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J&K Sainik School Manasbal

(www.jksainikschool.in)

Advertisement Notification No.1 of 2025

Dated: 01.01.2025

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
01	Quartermaster	Essential. (i) B.A/B.Com. (ii) At least five years' experience as UDC stores or as Quartermaster. (OR) Ex-servicemen with at least 10 years experience in handling and Accounting of stores. Desirable. (i) Should have undergone a Quartermaster's course. (ii) Adequate knowledge of inventory management. (iii) Practical knowledge of computer with ability to work in word & excel.	Between 18 to 50 years	Rs.28000 /- PM	01
02	Mess Manager	Essential: (i) Bachelors degree with diploma/ degree in Hotel Management. (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 account. DESIRABLE. (i) Diploma/Certificate in catering from a recognized institution. (ii) JCO or equivalent from catering trade or with more than five years catering experience. (iii) Ability to handle ration stores. (iv) Practical knowledge of computer with ability to work in word & excel.	Between 18 to 50 years	Rs.28000 /- PM	01
03	Catering Assistant	Essentials. (i) Degree in any stream. (ii) Qualification or experience of catering. Desirable. (i) Ability to maintain Mess accounts. (ii) Experience of handling ration stores. (iii) Adequate knowledge of inventory management. (iii) Practical knowledge of computer with ability to work in word & excel.	Between 18 to 50 years	Rs.22000 /- PM	01
04	Librarian	Essential: (i) Graduate with Degree/ Diploma in Library, Science from a recognized institution. (ii) Ability to converse fluently in English. Desirable: (i) Proficiency in operating Library related software.	Between 18 to 50 years	Rs.20000 /- PM	01
05	Bandmaster (Part time)	Essential: i) Potential Band Master/ Band Major/Drum Major course at the AEC training college and centre Pachmarhi. ii) Equivalent Naval/Air Forces courses.	Retired candidates can also apply.	Rs.16000 /- PM	01
06	Music Teacher (Part time)	Essential: Higher Secondary with a degree or diploma in music from any of the recognized institutions. Desirable: (i) Experienced candidates will be given preference. (ii) Ability to converse fluently in English.	Retired candidates can also apply.	Rs.15000 /- PM	01
07	Store Keeper	Essential Graduate in any stream. Desirable	Between 18 to 50 years	Rs.20000 /- PM	01

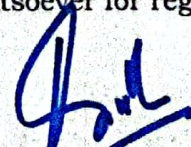
		Experience in handling, accounting and maintenance of stores. (iv) Adequate knowledge of inventory management. (v) Practical knowledge of computer with ability to work in word & excel.			
08	Accountant	<u>Essential</u> (i) B.Com. (ii) Should have worked as an accountant for at least 10 years in a Government 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> (v) Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.25000 /- PM	01
09	Accounts Assistant	<u>Essential</u> Graduate or above from any recognized university with a minimum of 50% marks in: i) Commerce ii) Business administration iii) Science iv) Computer application/IT v) Any other discipline with Mathematics/ Statistics/ Economics as one of the subjects. <u>Desirable</u> Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.20000 /- PM	02
10	Matron/Hostel superintendent	<u>Essential.</u> (i) Degree with three years working experience in any residential School. Should be able to converse fluently in English. <u>Desirable.</u> (i) Higher qualification. (ii) Attainments in sports/art/music. (iii) For Junior/Holding houses, ladies without encumbrances and with experience of handling children will be preferred. (iv) Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.20000 /- PM	01
11	IT Consultant	<u>Essential.</u> Bachelor of Engineering in computer Science/information Technology from AICTE approved institute/university. Or M.Sc. Computer/IT Or MCA/DOEACC 'B' level.	Between 18 to 50 years	Rs.20000 /- PM	01
12	Sr. Assistant	<u>Essential.</u> i) For Departmental candidates- Junior Assistant with 5 years experience in the school. (ii) For direct recruitment: Graduate with at least 2 years office experience in a Government or commercial organization. Knowledge of shorthand and typewriting will be considered as additional qualification. <u>Desirable</u> Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.22000 /- PM	01
13	Jr. Assistant	<u>Essential.</u> (i) Graduation. (ii) Typing speed of at least 40 words per minute. (iii) Knowledge of shorthand and typing will be considered an additional qualification. <u>Desirable</u> Practical knowledge of computer with word, excel & tally etc.	Between 18 to 50 years	Rs.20000 /- PM	01
14	General employees (Multi-Tasking Staff)	<u>Essential:</u> Should have passed minimum Matriculation examination and maximum 10+2 examination from a recognized board. <u>Desirable:</u>	Between 18 to 50 years	Rs.12000 /- PM	10

	<p>i) Candidates having relevant experience as Driver, Electrician, Plumber, Mason, Painter, Security Guard & Gardner.</p> <p>ii) Candidates who have worked in a similar institution/organization with satisfactory performance will be given preference.</p>			
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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. Selected candidates should be ready to accept responsibilities in a residential school. Quartermaster, Mess Manager, Catering Assistant, Hostel Superintendent, Librarian & General employees shall have to stay at the School campus round the clock. Free meals in the boys mess and rent free accommodation shall be provided to Mess Manager, Catering Assistant & Hostel Superintendent.
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. Documents of selected candidates are subject to verification 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.
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 21.01.2025 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 vacations in case of posts listed from S.No. 02 to 06 of this notification 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 for future reference.

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.

No. JKSS/1394/Adm
Dated 01.01.2025


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