

SAINIK SCHOOL KAPURTHALA, PUNJAB – 144 601

(Under the aegis of Sainik Schools Society)

CBSE AFFILIATION NO 1680001

Phone No – 01822-230184

RECRUITMENT NOTICE

1. Principal, Sainik School, Kapurthala Punjab invites applications for the following post on Regular basis: -

<u>S No</u>	<u>Name of Post</u>	<u>No of Post</u>	<u>Qualification</u>
(a)	LDC Reservation – Un-reserved Pay 19900-63200 Level 2 Starting cell 19900	01	1. <u>Essential Qualification.</u> (a) Matriculation. (b) Typing speed of at least 40 words per minute. (c) Knowledge of short hand and ability to correspond in English, Hindi and Punjabi will be considered an additional qualification. 2. <u>Desirable Qualifications.</u> Ability to converse fluently in English. Should be well trained in Computers. Candidate with Commerce background will be preferred.

2. **Age.** Should be between 18 and 50 years of age. The cut-off date is **01 Jan 2024**. The relaxation for SC/ST/OBC and Ex-serviceman is applicable as per the Central Govt Rules.

3. **Allowances and Perquisites.** Pay Level 2 of VII CPC starting cell 19900 along with DA, Transport allowance and fixed medical allowance, NPS.

4. **Other Conditions.**

(a) Candidates appointed at Sainik School Kapurthala 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 for all the posts. All the posts are transferable with All India Liability.

(b) Applications with attested copies of testimonials and non-refundable demand draft for an amount of Rs 500/- for Gen / OBC candidates or Rs 250/- for SC/ST Candidates drawn in favour of "**Principal Sainik School Kapurthala**" should reach the school at the address: Principal, Sainik School, Kapurthala, Punjab - 144 601 **latest 15 Mar 2024**. In case of non-receipt of fees, requisite certificates for educational documents, the application will be summarily rejected.

(c) Candidates are to clearly mention the name of the post applied for as per the advertisement. If any field / information, asked in the application, is left blank / 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.

(d) Candidates are to mention their own valid email id, mobile number, alternate mobile number clearly and correctly in their application form. All correspondence with

candidates by the school will be made through email. Hence, all candidates are advised to regularly check their email.

(e) Shortlisted candidates meeting all eligibility criteria will only be called for written exam / skill/proficiency test. **Name of short-listed candidates and date of written test will be posted on school website.** Information of the same will be communicated to shortlisted candidates through email also. The list of candidates for skill / practical test will be declared subsequently based on the performance of candidates during written test.

(f) The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself. 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.

(g) **No TA / DA** will be admissible for attending the selection tests. The candidates will have to make own arrangements for boarding and lodging.

(h) Eligible and interested candidates may apply in the prescribed application format which may be downloaded from School Website www.sskapurthala.com.

5. The school administration reserves the right to cancel the vacancy 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.

Date ____ Feb 2024

Principal