

SAINIK SCHOOL KALIKIRI, CHITTOOR DIST – 517 234
ADVERTISEMENT FOR THE POST OF LOWER DIVISION CLERK

S.No.	Post	No. of Vacancies	Qualifications	Pay Scale	Age
I.	Lower Division Clerk	One Vacancy on regular basis (Unreserved)	<p><u>Essential</u> : i) Matriculation ii) Typing speed of at least 40 words per minute (iii) Proficiency in Computer MS Word, Latest version of Windows, Power Point, MS Excel and knowledge of DOS.</p> <p><u>Desirable</u> : (i) Knowledge of short hand (ii) ability to correspond in English</p>	PB-1 Rs.5200-20200 Grade Pay Rs.1900/-	18-50 years as on 08 Jan 2017

Pay & Perks : Apart from Pay, other benefits i.e., DA, NPS, Gratuity, LTC, Rent free accommodation/HRA, Group Insurance, subsidized schooling for maximum two children at Central Govt rates and medical allowance will be admissible as per Sainik Schools Society Rules. **How to apply** : (1) Eligible and interested candidates may apply in the application format available at the School Office from 0900 to 1700 hrs on all working days or the same can be downloaded from school website at www.kalikirisainikschool.com (2) Recent Passport size photograph of the candidate is to be affixed at the space provided. (3) A self addressed envelope duly affixing postal stamps worth Rs. 30/- to be submitted with the application. (4) Demand Draft for Rs. 500/- for General Category and Rs.250/- for SC/ST Category as application fee (Non-refundable) drawn in favour of the Principal, Sainik School Kalikiri payable at State Bank of India, Kalikiri Branch (Code : 016427) also to be forwarded with the application. The fee once paid will NOT be refunded on any account nor would this fee be held in reserve for future examination/selection. (5) Filled in application form along with self attested copies of certificates are to be forwarded to "The Principal, Sainik School Kalikiri, Chittoor Dist, Andhra Pradesh PIN : 517 234. Super-scribe the envelope with the name of the post applied for. **General Instructions** : (1) Short listed candidates will only be called for written test, Practical Test and interview. (2) No TA/DA will be admissible for attending the selection tests. (3) The post will be on probation for a minimum period of one year which can be extendable up to two years and upon confirmation the post will be on All India transferable basis. Selected candidates should be ready to take responsibilities in a Residential School. (4) Applicants with higher qualifications and experience, proficiency in sports/games, NCC, etc., will be given added credits during the short-listing process and selection process/interview. Indian Nationals only to apply. 5) The school administration reserves the right to cancel the vacancy due to administrative reasons. (6) Applicants are to clearly mention their email ID and mobile number in the Application form to enable the school to communicate the date/schedule of selection test at short notice. Information pertaining to selection will also be updated on school website. (7) Candidates are to bring the certificates/documents in original (in support of their qualifications/experience as mentioned in the application) while reporting for selection test, failing which their candidature will not be entertained. (8) Canvassing in any form will disqualify the candidature of the applicant. Last date for receipt of Applications is 08 Jan 2017. School will not be responsible for any postal delay.

Sd/-
Principal