



# **SAINIK SCHOOL AMBIKAPUR (CHHATTISGARH)**

(Affiliated to Central Board of Secondary Education)

**(Phone No – 07774-2612609 & 7747032999)**



## **VACANCY – LOWER DIVISION CLERK**

### **(REGULAR)**

1. Sainik Schools are managed by Sainik Schools Society run under the aegis of Ministry of Defence . Applications are invited from eligible candidates for **two (02) posts of Lower Division Clerk (LDC)** on regular scale for an English medium fully residential school:-

<b>Essential Qualification</b>	<b>Pay Band/ Salary</b>	<b>Age</b>
<b>Essential Qualification.</b> (i) Matriculation (ii) English typing speed on Computer of at least 40 words per minute.	₹ 5200-20200 Grade Pay- ₹ 1900	Between 18 and 50 years as on <b>01 June 2017</b>
<b>Desirable.</b> Practical knowledge of Computers with Word/Excel/Power Point/Tally, Experience and knowledge of Store Keeping/Commerce/ Accounts/Office Work, Higher education, Ability to communicate both verbally and in writing in English, Ability to type with proficiency in Hindi.	<b><u>Pay &amp; Perks</u></b>	
	Pay and Allowances will be as per the policies of Sainik Schools Society in vogue, Medical Allowance, Subsidised schooling upto two children, rent free accommodation/ HRA. The post is All India transferable.	

2. Eligible and interested candidates may apply with Bio-data (to be downloaded from the school website [www.sainikschoolambikapur.org.in](http://www.sainikschoolambikapur.org.in)) with one recent passport size coloured photograph alongwith photocopies of the mark sheets, testimonials, a self addressed envelope (9' x 4') and a Demand Draft worth ₹ 400/- (non refundable) in favour of 'Principal Sainik School Ambikapur' payable at any Nationalised Bank at Ambikapur [Preferred :- State Bank of India, Main Branch, Ambikapur (Code 00310)] to the 'Principal, Sainik School Ambikapur, Mendra Kalan, Post – Bhtthi Kala, Dist – Surguja, (Chhattisgarh), PIN – 497 001' by 12 May 2017. Only short-listed candidates will be called for written skill test/interview. The written skill test/interview will tentatively be scheduled at 1000 hrs on 29 May 2017 at Sainik School Ambikapur, Mendra Kalan. Principal reserves the right to short-list the candidates. No query for short-listing will be entertained. No TA/DA is admissible. The school will not be responsible for any postal delay. The Principal reserves the right to reject incomplete applications or cancel the vacancy/ recruitment process at any stage.

**PRINCIPAL**



# SAINIK SCHOOL AMBIKAPUR (C.G.)



## BIODATA/APPLICATION FORM

For the Post of **Lower Division Clerk (LDC) on regular scale**

1. Name (in BLOCK letters) : \_\_\_\_\_

2. Father's/Spouse's Name : \_\_\_\_\_

3. Permanent Address with Pin Code : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Correspondence Address with Pin Code : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Contact Nos. : (a) Phone with STD code \_\_\_\_\_

(b) Mobile \_\_\_\_\_

(c) E-mail \_\_\_\_\_

(d) Aadhar Number \_\_\_\_\_

6. Date of Birth : \_\_\_\_\_

7. Marital Status : \_\_\_\_\_

8. **Academic Qualifications**

Qualification	Subject Studied	Regular/ Correspondence	Month & Year of completion	Board/ University	Percentage
Matric					
Intermediate					
Graduation BA/B.Sc/B.Com					
Computer					
Typing					
Any other					

Affix a Passport size coloured photograph

Continued.....

9. **Experience**

SI No.	Name of the Institution/organisation with Address	Appoin- tmnent	Period of employment			Temporary/ Adhoc/ Permanent
			From	To	Total Years	

10. Proficiency in Games/Co-curricular activities/Literary Activities : \_\_\_\_\_  
\_\_\_\_\_

11. Hobbies : \_\_\_\_\_

12. Payment of recruitment fees ₹ 400/- : Drawn on \_\_\_\_\_

Demand Draft No. \_\_\_\_\_

dated \_\_\_\_\_

**CERTIFICATE**

1. I, hereby certify that the above particulars are correct and true in all respect to the best of my knowledge and belief. In case at any time they are found to be wrong my candidature/application may be rejected.

2. I am enclosing the copies of relevant certificates i.e. Matriculation, Intermediate, Graduation, Post Graduation, Experience, etc alongwith a Demand Draft worth ₹ 400/- in favour of "Principal, Sainik School Ambikapur" duly signed by me. I agree to produce original certificates/testimonials when called for written skill test/interview.

3. I will not claim any TA/DA.

Place :

Date :

(Signature of Applicant)