



# SAINIK SCHOOL SAMBALPUR, ODISHA

(Under the aegis of MoD, Govt of India)



## RECRUITMENT OF STAFF (CONTRACTUAL BASIS) ADVERTISEMENT

(NOTE: THIS IS NOT A STATE OR CENTRAL GOVERNMENT JOB)

1. Principal Sainik School Sambalpur invites applications from eligible candidates for the following vacancies purely on Contractual Basis: -

S. No	Name of the Post	Qualification	Consolidated Pay	Vacancy Category
(a)	TGT (Social Science) (Contractual basis) 02	<b>Essential Qualification:</b> (i) Four years integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate. Or Bachelor's degree with atleast 50% marks in the concerned subject and in aggregate Or as per the CBSE bylaws rules for the post of TGT (Social Science) (ii) Minimum two subjects out of History, Political Science, Economics, Sociology and Geography or Hons Graduation with History/Political Science/Geography as main subject in all the three years of graduation/four years integrated degree course. (iii) B.Ed degree from a recognized University. (iv) Pass in the central teacher eligibility test (CTET) or STET, conducted by central/state govt/CBSE in accordance with the guidelines framed by the NCTE for the purpose. (v) Proficiency in teaching in English medium. (vi) Should be between 21 and 35 years of age on 30 November 2024.	Rs. 50,000/- (Fixed amount)	UR-01 ST-01
(b)	Upper Division Clerk (UDC) (Contractual basis) 01	<b>Essential Qualification:</b> (i) Graduation from a recognized university. (ii) At least 2 years office experience in a Govt or Commercial organization. (iii) Ability to correspond in Hindi and English. (iv) English/Hindi/Regional language Typing speed at least 40 words per minute on computer. (v) Knowledge of short-hand will be considered as additional qualification. (vi) Should be between 18 and 50 years of age as on 30 November 2024. <b>Desirable Qualifications:</b> (i) Candidates with higher qualification will be given preference. (ii) Candidates with knowledge of GEM procurement, store management will be given preference. (iii) Candidates with knowledge of Computer Applications will be given preference.	Rs.36,000/-	UR-01

<p>(c) Lower Division Clerk (LDC) (Contractual basis)</p> <p>01</p>	<p><b>Essential Qualification:</b></p> <p>(i) Candidates must have passed 12th class or equivalent from a recognized board or university.</p> <p>(ii) English/Hindi/Regional language typing speed at least 40 words per minutes on computer.</p> <p>(iii) Ability to correspond in Hindi and English.</p> <p>(iv) Should be between 18 and 50 years of age as on 30 November 2024.</p> <p><b>Desirable Qualifications:</b></p> <p>(i) Candidates with higher qualification will be given preference.</p> <p>(ii) Candidates with knowledge of CCS rules, leave rules and experience in maintaining of personal files and service record of staff will be given preference / Accounting, tally, balance sheet, finance procedures etc.</p> <p>(iii) Candidates with knowledge of accounts keeping will be given preference.</p> <p>(iv) Candidates with knowledge of short-hand will be given preference.</p>	<p>Rs. 28,000/-</p>	<p>UR</p>
<p>(d) Driver (Contractual basis)</p> <p>02</p>	<p><b>Essential Qualification:</b></p> <p>(i) Should have passed matriculation from a recognized board.</p> <p>(ii) Should possess driving license to drive heavy duty as well as light four-wheeler vehicles.</p> <p>(iii) Candidates with experience of driving heavy duty and light vehicles with minimum 02 years of experience will be given preference.</p> <p>(iv) Should be between 18 and 50 years of age as on 30 November 2024.</p> <p><b>Desirable Qualifications:</b></p> <p>(i) Candidates with experience of driving school vehicles in the past will be given preference.</p> <p>(ii) Knowledge of first line maintenance.</p> <p>(iii) ESM having experience of driving heavy vehicle will be given preference.</p>	<p>Rs. 28,000/-</p>	<p>OBC-01 SC-01</p>

**General Instructions:**

Note: (i) This school is not a state or central government run organization.

(ii) All the contractual vacancies tenure will be for one year only and will be governed as per the Sainik Schools Society Rules and Regulations as amended from time to time.

- Other Conditions:** Candidates appointed at Sainik School Sambalpur 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.
- Applications with attested copies of testimonials (certificates/documents) along with non-refundable Demand Draft for an amount of Rs 500/- for Gen, OBC & other candidates and Rs 250/- for SC/ST Candidates drawn in favour of "Principal Sainik School Sambalpur", payable at State Bank Of India, Goshala Branch, IFSC Code: SBIN0017963, Branch Code: 017963 should reach the School at the address : Principal Sainik School Sambalpur, PO- Basantpur, PS- Burla, Via CA Chiplima, Near Goshala, Dist- Sambalpur, Odisha - 768025 on or before 20 Dec 2024. Candidates are to clearly mention the name of the post applied for on the envelope as per the advertisement. If any field/information, asked in the application, is left blank / or 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.
- Candidates are to mention their own valid email address and mobile no. /contact details clearly in the application form. All correspondences with candidates by the school will be uploaded on school website only ([www.sainikschoolsambalpur.in](http://www.sainikschoolsambalpur.in)). No postal /email communication will be forwarded by the school.
- Selection will be made based on individual performance in written test, skill/practical test and interview (where applicable). Shortlisted candidates meeting all eligibility criteria only will be called for written test. The list of candidates for skill/practical and interview (where applicable) will be declared subsequently based on the performance of candidates during written test and skill/practical test respectively. No TA/DA will be admissible for attending the selection tests.
- The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself, whenever asked by the school administration. 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.
- Eligible and interested candidates may apply in the prescribed application form, which may be downloaded from school website [www.sainikschoolsambalpur.in](http://www.sainikschoolsambalpur.in). All are requested to check for any updates/status of recruitment in school website [www.sainikschoolsambalpur.in](http://www.sainikschoolsambalpur.in).
- Structure of selection process

For all contractual posts		
Phase	Examination	Tentative date of Written exam/class demonstration and interview
1 <sup>st</sup> Phase	Written Test	In the month of Dec 2024 (Dates will be uploaded on school website in the Third week of Dec 2024)
2 <sup>nd</sup> Phase	Class demonstration/physical/skill test / proficiency/trade test	
3 <sup>rd</sup> Phase	Interview	

8. The School administration reserves the right to cancel all or any of the vacancies 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. The last date for receiving application is **20 December 2024**.

9. For any query you may contact school no: 9439114922 /9692200674 from 1000hrs to 1300hrs only on all working days.