal, Sainik School, Kapurthala, Punjab - 144 601 **latest by 31 Jan 2022**. **In case of difficulty in sending application by post**, you can send the application through email to sskapurthala@Yahoo.com along with scanned copies of testimonials (in .pdf format). **Fee can be remitted through online** also to school account number ie 55027633707, State Bank of India, Sainik School Branch Kapurthala, IFSC Code No SBIN0050253. It is mandatory for Candidates remitting fee online to forward copy of proof of online transfer along with the UTR code generated to school with candidate's name and father's name. In case of non receipt of fees / proof of online payment, requisite certificates for educational documents, the application will be summarily rejected.

(c) Candidates are to clearly mention the name of the post applied for as per the advertisement. If any field / information, asked in the application, is left blank / provided false/wrong information, the application will be rejected summarily without giving any justification. **Application received after due date will not be considered**. The school will not be held responsible for any type of delay including postal or otherwise, to or from, during any stage of selection process.

(d) Candidates are to mention their own valid email id, mobile number, alternate mobile number clearly and correctly in their application form. All correspondence with candidates by the school will be made through email only. No postal communication will be made by the school.

(e) Shortlisted candidates meeting all eligibility criteria will only be called for written test. **Name of short listed candidates and date of written test will be posted on school website**. Information of the same will be communicated to shortlisted candidates through email also. The list of candidates for skill / practical test will be declared subsequently based on the performance of candidates during written test.

(f) The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself. The candidature of candidates not producing their original educational and professional qualification certificates for verification during the selection process itself will be rejected without giving any justification.

(g) **No TA/DA** will be admissible for attending the selection tests. The candidates will have to make own arrangements for boarding and lodging keeping all COVID19 related precautions in view.

(h) Eligible and interested candidates may apply in the prescribed application format which may be downloaded from School Website www.sskapurthala.com.

5 The school administration reserves the right to cancel all or any of the vacancies due to non availability of suitable candidates or administrative / policy reasons. Indian national only can apply. The school will not be responsible for any delay including postal or otherwise.

Dated: 01 Jan 2022

Principal