

# SAINIK SCHOOL NALANDA

(A RESIDENTIAL PUBLIC SCHOOL RUN UNDER THE AEGIS OF SAINIK SCHOOLS SOCIETY,  
MINISTRY OF DEFENCE, GOVT OF INDIA & AFFILIATED TO CBSE, NEW DELHI)

## RECRUITMENT OF ADMINISTRATIVE STAFF ON REGULAR BASIS

1. Applications are invited for the following post on regular basis at Sainik School Nalanda:-

S No	Name of the Post	Category & No of Post	Qualification	Age	Pay	Last date for receipt of applications
(a)	UDC	UR- 01	<b>Essential:-</b> (i) Should have Graduation passed from a recognized University with at least 02 years office experience in a Govt or Commercial organisation and ability to correspond in English. (ii) Typing speed atleast 40 WPM (English) and 35 WPM (Hindi) on computer. <b>Desirable:</b> Knowledge of shorthand, computer applications, higher qualifications, working experience in English medium Public Schools, proficiency in spoken english.	Between 18 and 50 years on the last date of receipt of applications (i.e 22 Nov 21)	Level- 4 of 07 <sup>th</sup> CPC	22 Nov 21

2. **Allowances and Perquisites:-** Rent free accommodation as available, Transport Allowance, Dearness Allowance, Medical Allowance, LTC, Non-Productivity Linked Ad-hoc-Bonus, Contributory pension as per New Pension Scheme and subsidized education for two children from classes VI to XII.

3. **Other Conditions:-** (a) Sainik Schools Society Rules and Regulations in vogue and as amended from time to time will be applicable. (b) Post is transferable with All India liability. (c) Should be ready to take on additional responsibilities usual to a residential Public School.

4. **How to apply.** (i) Eligible and interested candidates may apply in the prescribed application format as available at the school website [www.sainikschoolnalanda.bih.nic.in](http://www.sainikschoolnalanda.bih.nic.in) with passport size photograph. (ii) Applications with self attested copies of documents along with un-stamped self-addressed envelope (9'x4') and a non-refundable Demand Draft for Rs 500/- (Gen/OBC) Rs 300/- (SC/ST) drawn in favour of the Principal, Sainik School Nalanda payable at SBI, VIMS Pawapuri (Code No 18429) should reach the **Principal, Sainik School Nalanda, Vill- Nanand, PO-Pawapuri, Dist-Nalanda, State- Bihar, Pin Code- 803 115** on or before **as per the date prescribed above**. Fee may be deposited through online also on the link provided at the Sainik School Nalanda website under online Fee deposite through SB Collect option. (iii) Candidates applying for the above post must forward duly filled prescribed application form alongwith copies of academic documents, experience, cast certificates etc and Demand Draft/ proof of online payment of fee by the Registered/ Speed Post/ Courier to reach this school by due date. (iv) This school will not be responsible for any postal delay or loss of documents enroute. All applications reaching this school after the due date will not be accepted. (v) Only short listed candidates will be called for Written Test & Skill Test and **only those candidates who will qualify in the Written Test will be eligible for Typing Test and Skill Test.** (vi) No TA/ DA for attending the Written Test & Typing/ Skill Test is admissible. (vii) Indian national only need to apply. (viii) The Principal, reserves the right to reject incomplete applications: (ix) The school administration reserves the right to cancel the vacancy due to administrative/ policy reasons. (x) The relaxation for Ex-Servicemen are applicable as per the Central Govt Rules. (xi) For further details, please contact on 8340218798 (Office) on all working days.

Place/ Date: Nalanda/ 01 Nov 21



Principal, Sainik School Nalanda