



SAINIK SCHOOL AMBIKAPUR (CHHATTISGARH)
(Under Sainik Schools Society, Ministry of Defence and
Affiliated to Central Board of Secondary Education)
(Phone No – 7747032999)



VACANCY

1. Applications are invited from eligible candidates for the following posts on regular scale :-

Ser No	Post	No. of Post & Category	Pay Scale	Age (As on 01 Apr 2022)
(a)	Quarter Master	01 (Gen)	Level 5 of 7 th CPC (₹ 29200-92300)	18 to 50 years
<p><u>Essential Qualification</u> (i) B.A /B. Com. (ii) At least 5 years experience as UDC stores or as Quartermaster or an ex-serviceman preferably a JCO with at least 10 years experience in handling and accounting of stores. <u>Desirable Qualification.</u> Should have undergone a Quartermaster's Course, Knowledge of Computer Application, Degree/Diploma in Fire Fighting & Disaster Management, Security, Motor Vehicle Maintenance, Knowledge of Stores/Inventory Management/Material Management.</p>				
(b)	Upper Division Clerk (UDC)	01 (Gen)	Level 4 of 7 th CPC (₹ 25500-81100)	18 to 50 years
<p><u>Essential Qualification.</u> Graduate with at least 02 years office experience in a Govt or Commercial Organisation and ability to correspond in English. Typing Test (English - 40 WPM and Hindi/Regional Language - 35 WPM) <u>Desirable Qualification.</u> Higher qualification, Knowledge of Computer Application, Tally and shorthand will be considered as additional qualification.</p>				

2. Pay & Allowances, Transport Allowance, LTC, Non Productive Adhoc Bonus, Contributory Pension as per NPS, Subsidised schooling upto two children, Rent free accommodation and Medical Allowance as per Sainik Schools Society Rules & Regulations in vogue. The appointment will be made with all India transferability clause.

3. Bio-data (Application Form) Form downloaded only from the School website will be considered.

4. Candidates can submit application alongwith Demand Draft (non refundable) worth ₹ 500/- or pay by digital mode in favour of 'Principal Sainik School Ambikapur' payable at Ambikapur [Preferred :- State Bank of India, Main Branch, Ambikapur (Code 00310)] or digital payment through RTGS/NEFT (SBI Bank Account Number 37923027067, IFSC Code SBIN0000310). Any candidate paying by digital mode is required to attach a copy of screenshot/printout/proof of the same.

5. Preference will be given to candidates having higher qualification/skill and experience in respective field.

6. The applications alongwith self attested copies of certificates/testimonials should reach this office within 21 days from the date of publication of this advertisement. The School will not be responsible for any postal delay.

7. The tentative dates for selection test are 28 & 29 Mar 2022. List of short-listed candidates will be uploaded on this School website.

8. Shortlisted candidates should produce original certificates/testimonials at the time of attending selection test in support of their qualification, experience, category as mentioned in the application failing which their candidature will not be considered/entertained.

9. No TA/DA is admissible for attending the selection process.

10. **Conduct of Written Test, Skill & Physical Test/Demonstration and Interview**

Ser	Name of post	Conduct
(a)	Quarter Master	<p>(i) <u>Verification of documents</u>. Candidates should produce all original certificates/testimonials submitted with application. Any anomaly, candidature will be liable for rejection.</p> <p>(ii) <u>Written Test</u>. Approx 01 hour duration and Maximum Marks 50. Written test consisting of General Knowledge, General English, Basic Maths and Subject test of appropriate level. Candidates will be required to score minimum 33% to 50% marks (minimum required marks will be decided by the Board of Officers on the day of selection test) to qualify the next step of selection process.</p> <p>(iii) <u>Skill/Proficiency Test</u>. Qualify candidates in the written test will appear the Skill/Proficiency Test consisting Drafting of Letter, Stores Management to include preparation of Issue/Receipt Voucher and Maintenance of Stock Ledger etc, Preparation of Statement of Case for procurement of stores/carrying out of works, Knowledge of Fire Fighting Drills (Marks 35).</p> <p>(iv) <u>Interview</u>. To check knowledge of Security Orders, GFR/GeM or any other topic(s) as decided by the Board of Officers (Marks 15).</p>
(b)	Upper Division Clerk (UDC)	<p>(i) <u>Verification of documents</u>. Candidates should produce all original certificates/testimonials submitted with application. Any anomaly, candidature will be liable for rejection.</p> <p>(ii) <u>Written Test</u>. Approx 01 hour duration and Maximum Marks 50. Written test consisting of General Knowledge, General English, Basic Maths and Subject test of appropriate level. Candidates will be required to score minimum 33% to 50% marks (minimum required marks will be decided by the Board of Officers on the day of selection test) to qualify the next step of selection process.</p> <p>(iii) <u>Skill/Proficiency Test</u>. Qualify candidates in the written test will appear the Skill/Proficiency Test consisting Typing Test (English) in MS Word (40 WPM), Typing Test (Hindi & Regional Language) using Online Tools (35 WPM) (Marks 50), Typing Test to check knowledge of typing various symbols used in Mathematics/Science subjects in MS Word, Preparation of Excel Sheet as required for results preparation, Filing of documents in files/dossiers etc (Marks 50).</p>

11. The post for which applied should be super-scribed on envelope. Applicants are to clearly mentioned their E-mail ID and mobile number in the application form to enable the school administration to communicate schedule of selection tests to the short-listed candidates.

12. The number and nature of vacancy are subject to change. The school administration reserves the right to cancel the recruitment process at any time or reject incomplete applications.

PRINCIPAL



SAINIK SCHOOL AMBIKAPUR (C.G.)
(Under the aegis of Ministry of Defence)



BIODATA/APPLICATION FORM

Post applied for

1. Name (in BLOCK letters) : _____
2. Father's/Spouse's Name : _____
3. Permanent Address with Pin Code : _____

Affix a Passport size coloured photograph (Photograph to be taken/ developed on or after 01 Feb 2022)

4. Correspondence Address with Pin Code : _____

5. Contact Nos. : (a) Phone with STD code _____
(b) Mobile _____
(c) E-mail _____

6. Date of Birth : _____

7. Marital Status : Single/ Married

8. Category (Gen/OBC/SC/ST) : _____

9. **Academic Qualifications (Starting from Matriculation) :-**

Qualification	Subject Studied	Mode of Teaching (Regular/Distance)	Month & Year of completion	Board/ University	Percentage

Continued.....

Post applied for

10. **Experience (in same grade)**

SI No.	Name of the School & Address	Post	Period of employment			Temporary/ Adhoc/ Permanent
			From	To	Total Years	

11. **Proficiency in Games/Co-curricular activities/Literary Activities**

Games/ Co-curricular	School Team	Level played			
		School/College/University	Zonal	Dist	State

12. Hobbies : _____

13. NCC : (a) Certificates obtained : _____

(b) Camps attended : _____

14. Payment of recruitment fees : Demand Draft (DD)/Digital Payment Mode

Amount : _____/-

DD/UTR/Receipt No. _____

Bank _____

Date _____

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 get rejected.

2. I am enclosing the copies of relevant certificates/testimonials with regards to my qualifications, experience, category etc and Demand Draft/Receipt/UTR No. of online payment of recruitment fees in favour of Principal, Sainik School Ambikapur (strike over which is not enclosing) etc duly signed by me. I agree to produce original certificates when asked for.

3. I will not claim any TA/DA while attending selection process being conducted by Sainik School Ambikapur.

Date :

(Signature of Applicant)