

**SAINIK SCHOOL KAPURTHALA PUNJAB – 144 601**

(Under the aegis of Sainik Schools Society)

CBSE Affiliation No 1680001

Phone No 01822-230184

**RECRUITMENT**

1. **Walk-in-Interview** for the following posts will be held at this school on 23 Apr 2024.

<b>S No</b>	<b>Name of Post</b>	<b>Age</b>	<b>No of Post</b>	<b>Qualification</b>
(a)	<b><u>LDC</u></b>  Temporary / Leave Vacancy For 06 months Pay Rs 19,900/- per month (consolidated)	Between 18 & 50 years	01 (Un-reserved)	1. <b><u>Essential Qualification.</u></b> (a) Matriculation. (b) Typing speed of at least 40 words per minute. (c) Knowledge of short hand and ability to correspond in English, Hindi and Punjabi will be considered an additional qualification. 2. <b><u>Desirable Qualifications.</u></b> Ability to converse fluently in English. Should be well trained in Computers. Candidate with high qualification will be preferred.
(b)	<b><u>NURSING SISTER</u></b>  Temporary / Leave Vacancy for 03 months extendable to 06 months  Pay – Rs 13,446/- per month (consolidated)	Between 18 & 50 years	01 (Un-reserved)	1. <b>Essential Qualification.</b> (a) Nursing Diploma / Degree. (b) 05 years experience or ex-serviceman of Medical Assistant trade with at least 05 years service after Training. 2. <b><u>Desirable Qualifications.</u></b> Ability converse fluently in English. Candidate with higher qualification will be preferred.

2. **Other Conditions for posts 1 (a) & (b) only.** A written test of approximately 01 hour duration and maximum marks of 50 will be conducted. You will be required to score minimum 33% marks to qualify for the next step of the selection process. However, the minimum required marks may be increased up to 50% by the Board of Officers to limit the number of candidates for the next step of the selection process. The conduct of the test will be done under CCTV Surveillance. The written test would consist of the following: -

<b>S No</b>	<b>Subject</b>	<b>Marks</b>
(a)	General Knowledge	05
(b)	General English	10
(c)	Basic Maths	10
(d)	Subject test of appropriate level	25
	Total	50

3. The list of candidates for skill / practical test will be declared subsequently based on the performance of candidates in written test.

4. The candidates who qualify in the written test will be eligible to appear in the skill/ proficiency test for **LDC** on the same day as per the details given below: -

<b>S No</b>	<b>Skill Test</b>	<b>Marks</b>
(a)	Typing Test (English) in MS Word (40 WPM)	10
(b)	Typing Test (Hindi & Regional Language i.e. Punjabi) using online tools	10
(c)	Typing Test to check knowledge of typing various symbols used in mathematics / Science subjects in MS Word	10
(d)	Preparation of Excel Sheet as required for results preparation etc	10
(e)	Filing of documents in files / dossiers etc	10
	Total	50

5. The candidates who qualify in the written test will be eligible to appear in skill / proficiency test for **Nursing Sister** on the same day as per the details given below: -

<b>S No</b>	<b>Skill Test</b>	<b>Marks</b>
(a)	Test 1 – Burn and Basic Dressing	10
(b)	Test 2 – Snake Bite Treatment	10
(c)	Test 3 – Fracture Treatment	10
(d)	Test 4 – CPR	10
(e)	Interview to check basic knowledge of giving First Aid and of dealing with cases of injury / sickness of students in a residential school	10
	Total	50

6. Candidates are advised to download recruitment pro-forma from school website [www.sskpaurthala.com](http://www.sskpaurthala.com). On the day of walk-in-interview, please bring attested copies of testimonials and non-refundable demand draft for an amount of Rs 500/- for Gen/ OBC candidates and Rs 250/- for SC/ST candidates drawn in favour of '**Principal, Sainik School Kapurthala**'. In case of non-remittance of fees, requisite certificates for educational documents, you will not be permitted to appear in written test.

7. Candidates are to mention their own valid email id, mobile number, alternate mobile number clearly and correctly in their application forms. All correspondence with candidates by the school will be made through email. Hence, all candidates are advised to regularly check their email.

8. The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself. The candidature of candidates not producing their original educational and professional qualification certificates during verification process itself will be rejected without giving any justification.

9. **Applications are invited for the post of Lab Assistants** (Contractual for one year) as per details given below: -

<b>S No</b>	<b>Name of Post</b>	<b>Age</b>	<b>No of Post</b>	<b>Qualification</b>
(a)	<b>Lab Assistant</b> On contractual basis for one year Rs 34,170/- per month consolidated	21 to 35years	02  (1x Chemistry and 1 x Physics) (Un-reserved)	Intermediate Science or equivalent in subject  <b><u>Last date for submission of application form for this post is 03 May 2024</u></b>

10. **Other Conditions for the post of Lab Assistant (Contractual) only.**

(a) Candidates appointed at Sainik School Kapurthala 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 on them.

(b) Applications with attested copies of testimonials and non refundable demand draft for an amount of Rs 500/- for General / OBC candidates and Rs 250/- for SC/ST Candidates drawn in favour of "Principal Sainik School Kapurthala" should reach the school at the address: Principal, Sainik School, Kapurthala, Punjab - 144 601 **latest by 03 May 2024**. In case of non receipt of fees, requisite certificates in respect of educational qualifications, the application will be summarily rejected.

(c) Candidates are to clearly mention the name of the post applied on the top of Bio-data form and envelope. If any field/information, asked in the application, is left blank/ 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.

(d) Candidates are to mention their own valid email id, mobile number, alternate mobile number clearly and correctly in their application form. All correspondence with candidates by the school will be made through email only.

(e) Shortlisted candidates meeting all eligibility criteria will only be called for written test. Information of the same will be communicated to shortlisted candidates through email. The list of candidates for class demonstration and interview will be declared subsequently based on the performance of candidates during written test.

(f) The candidates are to bring and produce their original educational and professional qualification certificates for document verification during selection process itself. The candidature of candidates not producing their original educational and professional qualification certificates during selection process itself will be rejected without giving any justification.

(g) The details of selection process will be intimated through a call letter after scrutiny of application forms.

11. No TA / DA will be admissible for attending the selection tests. The candidates will have to make own arrangements for boarding and lodging.

12. The school administration reserves the right to cancel the vacancy 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.

Date: Apr 2024

Principal