

SAINIK SCHOOL SUJANPUR TIRA
DISTRICT HAMIRPUR (HP) – 176110

1. Applications are invited for the following posts in the Sainik School, Sujampur Tira as per the details mentioned against respective column:-

Ser	Post	Educational Qualifications	Pay Scale	Age as on 28 Feb 2017	Remarks
(a)	Mess Manager (One)	<p><u>Essential:-</u> (i) Matriculation or equivalent. (ii) At least five years experience of running a catering organization independently in the civil, in the Defence Services or in any other similar organization. (iii) Ability to maintain mess accounts.</p> <p><u>Desirable:-</u> (i) Diploma/Degree in catering from a recognized institution. (ii) JCO or equivalent from catering trade or with more than 5 years catering experience.</p>	Rs 5200-20200 + GP 2800	Between 18 to 50 years	Regular Appt.
(b)	LDC (One)	<p><u>Essential:-</u> (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).</p> <p><u>Desirable:-</u> (i) BA/BSc/BCom/Diploma in Computer Applications may be given preference. (ii) Knowledge of Accounting & Double entry in Cash Book A/c.</p>	Rs 5200-20200 + GP 1900	Between 18 to 50 years	Regular Appt.
(c)	General Employee (Two)	<p><u>Essential:-</u> (i) Matriculation or equivalent examination from a recognized board. (ii) Should be able to read & write English & Hindi.</p> <p><u>Desirable:-</u> Experience in the field of any one trade/skill of Masonry/Carpentry/Plumbing/Gardening/Sweeping/Security Guard duties</p>	Rs 5740-per month (Consolidated)	Between 18 to 50 years	Contractual 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 28 Feb 2017** 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/-** (for Mess Manager & LDC posts) and **Rs 200/-** (for General Employee post) 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 : 08 Feb 2017

Principal
Sainik School, Sujanpur Tira (HP)