



SAINIK SCHOOL JHUNJHUNU (RAJASTHAN)
(A residential School run by Sainik Schools Society, Ministry of Defence)
Post- Dorasar, Dist-Jhunjhunu
Rajasthan – 333021,
Email-sainikschooljhunjhunu@gmail.com



VACANCY NOTICE

1. Sainik School Jhunjhunu, an autonomous institution functioning under Sainik Schools Society, Ministry of Defence, invites applications from the eligible candidates (**Indian Citizens Only**) for the Regular/Contractual/Temporary/ Adhoc posts as mentioned below:-

Ser	Name of Post	No of Vacancy & Category	Eligibility	Pay/Salary as per 7 th CPC	Age
(a)	Accountant (Regular)	One (01) (Gen/UR)	<u>Essential Qualifications.</u> (i) B.Com with adequate knowledge of double entry system of accounting Or Should have worked/working as an Accountant on double entry system for 10 years in Govt/reputed private organization. (ii) Must fully conversant with handling and maintenance of accounts in double entry system. <u>Desirable Qualifications.</u> (i) Working knowledge in computer operations and office automation. (ii) Working knowledge of various accounts related computer applications like Tally, MS Office 2007 etc. (iii) Working out income tax applicable to each employee and issue of Form 16. (iv) Employees NPS and income tax deduction. (v) Working knowledge of GST. (vi) Financial statement analysis and preparation i.e Income/ expenditure details, Trial balance, maintenance of Cash Book & Annual School Budget. (vii) Ability to correspond in English independently. (viii) Candidate with knowledge of GeM and CPPP will be given preference. (ix) Calculations of Pay and Allowances related to employees as per Govt norms. (x) Knowledge of TDS deduction & filing of TDS returns (xi) Knowledge of EPF & ESIC	Pay Level-6, Rs.35400/-	Between 18 to 50 years as on 31.03.2021
(b)	PEM / PTI cum Matron (Contractual)	One (01) (Female only) (Gen/UR)	(i) B PEd – 4 years course or Graduation (3year)+ one year B PEd diploma <u>Desirable:</u> (i) Working experience in the fields like Hostel Warden in Girl Hostel/ Residential schools. (ii) Mature ladies without encumbrances and with experience of handling children with affection will be preferred.	Only Consolidated Rs.25000/- per month. Available accommodation (if any) may be provided in School Campus	Between 21 to 35 years as on 31.03.2021

(c)	General Employees Female (Aayah) (Contractual)	One (02) (01 Gen & 01 OBC) (Female only)	<p>Essential Qualification: (i) Minimum 10th pass from a recognized Board.</p> <p>Desirable: (i) Working experience in fields like Hospital maintenance, Hostel Warden, Laundry, housekeeping Safaiwala, Electrician, Plumber, Carpenter, Baker, Mason, Welder, Barber, Pump operator, Cook, Waiter etc. (ii) Experience of working in a residential school.</p>	Only Consolidated Rs.15000/- per month. Available accommodation (if any) may be provided in School Campus	Between 18 to 50 years as on 31.03.2021
(d)	Nursing Assistant/Sister (Contractual) Female	One (01) (Gen/UR) (Female only)	<p>Essential Qualification: (i) Nursing Diploma/ Degree from a recognized university with Min 40% Marks. (ii) 05 year experience or Ex-serviceman of Medical Assistant trade with at least 5 years service after training.</p> <p>Desirable: (i) Knowledge of Medical Terminology, patient care, Medical Administration, Maintaining of Medical/ Patient records, Maintenance of Ambulance/ Medical equipments & Dispensary managements etc (ii) Having good communication & liaison skill.</p>	Only Consolidated Rs.25000/- per month. Available accommodation (if any) may be provided in School Campus	Between 18 to 50 years as on 31.03.2021
(e)	Ward Boy (Contractual)	OBC-02	<p>Essential Qualification: (i) Matriculation or equivalent and should be able to converse fluently in English.</p> <p>Desirable: (i) B.A/B. Sc/ B.Com degree (ii) Attainments in sports/Arts/ Music and experience of working in a residential school. (iii) Skills in first aid, CPR, Personal Hygiene, Knowledge of prescription reading etc. (iv) Having knowledge of records keeping/ Maintenance of Student dossiers/ Baggage/ Store management etc.</p>	Only Consolidated Rs. 18000/- per month.	Between 18 to 50 years as on 31.03.2021
(f)	General Employees (Contractual)	Gen/UR - 02 SC - 02 ST - 01	<p>Essential Qualification: (i) Minimum 10th pass from a recognized Board.</p> <p>Desirable: (i) Working experience in fields like Hospital maintenance, Hostel Warden, Laundry, housekeeping Safaiwala, Electrician, Plumber, Carpenter, Baker, Mason, Welder, Barber, Pump operator, Cook, Waiter etc. (ii) Experience of working in a residential school.</p>	Only Consolidated Rs. 15000/-per month	Between 18 to 50 years as on 31.03.2021
(g)	Counselor (Contractual)	01 - Gen/UR	<p>Essential Qualifications Graduate in Psychology with Diploma in counseling from a recognized university.</p> <p>Desirable Experience of working in a residential school as career / educational counselor. Proficiency in Games as well as Co-curricular activities and knowledge of computer.</p>	Only consolidated Rs 25000/- per month	Between 21 to 35 years as on 31.03.2021

Note : - The school administration reserves the right to increase, decrease or cancel the vacancies at any stage due to administrative/ policy reason.

