



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



RECRUITMENT OF STAFF ADVERTISEMENT
(THROUGH DIRECT RECRUITMENT)

1. Principal Sainik School Sambalpur invites applications from eligible candidates for the following vacancies on **REGULAR BASIS**: -

| S. No | Name of the Post & Type | Qualification | Pay | Vacancy Category |
|-------|--|---|--|------------------|
| (a) | Upper Division Clerk (UDC) (regular basis) 01 | <p><u>Essential Qualification:</u></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 50 years of age as on 20 July 2025.</p> <p><u>Desirable Qualifications:</u></p> <p>(i) Candidates with higher qualification will be given preference.</p> <p>(ii) Candidates with knowledge of CCS rules, leave and service rules, secretarial duties etc.,</p> <p>(iii) 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> | Pay level-04 (Rs. 25,500 – 81,100) as per 7 CPC +DA and other allowances as per Sainik Schools Society Rules and Regulations | UR |
| (b) | Driver 01 (Regular) | <p><u>Required Qualification:</u></p> <p>(a) Should have passed SSLC or equivalent exam.</p> <p>(b) Should have a valid driving license for heavy and light vehicles.</p> <p>(c) Should have experience in driving light vehicles (including automatic vehicles), mini bus, van and Heavy</p> | Pay level-02 (Rs. 19,900 – 63,200) as per 7 CPC +DA and other allowances as per Sainik Schools Society Rules and Regulations | OBC |

| | | | | |
|--|--|---|--|--|
| | | <p>Long Chasis Passenger bus for at least 03 years. (Proof of experience should be produced).</p> <p>(d) Physically and mentally fit in all aspects. Should have good eye sight, hearing etc. Certificate of medical fitness in Form 1-A as per Central Motor Vehicle Rules, 1989 obtained not before 01 May 25 to be produced for verification.</p> <p>(e) Should be between 18 and 50 years of age as on 20 July 2025.</p> <p>(f) Shall be a citizen of India and shall be of good character</p> <p>(g) Should not have been involved in major legal cases or motor vehicle accidents</p> <p>(h) Willing to carryout Multi Task in School</p> | | |
|--|--|---|--|--|

General Instructions:

- Note: (i) This school is not a state or central government run organization.
- (ii) All the regular employees will be governed as per the Sainik Schools Society Rules and Regulations as amended from time to time

2. **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.

3. Application (as per the school format only) with attested copies of testimonials (certificates/documents) along with non-refundable original 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 by post only at the address : **Principal Sainik School Sambalpur, PO- Basantpur, PS- Burla, Via CA Chiplima, Near Goshala, Dist- Sambalpur, Odisha – 768025. Last date for receipt of applications at Sainik School Sambalpur is 20 July 2025. 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.

4. 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 uploaded on school website only (**www.sainikschoolsambalpur.in**). **No postal /email communication will be forwarded by the school.**

5. Selection will be made based on individual performance in written test, class demonstration, 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 class

demonstration/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.

6. 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.

7. Eligible and interested candidates may apply in the prescribed application form, which may be downloaded from school website www.sainikschoolsambalpur.in All are requested to check frequently for any updates/status of recruitment on school website www.sainikschoolsambalpur.in.

8. Structure of selection process

| For all regular posts | | |
|------------------------------|---------------------------|--|
| <u>Phase</u> | <u>Examination</u> | <u>Tentative date of Written exam/class demonstration and interview</u> |
| 1 st Phase | Written Test | Dates will be uploaded on school website in the last week of July 2025) |
| 2 nd Phase | Skill test / trade test | |

9. Candidates working under Central/State Govt/Public Sector undertaking/Autonomous Bodies/Universities should produce a No Objection Certificate (NOC) along with the application form or at the time of written examination without which the candidate will not be allowed for interview/written/class demonstration and other selection procedure.

10. Application form incomplete in any way or not have required educational/experience certificate /without prescribed application fee or the latest photography is liable to be rejected without intimation. The submitted photography must be taken within the last one month.

11. All information /corrigendum related to this advertisement/updates on recruitment shall be posted only on the school's website.

12. No correspondence will be entertained from the candidates regarding the selection process and the reasons for not being called the selection process.

13. Canvassing in any form may lead to the cancellation of the candidature.

14. Reservation policy for SCs/STs/OBCs will be followed as per Sainik Schools Society Rules and Regulations. The maximum age limit prescribed to a post shall be increased by 5 years in case of candidates belonging to Scheduled Caste and Scheduled Tribes and by 3 years in case of OBCs.

15. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the school reserves the right to withdraw/cancel/modify any communication made to the candidates.

16. 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 **20 July 2025**

17. For any query you may contact school no: 9439114922 / 9692200674 between 1000hrs to 1300hrs only on all working days.

No. SSSBP/1006/MO/RECT/2025

Place/Date: Sambalpur/28 June 2025

Sd/-

Principal, Sainik School Sambalpur

