



**SAINIK SCHOOL SAMBALPUR, ODISHA**  
(Under the aegis of MoD, Govt of India)



**RECRUITMENT OF STAFF ADVERTISEMENT**

(NOTE: THIS IS NOT A STATE OR CENTRAL GOVERNMENT JOB)

1. Principal Sainik School Sambalpur invites applications from eligible candidates for the following vacancies purely **on Contractual Basis**: -

Sl. No	Name of the Post	Qualification	Consolidated Pay	Vacancy Category
(a)	Upper Division Clerk (UDC) (Contractual)  01	<p><b>Essential Qualification:</b></p> <p>(i) Graduation from a recognized university.</p> <p>(ii) At least 2 years office experience in a Govt or Commercial organization.</p> <p>(iii) Ability to correspond in Hindi and English.</p> <p>(iv) English/Hindi/Regional language Typing speed at least 40 words per minute on computer.</p> <p>(v) Knowledge of short-hand will be considered as additional qualification.</p> <p>(vi) Should be between 18 and 50years of age as on 01 Mar 2022.</p> <p><b>Desirable Qualifications:</b></p> <p>(i) Candidates with higher qualification will be given preference.</p> <p>(ii) Candidates with knowledge of CCS rules, LTC rules and maintaining of personal files and service record of staff.</p> <p>(iii) Candidates with knowledge of Computer Applications will be given preference.</p>	Rs. 33,405/-	UR-01

(b)	Lower Division Clerk (LDC) (Contractual)  02	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Candidates must have passed 12<sup>th</sup> class or equivalent from a recognized board or university.</p> <p>(ii) English/Hindi/Regional language typing speed at least 40 words per minutes on computer.</p> <p>(iii) Knowledge of shorthand and ability to correspond in Hindi and English.</p> <p>(iv) Should be between 18 and 50 years of age as on 01 March 2022.</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) Candidates with higher qualification will be given preference.</p> <p>(ii) Candidates with knowledge of GEM procurement, store management will be given preference.</p> <p>(iii) Candidates with knowledge of accounts keeping will be given preference.</p> <p>(iv) Candidates with knowledge of short-hand will be given preference.</p>	Rs. 26,069/-	UR-01 SC-01
(c)	Matron Female only (Contactual)  01	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Should have passed matriculation or equivalent qualification from a recognized Board of University.</p> <p>(ii) Should be able converse fluently in English.</p> <p>(iii) Should be between 21 and 50 years of age as on 01 Mar 2022.</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) BA/BSc/B.Com degree from a recognized Board of University.</p> <p>(ii) Attainments in sports/Art/Music.</p> <p>(iii) Experience in the post of Matron in Junior/Holding houses, mature ladies without encumbrances and also experience of handling children with affection will be preferred.</p>	Rs. 38,252/-	UR

(d)	Driver (Contractual)  01	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Should have passed matriculation from a recognized board.</p> <p>(ii) Should possess driving license to drive heavy duty as well as light four wheeler vehicles.</p> <p>(iii) Candidates with experience of driving heavy duty and light vehicles with minimum 02 years of experience will be given preference.</p> <p>(iv) Should be between 18 and 50 years of age as on 01 Mar 2022.</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) Candidates with experience of driving school vehicles in the past will be given preference.</p> <p>(ii) Knowledge of first line maintenance.</p>	Rs. 26,069/-	UR
(e)	PEM/PTI- Cum-Matron (Contractual)  01	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Bachelor of Physical Education (B.P.Ed) four years degree course.</p> <p style="text-align: center;">Or</p> <p>Three years graduation + one year B.P.Ed Diploma.</p> <p style="text-align: center;">Or</p> <p>B.Sc Physical Education, health education &amp; sports + one year B.P.Ed diploma.</p> <p>(ii) Should be between 21 and 35 years of age as on 01 Mar 2022.</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) Candidates with experience of working in any residential public school will be given preference.</p> <p>(ii) Candidates with higher qualification will be given preference.</p> <p>(iii) Achievements in NCC/Sports/Extra-curricular activities/NIS diploma in sports coaching etc.</p>	Rs.46,374/-	OBC

**General Instructions:**

- Note:**
- (i) This school is not a state or central government run organization.
  - (ii) All the contractual vacancies tenure will be for one year only and will be governed as per the Sainik Schools Society Rules and Regulations as amended from time to time.