2. **Minimum Marks.** Minimum marks required (in essential qualification) for the posts are given in the succeeding sub paragraphs. **Candidates without minimum marks required in essential qualification need not apply.**

- (a) PEM / PTI cum Matron, Counselor : **50% marks**
(b) Accountant , Nursing Assistant / Sister (Female), General Employees Female (Aayah), Ward Boy, General Employees : **40 % marks.**

3. "Contractual employees are not entitled for any other benefits except consolidated salary (as above)".

4. **Conditions for contractual posts.**

(i) Sainik School Rules & Regulations in vogue as amended from time to time will be applicable.

(ii) The post purely on contractual basis is for a maximum period of 11 Months from date of appointment but, the principal has the authority to terminate the services of contractual/Adhoc staff appointed by him under his own powers without assigning any reason.

5. **Allowances and perquisite for Regular Staff:** Rent Free Accommodation, Transport Allowance, DA, Contributory Pension under New Pension Scheme, Non Productivity linked Ad-hoc Bonus, DCRG (Death-cum-retirement Gratuity), Medical Allowance, subsidized education at this school for two biological children from class VI to XII & other allowance as per Sainik Schools Society Rules & Regulations and directions received from Sainik Schools Society, New Delhi.

6. **Other Conditions for Regular, Contractual/ Temporary Staff.**

(a) Sainik School Rules & Regulations in vogue and as amended from time to time and other direction(s) received from Sainik Schools Society, New Delhi will be applicable.

(b) All regular appointments excluding General Employees will be made with All India Transferability clause.

(c) Regular posts will be made permanent on successful completion of probation period of one year which may extend by another one year. The appointment, if confirmed thereafter, shall continue to hold office till attains the age of 60 yrs.

(e) During the probation period, the principal may terminate the services of any members of staff appointed by him under his own powers, after giving him one months notice in writing without assigning any reasons. Contractual services can be terminated by the Principal at any time.

(f) A permanent member of staff may, at any time, resign his/her post after giving 3 months notice to the principal in writing or offering to surrender 3 months' salary in lieu of notice period.

(g) Willingness to perform various other duties associated with efficient functioning of the residential school.

7. **Procedure for applying.** Procedure for applying is as following:-

(a) Desirous candidates should apply to the Principal, Sainik School Jhunjhunu (Rajasthan) through **offline mode only** on the prescribed format available in "**Recruitment**" tab of School website www.ssjhunjhunu.com along with self attested copies of certificates and testimonials. In the absence of testimonials/ certificate, the application will be rejected.

(b) Candidate must mention their percentage (%) **Matric onwards** in the application form.

(c) Candidate must mention their secured percentage in each exam starting from class 10th onwards while filling their application form set 10th to highest acquired qualification.

(d) Candidate must attach self attested copies of all marksheets/certificate starting from class 10th onwards.

(e) Candidate must submit two passport size photograph.

(f) Candidate must submit self address envelope with postage stamp of Rs.27/-.

(g) Candidate must attach crossed demand draft (**non-refundable**) of **Rs. 500/- for Gen Category/OBC & Rs. 250/- for SC/ST category, preferably issued by the SBI drawn in favour of Principal, Sainik School Jhunjhunu** payable at **SBI Collectorate Branch- Jhunjhunu (Rajasthan) (Branch Code No.32040)**.

(f) SC/ST/OBC candidates must submit a valid caste certificate to avail reservation & fee concession.

8. **Last date of receipt of applications.** 1700 hrs on 27 Mar 2021.

9. **Mode of Receipt of application.**

(a) Candidates are required to send their application through **Registered post/ Speed post (by Indian Postal Services) only.**

(b) School will not be responsible for any postal delay.

(c) **BY HAND APPLICATION WILL NOT BE ACCEPTED.**

(d) **APPLICATION FOR THE POST OF "Specify the name of Post"** must be written in Capital letters on the top of application Envelope.

10. **Mode of Call Letters.**

- (a) **All information regarding firm date/schedule of recruitment process, etc will be notified on school website “www.ssjhunjhunu.com”. For latest update, candidates are required to visit school website regularly. Details of exam Date, time and venue will be published on school website only. It is the responsibility of candidates to visit school website regularly for latest info/updates etc.**
- (b) **Candidates are required to submit their working email ID & contact No in clear hand writing which is mandatory for communication.**
- (c) **It is the responsibility of candidate to write legible email ID, Contact details & Address. School will not be responsible for failure of communication due to non legibility of email address, Mobile No & postal address.**

11. **Exam/ Test.**

- (a) Only short-listed candidates who fulfill eligibility criteria based on essential qualification(s) will be called for Written Exam, Skill test and Interview (as applicable). Skill test and Interview will be conducted after written exam.
- (b) No TA/DA will be admissible for attending the Written Exam/ Test/ Skill/ Practical test (as applicable).
- (c) Skill test for various posts will include work/ test in their respective fields.
- (d) Candidate for post of General Employee and PEM/PTI will also be required to undergo physical fitness test to check suitability for employment which will also include 1.6 KMs run (1600 meter/ one mile) in prescribed timings as per age & gender (male & female).

12. Selected candidates will be required to submit his/her acceptance for the post within one week of the receipt of intimation / offer of appointment will be sent via email.

13. Selection will be made based on performance in **“written test, skill test and practical test and interview where applicable”**.

14. 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.

15. Any candidate found to be using unfair means during the selection procedure or trying to influence the procedure in undue manner, will be straight away rejected.

16. All documents in original will be physically verified on the day of exam.

17. After the recruitment all documents are subject to verification by issuing authorities/board/university. Legal action will be initiated against the person(s) found using fake/forged/tempered documents, which will result in termination of services.

**Principal
Sainik School Jhunjhunu**