

SAINIK SCHOOL KAPURTHALA, PUNJAB – 144 601
CBSE AFFILIATION NO 1680001
Phone No – 7880085091 (Extension 1)

RECRUITMENT NOTICE

1. Principal Sainik School Kapurthala invites applications for the following post:-

<u>S No</u>	<u>Name of Post</u>	<u>No of Post</u>	<u>Qualification</u>
1.1	Quarter Master Type of appointment: Regular Reservation: Unreserved Pay: As per Cell 1 level 5 of 7 th CPC pay matrix starting Rs 29,200/- plus DA, Tpt allowance and fixed medical allowance.	01	01. Essential Qualification: 1.1 B.A / B.Com 1.2 At least five years experience as UDC (Stores) or as Quarter Master or an ex-serviceman preferably a JCO with at least 10 years experience in handling and accounting of stores. 02. Desirable Qualification: 2.1 Should have undergone a Quarter Master's course. 2.2 Should have adequate knowledge on procurement through GeM, CPP etc 2.3 Should have knowledge of GFR, DPM and DFPDS. 2.4 Should have sound knowledge of MS Office.

2. Age. Should be between 21 to 50 years. The relaxation for SC/ST/OBC candidates and Ex-servicemen is applicable as per the Central Govt Rules. Maximum permissible age for joining is 59 years. Cut of date will be 01 April 2026.

3. Other Conditions.

3.1 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.

3.2 Applications with attested copies of testimonials and non-refundable demand draft for an amount of Rs 500/- for Gen/OBC candidates and Rs 250/- for SC/ST Candidates drawn in favour of 'Sainik School Fund Account' should reach the school at the address: Principal, Sainik School, Kapurthala, Punjab - 144 601 latest by 05 May 2026.

3.3 Candidates are to clearly mention the name of the post applied for as per the advertisement. If any field / information, asked in the application, are 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.

3.4 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.

3.5 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.

3.6 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.

3.7 No TA/DA will be admissible for attending the selection tests. The candidates will have to make own arrangements for boarding and lodging. Eligible and interested candidates may apply in the prescribed application format which may be downloaded from School Website www.sskapurthala.com.

4. The school administration reserves the right to cancel 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.

Dated: 10 April 2026

Principal