

**BAL NIKETAN C/O SAINIK SCHOOL
KAPURTHALA
Phone No – 7880085091 (Extension 5)**

RECRUITMENT NOTICE

1. Bal Niketan School Kapurthala invites applications for the following posts on contractual basis:-

<u>S No</u>	<u>Name of Post</u>	<u>Age</u>	<u>No of Post</u>	<u>Qualification</u>
(a)	Headmistress (Contractual) Pay Rs 18,700/- per month	25 to 55 yrs	01	<u>Essential</u> (i) Graduate with minimum 50% and B.Ed from any recognized University of India and English as a subject in class XII. <u>Desirable</u> (i) Conversant with State Board Rules, NCERT standards, NEP 2020 and latest trends in education and Teaching (ii) Knowledge of computer applications, especially MS Office. (ii) Good written and verbal skills in English language
(b)	Teacher (PRT & NTT) (Contractual) Pay Rs 13,200/-per month incl CPF	21 to 55 yrs	11	<u>Essential</u> (i) Graduate with B.Ed/ D El.Ed/ BTC and English as a subject in class XII. (ii) NTT candidates will get preference for Pre Primary. <u>Desirable</u> (i) TET qualified with basic computer skills. (ii) Good written and verbal skills in English language
(c)	Computer Teacher (Contractual) Pay Rs 13,200/-per month incl CPF	21 to 55 yrs	01	<u>Essential</u> BCA/MCA/PGDCA <u>Desirable</u> Good written and verbal skills in English language
(d)	Accounts Clerk (Contractual) Pay Rs 13,200/-per month incl CPF	21 to 55 yrs	01	<u>Essential</u> 10 + 2 or equivalent in commerce stream with English as subject (B.Com or higher education will get preference)
(e)	MTS (Ayah/ Peon/ Safai Sewak/ Gardner) (Contractual) Pay Rs 9,900/-per month incl CPF	25 to 55 yrs	05	Experienced candidate will get preference

2. **Allowances and Perquisites**. Pay is consolidated.

3. **Other Conditions**.

(a) The appointment is purely on contractual basis in Bal Niketan C/o Sainik School Kapurthala and not in Sainik School Kapurthala as such your services shall be governed by the terms and conditions as applicable to Bal Niketan School employees as amended from time to time.

(b) Applications with attested copies of testimonials and non-refundable demand draft for an amount of Rs 200/- for candidates drawn in favour of "**Bal Niketan School, Kapurthala**" should reach the school at the address: Bal Niketan, Sainik School, Kapurthala, Punjab - 144 601 **latest by 05 Feb 2026**.

(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 only. No postal communication will be made by the school.

(e) Shortlisted candidates meeting all eligibility criteria will only be called for written 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. Eligible and interested candidates may apply in the prescribed application format which may be downloaded from link <https://sskapurthala.com/bal%20niketan.html#> (Whatsapp – 6284002710).

4. 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.