

SAINIK SCHOOL SUJANPUR TIRA (HP)

ADVERTISEMENT

1. Sainik School, Sujapur Tira, Distt. Hamirpur (HP) functioning under Sainik Schools Society, Ministry of Defence invites applications for the post the following post:-

Ser	Name of the Post	No. of Vacancy	Eligibility	Pay Band	Age
(a)	Office Superintendent on regular basis	One (01)	<p><u>Essential:</u></p> <p>(a) Graduate with 5 years office experience of a supervisory post in a Govt. or Commercial Establishment or 07 years experience as UDC or equivalent post in the School.</p> <p>(b) Ability to correspond independently in English/Hindi.</p> <p>(c) Ex-servicemen who attained the rank of a JCO in the Clerical Cadre of Defence Services or equivalent need not be graduate.</p> <p><u>Desirable:</u></p> <p>(a) High proficiency of Computers office applications (Word, Excel, Page-maker, Tally, Power Point Presentation etc.)</p> <p>(b) Extensive knowledge of Office Procedures in Schools/Govt. establishments.</p> <p>(c) Experience in office automation.</p> <p>(d) Knowledge of Shorthand.</p>	Rs.9,300–34,800/- with Grade Pay Rs.4,200/-	Between 18-50 years as on closing date of receipt of application
(b)	General Employee on contractual basis	One (01)	<p><u>Essential:</u></p> <p>(i) Matriculation or equivalent examination.</p> <p>(ii) Should be able to read & write English & Hindi.</p> <p><u>Desirable:</u></p> <p>(i) Experience in the field of any one trade/skill of masonry/carpentry/plumbing/Gardening/Sweeping duties/ Security Guard duties etc.</p>	Rs 5,740/- per month (consolidated)	Between 18-50 as on closing date of receipt of application

2. **PAY & PERKS FOR THE POST OF OFFICE SUPERINTENDENT** : Pay + DA, Gratuity, **New Pension Scheme (NPS)-2004**, LTC, Group Insurance, Medical and other allowances as admissible as per Sainik Schools Society Rules & Regulations. Rent free accommodation and subsidized schooling for two children. Post is regular but will be permanent on successful completion of probationary period as per existing regulations and is transferable with All India liability.

3. **HOW TO APPLY:** Desirous candidates to apply in the prescribed format as available at www.sainikschoolsujanpurtira.org and address it to the "**Principal, Sainik School, Sujanpur Tira, Distt. Hamirpur (HP), Pin Code - 176110**". The application must reach this office latest by **1700 hrs on 21 May 2016** together with passport size photograph, attested copies of testimonials/certificates, a self addressed envelope stamped for Rs.25/- and Demand Draft (of Punjab National Bank/State Bank of India) for **Rs.500/-** (Rupees Five Hundred only) for Office Superintendent & **Rs. 200/-** (Rupees Two Hundred only) for General Employee in favour of **Principal, Sainik School, Sujanpur Tira** payable at **Sujanpur Tira (HP)**. Applications received late or without documents will be summarily rejected. The School is not responsible for any postal delay or loss of documents. Only short listed candidates will be called for interview/test. No TA/DA will be paid for attending the interview/test.

Please superscribe the envelope with the detail "APPLICATION FOR THE POST OF"

File: SSST/108/4/Adm
Date: Apr 2016

Principal
Sainik School, Sujanpur Tira (HP)