

SAINIK SCHOOL SUJANPUR TIRA
DIST: HAMIRPUR (HP), PIN – 176110

1. Applications are invited from eligible candidates (Indian Citizens Only) for the following vacant posts on permanent/regular basis in Sainik School Sujanpur Tira (HP) as per the details mentioned against respective columns:-

Sl. No	Name of Post	Qualifications	Pay Scale & Allied Allowances	No. of Posts	Category	Age Limit
(a)	Office Superintendent (OS)	<p>Essential:-</p> <p>(i) Graduation with 5 years of office experience of a supervisory post in Govt. or commercial establishment; or 7 years' experience as UDC or equivalent in the school; and</p> <p>(ii) Ability to correspond independently in English.</p> <p>Note:- The condition of being a graduate may be waived for Ex-servicemen who had attained the rank of JCOs in the Clerical Cadre and for Ex-Defence Service Officers.</p>	Basic Salary- Rs. 35,400/- (6 th Level of Pay Matrix) + Corresponding DA + Transport ALW of Rs. 1,800/- (including corresponding DA) + Fixed Medical ALW of Rs. 1,000/-	01	General	Between 18 years to 50 years as on 01 Sep 2021
(b)	Lower Division Clerk (LDC)	<p>Essential:-</p> <p>(i) Matriculation.</p> <p>(ii) Typing speed of at least 40 Words Per Minute.</p> <p>(iii) Knowledge of short hand and ability to correspond in English will be considered an additional qualification.</p>	Basic Salary- Rs. 19,900/- (2 nd Level of Pay Matrix) + Corresponding DA + Transport ALW of Rs. 900/- (including corresponding DA) + Fixed Medical ALW of Rs. 1,000/-	02	01 (SC) & 01 (OBC)	Between 18 years to 50 years as on 01 Sep 2021



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2. All employees during the period of service will be provided rent-free accommodation in the school campus, if available. It will be incumbent on those employees to reside in the quarters allotted to them. If residential accommodation cannot be provided by the school to a member of staff, he/she shall be paid HRA at the same rate as admissible to Central Govt. employees working in that location till suitable accommodation become available in the school campus for allotment to him/her. If both husband and wife are employees of the school only one of them will be entitled to rent free accommodation. Unmarried and married members of staff living away from their families may be allotted appropriate single accommodation. The retirement age would be 60 years.

3. **How to Apply** Candidates are to apply on the prescribed application form available on the School's Website www.sainikschoolsujanpurtira.org The completed application form clearly super-scribed "Application for the Post in which applying for like OS or LDC as applicable" on the top of the envelope must reach Principal, Sainik School SujanpurTira, Dist: Hamirpur, Himachal Pradesh, Pin - 176110 by 1700 hrs on 09 Aug 21 together with attested copies of testimonials/certificates, a self addressed envelope with stamps affixed worth Rs. 25/- and a Demand Draft, of PNB/Canara/SBI/KCCB of Rs 500/- for Unreserved/General Category (non refundable) and Rs. 300/- for Reserved categories of OBC and SC (non refundable) drawn in favour of Principal, Sainik School Sujanpur Tira payable at Sujanpur Tira (HP). Applications received late or without required documents/incomplete will be summarily rejected. The School will not be responsible for any postal delay or loss of documents. Only short listed candidates will be called for the written test/Skill/Proficiency Test and interview as applicable. **No TA/DA will be paid for attending the written test/interview.** The school administration reserves the right to cancel the vacancy due to administrative/policy reasons.

4. **Type of Examination** The examination will comprise of a written examination followed by a Skill/ Proficiency Test to be held in the school. For the post of Office Supdt an Interview of 15 marks would be held whereas, for LDC there would be no Interview. The written test of approx 1 hour duration of 50 marks for both the posts of Office Supdt and LDCs will comprise of the following:-

- (a) General Knowledge (5 marks)
- (b) General English (10 marks)
- (c) Basic Maths (10 marks)
- (d) Subject test of appropriate level (25 marks).

