



# SAINIK SCHOOL SAMBALPUR, ODISHA

(Under the aegis of MoD, Govt of India)



## RECRUITMENT OF STAFF (CONTRACTUAL BASIS) 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)	Counsellor  01	<p><b>Essential Qualification:</b></p> <p>(i) M.A/M/Sc. Psychology from recognized university plus regular one year graduate diploma in guidance and counselling. or (ii) M.A/M/Sc/M.Com with B.Ed/M.Ed qualification plus regular one year post graduate diploma in guidance &amp; counselling. or (iii) B.A/B/Sc (Psychology) with certificate of diploma in counselling. (iv) Should be between 21 and 35 years of age on 01 September 2023.</p> <p><b>Desirable Qualifications:</b></p> <p>(i) Minimum one year experience in providing psychological and educational counseling to student at schools. (ii) Candidates with knowledge of Computer Applications will be given preference. (iii) Proficiency in Athletics/Sports and Games/Extra-Curricular Activities / NCC/Scouts and Guides / NSS / Event Organisation and Management etc.,</p>	Rs. 50,000/-	UR-01
(b)	Art Master  01	<p><b>Essential Qualification:</b> Either of three</p> <p>(i) Graduate with Drawing and Painting / Art/Fine Art with minimum two years full time diploma from recognized institute. or (ii) M.A in Drawing and Painting /Fine Art from a recognized University. or (iii) Higher Secondary / Intermediate / Senior Secondary examination with minimum 4 years full time diploma in painting /fine arts from a recognized institute.</p>	Rs. 50,000/-	UR-01

		<p>(iv) Should be between 21 and 35 years of age on 01 September 2023.</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) Candidates with experience of teaching in residential public school and proficiency in games as well as in co-curricular activities will be given preference.</p> <p>(ii) Candidates with knowledge of Computer Applications based on art design will be given preference.</p>		
(c)	Upper Division Clerk (UDC)  01	<p><b><u>Essential Qualification:</u></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 Sep 2023.</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 Computer Applications will be given preference.</p>	Rs.36,000/-	UR-01

(d)	Lower Division Clerk (LDC)  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) Ability to correspond in Hindi and English.</p> <p>(iv) Should be between 18 and 50 years of age as on 01 Sep 2023.</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 CCS rules, leave rules and experience in maintaining of personal files and service record of staff 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. 28,000/-	UR-01 SC-01
(e)	Driver  02	<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 Sep 2023.</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> <p>(iii) ESM having experience of driving heavy vehicle will be given preference.</p>	Rs. 28,000/-	UR-01 OBC-01

(f)	Ward Boy (03)	<p><b>Essential Qualification:</b></p> <p>(i) Should have passed matriculation from a recognized board.</p> <p>(ii) Should be between 18 and 50 years of age as on 01 September 2023.</p> <p><b>Desirable Qualifications:</b></p> <p>(i) Candidates with higher qualification will be given preference.</p> <p>(ii) Achievements in sports/Art/Music and knowledge of computers.</p> <p>(iii) Should be able to communicate in English and Hindi.</p>	Rs. 25,000/-	OBC-01 UR-01 ST-01
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**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 22 September 2023 . 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, class demonstration and trade/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>Examination</b>
1 <sup>st</sup> Phase	Written Test
2 <sup>nd</sup> Phase	Class demonstration / Practical Test / Trade Test / Physical Test
3 <sup>rd</sup> Phase	Interview (where applicable)

8. Free meals along with cadets in Cadet's Mess will be provided for the posts of Counsellor, Art Master and Ward Boys.

9. 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 **22 September 2023**

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

Place/Date: Sambalpur/02 Sep 2023

Principal, Sainik School Sambalpur