

## APPLICATION FORM

Application for the post of \_\_\_\_\_

Photo

1. Name (in capital letters): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Age as on Date: \_\_\_\_\_ (years) \_\_\_\_\_ (months) \_\_\_\_\_ (days)
5. Category: General/SC/ST/OBC \_\_\_\_\_
6. Contact No.: Telephone/Mobile No. : \_\_\_\_\_ E-mail \_\_\_\_\_
7. Address: \_\_\_\_\_  
\_\_\_\_\_

8. Academic Qualifications (attach photocopies): -

SNo.	Class	Board/University	Year of Passing	Marks obtained	%age obtained
(a)	10 <sup>th</sup>				
(b)	12 <sup>th</sup>				
(c)	Graduation				
(d)	Post Graduation				
(e)					
(f)					
(g)					
(h)					

9. Experience (attach photocopies): -

SNo.	Name of the institution	Day/Residential	Period of service		Classes Taught
			From	To	

Contd.....2

10. Proficiency in Computer: \_\_\_\_\_

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

12. Proficiency in Games/Co-curricular activities: -

<b><u>SNo.</u></b>	<b><u>Game/Co-curricular</u></b>	<b><u>Level Played</u></b>	<b><u>Remarks</u></b>

13. Documents Attached: - 1. DD No. \_\_\_\_\_ dated \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**DECLARATION:** - I declare that the information furnished above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: \_\_\_\_\_

Signature of Candidate

**SAINIK SCHOOL NAGROTA-JAMMU (J&K)**  
**(A Residential School under Sainik Schools Society, MoD, Govt. of India)**  
**RECRUITMENT**

1. Applications are invited from suitable candidates for the following posts as per the details given against each: -

<b><u>Ser</u></b>	<b><u>Post &amp; Vacancy</u></b>	<b><u>Scale of Pay</u></b>	<b><u>Age</u></b>	<b><u>Essential Qualification</u></b>	<b><u>Desirable</u></b>
(a)	Librarian – 01 (Regular)	Level-7, Rs.44900-142400 (Pre-revised PB-2, Rs.9300-34800 + GP Rs.4600/-)	Between 21 and 35 yrs as on 01 Jan 2020	Graduate with degree / diploma in Library Science from a recognized institution.	1. Higher qualification. 2. Experience of working in a CBSE school.
(b)	LDC - 02 (Regular)	Level–2, Rs.19900-63200 (Pre-revised PB-1, Rs.5200-20200 + GP Rs.1900/-)	Between 18 and 50 yrs as on 01 Jan 2020	1. Matriculation. 2. Typing speed of at least 40 words per minute. 3. Proficiency in computer MS Word, Power Point, MS Excel.	1. Practical knowledge of computers with word/excel/power point/ tally, experience and knowledge of store keeping/ commerce/ accounts/office work. 2. Ability to correspond in English and Hindi language.
(c)	General Employees – 02 <b>(Regular)</b>	Level–1, Rs.18000-56900 (Pre-revised PB-1, Rs.5200-20200 + GP Rs.1800/-)	-do-	Matriculation	1. Multi tasking staff will be preferred. 2. Proficiency in Gardening, School bus driving/conductor, security guard, dish washing , Cutting of Lawn hedge, Grass cutting, Maintenance and leveling of Lawn/sports fields etc.

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### **Allowances & Perquisites**

2. In addition to DA at Central Govt. rates, incumbents are entitled to free accommodation as available/HRA, LTC, New Pension Scheme, Gratuity etc and subsidized education for two children as admissible as per Sainik Schools Society, Rules and Regulations.
3. Apply on annexed proforma with a passport size photo, post applied, Bio-data which is to include Name, Address, Mobile No., DOB, Status (Gen/SC/ST/OBC), Academic Record with percentage up-to highest degree, co-curricular activities and level of participation in games, NCC, Experience certificates with exact date and institutions served. Application must accompany an Account Payee DD of Rs.500/- (Non-refundable) from any bank payable at Nagrota and drawn in favour of Principal Sainik School Nagrota J&K.
5. Application with attested copies of documents along-with self addressed envelope with Rs.22/- stamps affixed must reach Principal Sainik School Nagrota, Jammu (J&K) – 181221, by post, **on or before 28 Dec 19**. School will not be responsible for postal delay. Short-listed candidates only will be called for Interview. No Ta/DA will be paid.
6. The school administration reserves the right to cancel the vacancy due to administrative/policy reason.
7. Some unscrupulous elements/touts may try to dupe innocent people/unemployed youths with false promises of providing them jobs in Sainik School Nagrota. At times, they promise job using forged/fake documents, communications, e-mails and websites to authenticate their claims. Therefore, Beware.

(Pawan)  
Lt Col  
Offg Principal