Those who score the 33% and above up to 50 % in the written test as decided by the Board of Officers so constituted for the selection of staff, will be subjected to Skill/Proficiency test and Interview (of 50 marks) on the following for the post of Office Superintendent as per following details:-



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- (a) Drafting Note/ Circular (5 marks)
- (b) Drafting of letter (5 marks)
- (c) Typing Test (English) in MS Word (40 WPM) (5 marks)
- (d) Preparing Excel Sheet and updating Records (10 marks)
- (e) Filing of documents (10 marks)
- (f) Interview to check knowledge of service rules as applicable to employees and any other topic/topics as decided by the Board of Officers (15 marks)

5 For the post of LDC those who score the 33% and above up to 50% in the written test as decided by the Board of Officers so constituted for the selection of staff, will be subjected to Skill/Proficiency test on the following:

- (a) Typing Test (English) in MS Word (40 WPM) (10 marks)
- (b) Typing Test (Hindi) Krutidev 010 font using Online Tools (35 WPM) (10 marks)
- (c) Typing Test to check knowledge of typing various symbols used in Mathematics/Science subjects in MS Word (10 marks)
- (d) Preparation of Excel Sheet as required for results preparation (10 marks)
- (e) Filing of documents in files/dossiers etc (10 marks)

6 Candidates seeking reservation benefits available for SC/OBC must ensure that they are entitled to such reservation as per Govt. of India rules/norms. They should also be in possession of the certificates in the format, prescribed by the Union Government, in support of their claim on the day of the test prior to conduct of written test



MK Mahawar

(MK Mahawar)

Capt (IN)

Principal

18 Jul 21

11. Experience, if any:

S. No	Name of Institution with address	Appointment	Period of Service			Day/ Residential School	Temp/ hoc/ Permanent	Ad	Salary Drawn (all incl PM)	
			From	To	Total Period					

NOTE: ENCLOSE SELF ATTESTED PHOTOCOPIES OF ALL THE CERTIFICATES IN SUPPORT OF EDUCATIONAL QUALIFICATIONS & EXPERIENCES (IF ANY)

12. Proficiency in Computers: _____

13. Games & Sports/Hobbies: _____

14. Application fee (for Office Superintendent only)

(Demand Draft to be in favour of "PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA (HP)" payable at Punjab National Bank – Code 66700 or State Bank of India – Code 10726). Candidates should write Name, Post applied for and complete address in capital letters on the reverse side of the Demand Draft).

Demand Draft No.		Amount	Rs. 500/-
Date		Drawn on	

15. Any other details: _____

CERTIFICATE

I, hereby certify that the above particulars are correct and true to the best of my knowledge and belief.

Place:
Date:

(Signature of Applicant)
Name:

11. Experience, if any:

S. No	Name of Institution with address	Appointment	Period of Service			Day/ Residential School	Temp/ Ad hoc/ Permanent	Salary Drawn (all incl PM)
			From	To	Total Period			

NOTE: ENCLOSE SELF ATTESTED PHOTOCOPIES OF ALL THE CERTIFICATES IN SUPPORT OF EDUCATIONAL QUALIFICATIONS & EXPERIENCES (IF ANY)

12. Proficiency in Computers: _____

13. Games & Sports/Hobbies: _____

14. Application fee (for Lower Division Clerks only)

(Demand Draft to be in favour of "PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA (HP)" payable at Punjab National Bank – Code 66700 or State Bank of India – Code 10726). Candidates should write Name, Post applied for and complete address in capital letters on the reverse side of the Demand Draft).

Demand Draft No.		Amount	Rs.300/-
Date		Drawn on	

15. Any other details: _____

CERTIFICATE

I, hereby certify that the above particulars are correct and true to the best of my knowledge and belief.

Place:
Date:

(Signature of Applicant)
Name: