

SAINIK SCHOOL SUJANPUR TIRA
DISTRICT HAMIRPUR (HP) – 176110

1. Applications are invited from eligible candidates for the post of one Office Superintendent on permanent post in Sainik School Sujapur Tira (HP) as per the details mentioned against respective column:-

Post	Educational Qualifications	Pay Scale	Age
Office Superintendent	<p><u>Essential:-</u></p> <p>(i) Graduation with 5 years of office experience of a supervisory post in Govt. or Commercial Establishment</p> <p>(ii) Ability to correspond independently in English.</p> <p>(iii) The condition of being a graduate may be waived for ex-servicemen who had attained the rank of JCOs in the Clerical Cadre.</p> <p><u>Desirable:-</u></p> <p>(i) Knowledge of shorthand, type writing, and knowledge of computer operation (MS Word, Excel, Power Point Presentation etc.).</p> <p>(ii) Typing speed of at least 40 words per minute.</p> <p>(ii) Knowledge of office procedures in schools /Govt./commercial establishments including CCS (Conduct) Rules, 1964 and Rules, 1972.</p>	<p>Basic Salary Rs. 35,400/- + 6th Level Pay matrix + DA 17% *(Corresponding DA) + Transportation Rs. 1,800/- + Medical allowance Rs. 1,000/-</p>	<p>Between 18 years to 50 years as on 01 April 2020</p>

2. All employees during the period of service will be provided rent free accommodation in the school campus, if available. It will be incumbent on those employees to reside in the quarters allotted to them. If the school is unable to provide accommodation to any staff members within the school campus they will be paid House Rent Allowance as promulgated by Sainik Schools Society from time to time subject to the certifying by the Principal that it is not possible to provide any type of accommodation either entitled or below or above the entitlement, limited to the period of the existing situation. The retirement age for would be 60 years.

3. **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 11 Feb 2020 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 Office Superintendent post) in favour of Principal, Sainik School Sujapur Tira payable at Sujapur 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.

10. Experience, if any:

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

NOTE : PLEASE ENCLOSE SELF ATTESTED PHOTOCOPIES OF ALL THE CERTIFICATES IN SUPPORT OF EDUCATIONAL QUALIFICATIONS & EXPERIENCES (IF ANY).

11. Proficiency in Computers : _____

12. Games & Sports/Hobbies: _____

13. Application fee (for Office Superintendent only)

(Demand Draft in favour of "Principal, Sainik School, Sujampur 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:

Date:

(Signature of Applicant)

FOR OFFICE USE