

SAINIK SCHOOL SUJANPUR TIRA
DISTRICT HAMIRPUR (HP) – 176110

1. Applications are invited for 01 (one) post of Lower Division Clerk in the Sainik School, Sujanpur Tira as per the details mentioned against respective column:-

Educational Qualifications	Pay Scale	Age as on	Remarks
Essential:- (i) Matriculation. (ii) Typing speed of at least 40 wpm. (iii) Knowledge of Shorthand, Hindi Typewriting and ability to correspond in English will be considered an additional qualification. (iv) Working knowledge of Computers (Word, Excel, Page Maker, PowerPoint & Internet). Desirable:- (i) BA/BSc/BCom/Diploma in Computer Applications may be given preference. (ii) Knowledge of Accounting & Double entry in Cash Book A/c.	19900 - 2 nd Level Pay matrix + DA - 17% + Transportation – 900/- + Medical allowance – 1000/- = total salary = 25,336/-	Between 18 to 50 years as on 01 Apr 20	Regular Appt.

2. **HOW TO APPLY** : Desirous candidates are to apply on the prescribed application form available on the School's Website www.sainikschoolsujanpurtira.org The application form must reach this office latest by **1700 hrs on 26 Dec 19** together with attested copies of testimonials/certificates, a self addressed envelope with stamps affixed worth Rs 25/- and a Demand Draft (of PNB/Canara/SBI/KCCB) for **Rs 500/-** in favour of **Principal, Sainik School Sujanpur Tira** payable at **Sujanpur Tira (HP)**. Applications received late or without required documents will be summarily rejected. The School will not be responsible for any postal delay or loss of documents. **Only short listed candidates will be called for written test/ interview.** No TA/DA will be paid for attending the interview/test.

File : SSST/108/4/Adm
Date : Dec 2019

Principal
Sainik School, Sujanpur Tira (HP)

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

(Strike out whichever is not applicable)

(FILL IN BLOCK CAPITAL LETTERS ONLY)

**Affix recent
Passport
Size
Photograph**

1. Name : _____

2. Father's/Husband's Name : _____

3. Permanent Address with : _____

Pin Code _____

4. Correspondence Address : _____

with Pin Code _____

5. Category (SC/ST/OBC/GEN) :

6. Contact No. : (a) Phone with STD Code : _____

(b) Mobile No. : _____

(c) E-Mail : _____

7 (a) Date of Birth :
Date Month Year

(b) Age as on 01 Apr 20 : Years Months Days
(between 18 to 50 years)

8. Marital Status : MARRIED / UNMARRIED

9. Educational/Professional Qualifications:

<u>Class</u>	<u>Medium of Instruction</u>	<u>Subjects Studied</u>		<u>Month & Year of Completion</u>	<u>Name of School/ College</u>	<u>Board/ University</u>	<u>%age in Main Subject</u>	<u>Division</u>
		<u>Main</u>	<u>Ancillary</u>					
10 th								
12 th								
Graduation								
Any other								

10. Experience, if any:

<u>S. No</u>	<u>Name of Institution with address</u>	<u>Appointment</u>	<u>Period of Service</u>			<u>Day/ Residential School</u>	<u>Temp/ Adhoc/ Permanent</u>	<u>Salary Drawn (all incl PM)</u>
			<u>From</u>	<u>To</u>	<u>Total Period</u>			

NOTE : PLEASE ENCLOSE PHOTOCOPIES OF ALL THE CERTIFICATES OF EDUCATION & EXPERIENCE (IF ANY).

11. Proficiency in Computers : _____

12. Hobbies : _____

13. **Application fee (for Nursing Assistant and Hostel Warden only)**

(Demand Draft only in favour of “**PRINCIPAL, SAINIK SCHOOL, SUJANPUR TIRA (HP)**” payable at Punjab National Bank – Code 6670 or State Bank of India – Code 10726). (Candidates should write Name, Post applied for and complete Address in capital letters, on the reverse side of the Demand Draft).

Demand Draft No.		Amount	Rs.500/-
Date		Drawn on	

14. Any other details : _____

CERTIFICATE

I, hereby certify that the above particulars are correct and true in all respects to the best of my knowledge and belief.

Place :

(Signature of Applicant)

Date :