1. **Other Conditions:** Candidates appointed at Sainik School Sambalpur 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.

2. Applications with attested copies of testimonials (certificates/documents) along with non-refundable Demand Draft for an amount of Rs 500/- for Gen, OBC & other candidates and Rs 250/- for SC/ST Candidates drawn in favour of “**Principal Sainik School Sambalpur**”, payable at **State Bank Of India, Goshala Branch, IFSC Code: SBIN0017963, Branch Code: 017963** should reach the School at the address : **Principal Sainik School Sambalpur, PO- Basantpur, PS- Burla, Via CA Chiplima, Near Gaushala, Dist- Sambalpur, Odisha - 768025 on or before 02 May 2022 .** **Candidates are to clearly mention the name of the post applied for on the envelope as per the advertisement.** If any field/information, asked in the application, is left blank / or 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.

3. Candidates are to mention their **own valid email address and mobile no. /contact details clearly in the application form.** All correspondences with candidates by the school will be made through email only. **No postal communication will be forwarded by the school.**

4. Selection will be made based on individual performance in written test, skill/practical test and interview (where applicable). Shortlisted candidates meeting all eligibility criteria only will be called for written test. The list of candidates for skill/practical and interview (where applicable) will be declared subsequently based on the performance of candidates during written test and skill/practical test respectively. No TA/DA will be admissible for attending the selection tests.

5. The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself, whenever asked by the school administration. 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.

6. Eligible and interested candidates may apply in the prescribed application form, which may be downloaded from school website [www.sainikschoolsambalpur.in](http://www.sainikschoolsambalpur.in) **All are requested to continuously check for any updates/status of recruitment in school website [www.sainikschoolsambalpur.in](http://www.sainikschoolsambalpur.in).**

7. Structure of selection process

<b>Phase</b>	<b><u>Examination</u></b>
1 <sup>st</sup> Phase	Written Test
2 <sup>nd</sup> Phase	Practical Test / Trade Test / Physical Test
3 <sup>rd</sup> Phase	Interview (where applicable)

8. 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. The last date for receiving application is **02 May 2022**.

9. For any query you may contact school no: 9439114922 from 1000hrs to 1300hrs only on all working days.



A handwritten signature in blue ink, appearing to be "B. H.", is written over a faint circular stamp that matches the school's logo.

Place/Date: Sambalpur/05 Apr 2022

Principal, Sainik School Sambalpur





**SAINIK SCHOOL SAMBALPUR**

**APPLICATION FORMAT**

Affix pass  
port size  
photograph

01. **Post Applied for** : \_\_\_\_\_
02. **Name** : \_\_\_\_\_
03. **Date of Birth & Age** : **DOB:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ Years
04. **Sex** : \_\_\_\_\_
05. **Name of the Father** : \_\_\_\_\_
06. **Marital Status** : \_\_\_\_\_
07. **Nationality** : \_\_\_\_\_
08. **Caste Category** : \_\_\_\_\_  
(Mention – General / SC / ST / OBC)

09. **Qualifications (Fill up columns as applicable) starting from 10<sup>th</sup> or equivalent**

Sl. No.	Qualification	Subjects	Institution / Board / University	Year of Passing	Division and %
(a)					
(b)					
(c)					



(d)					
(e)					
(f) Any Other Qualifications (including extracurricular activities, sports/NCC etc if any)					

10. Experience (Experience without relevant certificates will not be taken into consideration)

Ser	Designation	Name of Institution / Organisation	Brief Experience / Duties performed	Period	
				From	To
(a)					
(b)					
(c)					
(d)					
(e)					



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11. Languages Known : \_\_\_\_\_

12. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Mobile Number : \_\_\_\_\_

15. Email ID : \_\_\_\_\_

16. Details of Application Fee

: Name of Bank \_\_\_\_\_

DD No: \_\_\_\_\_ Date: \_\_\_\_\_ Rs. \_\_\_\_\_

17. **Declaration**

(a) I hereby declare that all the information furnished above is true to the best of my knowledge.

(b) I hereby submit self attested copies of certificates (qualifications, experience and caste in case of SC/ST).

(c) I am fully aware that if it comes to notice at any time during verification of certificates and during my service that false information has been furnished or that there has been suppression of actual information in the application form, my candidature would be liable to be terminated solely on this ground.

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Candidate)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

