

SAINIK SCHOOL NAGROTA-JAMMU (J&K)  
(A Residential School under Sainik Schools Society, MoD, Govt. of India)

RECRUITMENT

Applications are invited from the suitable candidates for the following posts as per the details given against each: -

SlNo.	Post	Scale of Pay	Age	Essential Qualification	Desirable
1.	Asstt. Master Urdu - 01 (Contractual)	Consolidated Salary Rs.27,800/-	Between 21 to 35 yrs as on 01 Oct 2014	1. BA with B Ed in concerned subject from a recognized university.  2. Should be a CTET/STET qualified.	1. Higher qualification will be preferred. 2. Experience in teaching in a reputed English medium school. 3. Be a good sportsman, NCC certificate holder and proficient in extra curricular activities. 4. Ability to teach Social Studies (History and Geography) till class X.
2.	Ward Boy – 01 (Contractual)  (for Hostel)	Consolidated Salary Rs.14,000/- pm	Between 18 to 50 yrs as on 01 Oct 2014	10 <sup>th</sup> Pass	1. Higher qualification will be preferred. 2. Proficiency in sports and extra curricular activities. 3. Knowledge in working on computers
3.	Mess Manager – 01 (Regular)	Rs.5200-20200 with Grade Pay of Rs.2800/-	Between 18 to 50 yrs as on 01 Oct 2014	1. Matriculation or equivalent. 2. At least five years experience of running a catering organization independently in the civil, in the Defence Services or in any other similar organization. 3. Ability to maintain mess accounts.	1. Diploma / Degree in catering from a recognized institution. 2. JCO or equivalent from catering trade or with more than 05 years catering experience. 3. Ability to use computer for maintenance of mess accounts.

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4.	Library Attendant-01 (Regular)	Rs.5200-20200 with Grade Pay of Rs.1800/-	Between 18 to 50 yrs as on 01 Oct 2014	Matriculation or equivalent, preferably with Science	1. Certificate of Library Science from a recognized institution. 2. Ability to work on computer (MS Word/ Excel). 3. Higher qualification will be preferred.
5.	General Employee (Plumber) – 01 (Regular)	Rs.5200-20200 with Grade Pay of Rs.1900/-	Between 18 to 50 yrs as on 01 Oct 2014	Diploma/certificate in the Plumbing from a Registered Institution, Polytechnic, ITI.	1. Higher qualification will be preferred. 2. Experience in plumbing will be preferred.

2. Allowances & Perquisites – (For Regular Posts) In addition to DA at Central Govt. rates, incumbents are entitled to free accommodation as available/HRA, LTC, New Pension Scheme, gratuity etc and subsidized education for two children.

For Contractual Posts (Sl. 1 & 2 only): - Free messing for self except during vacations, Rent free accommodation, if available.

3. Apply on plain paper with a passport size photo, post applied, Bio-data which is to include Name, Address, Telephone No. with STD Code, DOB, Status (Gen/SC/ST), Academic Record with percentage up-to highest degree, co-curricular activities and level of participation in games, NCC, Experience certificates with exact date and institutions served. Applications must accompany an Account Payee DD of Rs.500/- (Non-refundable) from any bank payable at Nagrota/Jammu and drawn in favour of Principal Sainik School Nagrota J&K.

4. Application with attested copies of documents along-with self addressed envelope with Rs.22/- stamps affixed must reach Principal Sainik School Nagrota, Jammu (J&K) – 181221 within 15 days from the date of publication of this advertisement. School will not be responsible for postal delay. No TA/DA will be paid to short-listed candidates who only will be called for Interview.

5. The school administration reserves the right to cancel the vacancy due to administrative/policy reason.

6. Details available on school website – [www.sainikschoolnagrota.com](http://www.sainikschoolnagrota.com) also.

Principal

## APPLICATION FORM

Application for the post of \_\_\_\_\_

Photo

1. Name (in capital letters): \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Age as on Date: \_\_\_\_\_ (years) \_\_\_\_\_ (months) \_\_\_\_\_ (days)
5. Category: General/SC/ST \_\_\_\_\_
6. Contact No.: Telephone/Mobile No. : \_\_\_\_\_ E-mail \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
8. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
9. Academic Qualifications (attach photocopies): -

SNo.	Class	Board/University	Year of Passing	Marks obtained	%age obtained
(a)	10 <sup>th</sup>				
(b)	12 <sup>th</sup>				
(c)	Graduation				
(d)	Post Graduation				
(e)	B.Ed				

10. Experience (attach photocopies): -

SNo.	Name of the institution	Day/Residential	Period of service		Classes Taught
			<u>From</u>	<u>To</u>	

11. Proficiency in Computer: \_\_\_\_\_
12. Hobbies: \_\_\_\_\_
13. Proficiency in Games/Co-curricular activities: -

<u>SINo.</u>	<u>Game/Co-curricular</u>	<u>Level Played</u>	<u>Remarks</u>

14. Documents Attached: - 1. DD No. \_\_\_\_\_ dated \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

DECLARATION: - I declare that the information furnished above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

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

Signature of Candidate