



(e-mail:jksainikschool@yahoo.com)

J&K Sainik School Manasbal

(www.jksainikschool.in)

Advertisement Notification No.3 of 2025

Dated: 03.03.2025

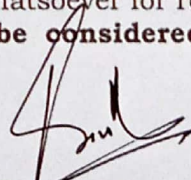
Sub: Requirement of Non-Teaching Staff for the Session 2025.

Online applications are invited from eligible candidates for the following posts against consolidated pay as mentioned against each post.

S.No	Position	Essential qualification	Age as on 01.01.2025	Consolidated pay	No of posts
1	Accountant	<u>Essential</u> (i) B.Com. (ii) Should have worked as an accountant for at least 10 years in a Government or private organization and must be fully conversant with maintenance of accounts in double entry system. (iii) Ability to correspond into English. <u>Desirable</u> (i) Should be well conversant with GRF and other financial rules & regulations. (ii) Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.30000 /- PM	01
2	Mess Manager	<u>Essential:</u> (i) Bachelors degree with diploma/ degree in Hotel Management from a Government recognized institution. (ii) At least five years experience of running a catering organization independently in the civil, in the Defense services or in any other similar organization. (iii) Ability to maintain mess accounts. <u>Desirable.</u> (i) JCO or equivalent from catering trade or with more than five years catering experience. (ii) Ability to handle ration stores. (iii) Practical knowledge of computer with ability to work in word & excel.	Between 18 to 50 years	Rs.28000 /- PM	01
3	Senior Store Keeper	<u>Essential</u> Graduate in any stream. <u>Desirable</u> Experience in handling, accounting and maintenance of stores. (iv) Proficient in inventory management. (v) Practical knowledge of computer with ability to work in word & excel.	Between 18 to 50 years	Rs.25000 /- PM	01
4	Hostel superintendent	<u>Essential.</u> (i) Degree with three years working experience in any residential School as Hostel Superintendent. Should be able to converse fluently in English. <u>Desirable.</u> (i) Higher educational qualification. (ii) Attainment in sports/art/music. (iii) Practical knowledge of computer (Ability to work in word & excel). (iv) Candidate who have attended any regular course in Human Psychology and have subsequently worked as a counselor in any institution will be given preference.	Between 18 to 50 years	Rs.29000 /- PM	01
5	Bandmaster (Part time)	<u>Essential:</u> i) Potential Band Master/ Band Major/Drum Major course at the AEC training college and centre Pachmarhi. ii)Equivalent Naval/Air Forces courses. <u>Desirable</u> (i) Ability to operate & train students in Pipe Band instruments/equipment.	Retired candidates can also apply.	Rs.16000 /- PM	01

1. Interested candidates may apply online on the School website (jksainikschool.in).
 2. Candidate must mention their marks percentage in each exam starting from class 10th standard to highest acquired qualification.
 3. Mess Manager, Hostel Superintendent, Senior Store Keeper shall have to stay at the School campus round the clock. Free meals (in respect of Mess Manager & Hostel Superintendent) in the boys mess and rent free accommodation shall be provided to them during the period of contract.
 4. All information regarding schedule of recruitment process will be posted on school website. Candidates are required to visit school website regularly for latest update. Details about interview/ examination (Date, time and venue) will be published on school website only.
 5. Candidates are required to submit their working email ID & contact No which shall be used for communication. School will not be responsible for failure of communication due to incorrect email Id, Mobile Number.
 6. Selection will be made based on performance in written test / practical skill test (where ever applicable) and interview.
 7. Shortlisted candidates are required to bring following documents at the time of written test / interview:
 - (a) All testimonials in original and self-attested hard copy along with the duly filled application form.
 - (b) One recent pass port size photograph to be affixed at the space provided in the application form.
 - (c) Candidates applying for any post are required to pay non-refundable application fee of Rs. 300/-online using UPI, Debit Card, Net Banking.
 8. Candidature of selected candidates will be subject to verification of documents by issuing authorities/ board/ university. In case any candidate is found to have produced fake / forged documents, his / her appointment will be cancelled without any further notice. Legal action will also be initiated against the person(s) found using fake/ forged/ tempered documents. Selected candidates should be ready to accept responsibilities in a residential school.
 9. The school administration reserves the right to increase/decrease/cancel the vacancy due to administrative reasons/non-availability of suitable candidates.
 10. The last date for submission of online applications is 20.03.2025 up to 5.00 PM.
 11. Initial appointment period for selected candidates shall be for a period of six months which, in case of continued satisfactory performance shall be extended to further six months/ till commencement of winter with a clear break of two days in between the two terms.
 12. Candidates are advised to submit only one online application form for a specific post. In case multiple applications are submitted for the same post, only one application complete in all respects will be considered. However, no refund of fees will be provided for the other applications.
 13. There is no requirement to send a hard copy of the online application to J&K Sainik School Manasbal. Candidates are advised to retain a printout of the final submitted online application, including payment details, as proof of submission. This may be required at the time of interview.
 14. Qualification and experience as mentioned against each post should be relevant. Candidates are advised to keep these important aspects in mind while applying for any of the above mentioned posts.
- Note:** All appointment being made on the basis of this Notification are purely on temporary basis and the selected candidate(s) shall have no claim whatsoever for regularization based on this appointment. **Relaxation in experience will be considered for eligible and deserving candidates.**

No. JKSS/1394/Adm
Dated: 03.03.2025


(Lt Col GH Hassan Nath)
Principal,
J&K Sainik School,
Manasbal.