

SAINIK SCHOOL, KODAGU
(Under Ministry of Defence)
KODAGU DIST., (KARNATAKA) PIN: 571 232

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSTS

I. Vacancies and Age Criteria:-

Sl. No.	Name of the Post	No. of Posts Type of Post	Age as on 01 Jun 2020
(1)	Matron (Female)	01 (Contractual)	18-50 Years
(2)	Nursing Sister (Female)	01 (Contractual)	18-50 Years
(3)	General Employees (Female)	02 (Contractual)	18-50 Years

II. Qualifications (Essential & Desirable) and Experience.

(1) Matron-Contractual.

Essential. Should have passed Intermediate or equivalent and should be able to converse fluently in English.

Desirable.(a) BA/B.Sc./B.Com Degree (b) Attainments in Sports / Art / Music (c) Mature ladies without encumbrances and with minimum 3 years of experience of handling of girl children (age group 10-18 years) with affection will be preferred (d) Knowledge of Computers & Typing (e) Maintenance of Housekeeping Records (g) Relevant working experience at Sainik School / Residential Public Schools.

(2) Nursing Sister-Contractual.

Essential. (a) Nursing diploma / Degree (b) 5 years experience or ex-serviceman of Medical Assistant trade with atleast 5 years service after Training.

Desirable.(a) Minimum 3 years of experience in the Gynecology Department (b) Knowledge of Computers & Typewriting (c) Maintenance of Health / Medical Records (d) Should be able to converse fluently in English.

(3) General Employees-Contractual.

Essential. Should have passed Matriculation or Equivalent. Higher qualifications will be an added advantage. Preference will be given to candidates with Certificate of National Skill Development Course / Any Govt. Sponsored Institute in any of the following fields:- Housekeeping, Gardening, Laundry etc.

Desirable. 2-3 years experience in any of the following fields.ie. Janitor, Laundry, Gardening, Housekeeping etc.

III. Pay, Perks & Tenure of Employment (For the posts at Serial No.I (1) to (3).

S.No.	Name of the Post	Consolidated Salary per Month
(1)	Matron (Female)	Rs.20,000-00
(2)	Nursing Sister (Female)	Rs.22,000-00
(3)	General Employees (Female)	Rs.16,000-00

(4) Rent free accommodation subject to availability. No HRA will be paid in lieu of Rent free accommodation.

(5) **Tenure of Employment.** One year from the date of appointment or till end of Academic session 2020-21, whichever is earlier. During contractual appointment, if School vacation falls during the period, the Contractual Employee will be given break without pay for that vacation period.

IV. **How to Apply.**

- (1) Eligible and interested candidates may apply in the application form available for download in the website www.sainikschoolkodagu.edu.in
- (2) A self addressed envelope to be submitted along with the application duly affixing Rs.25/- worth Postal Stamps to "**The Principal, Sainik School Kodagu, PO: Kudige, Somwarpet Taluk, Dist. Kodagu, Karnataka, PIN – 571 232**" along with Demand Draft **Rs.300/-** (*Non-refundable*) for the posts mentioned at Serial No.1 (1) to (3) *drawn in favour of 'The Principal Sainik School Kodagu' payable at Kushalnagar Branch (Karnataka State). Applications without Demand Draft will not be entertained.*
- (3) *Shortlisted candidates will be called for selection tests (Written Test, Demonstration and Interaction).*
- (4) *No TA / DA will be admissible for attending the selection tests.*
- (5) *Selected candidates should be ready to accept responsibilities in a residential school.*
- (6) *Only Indian Nationals are to apply.*
- (7) *The school administration reserves the right to cancel any or all vacancies due to administrative reasons.*
- (8) **Last date for receipt of Filled-in Application along with copies of testimonials and Demand Draft of Rs.300/- is 26 Mar 2020 (Thursday).**

V. **Important Instructions:**

- (1) **Applicants are to clearly mention their Email ID and Mobile Number in the Application Form** to enable the school to communicate schedule of selection tests at short notice to the shortlisted candidates.
- (2) *Shortlisted Applicants are to bring their testimonials in original at the time of attending the selection test in support of their qualifications / experience as mentioned in the application failing which their candidature will not be entertained.*
- (3) **Candidates are to enclose the following documents along with the application:**
 - (a) Demand Draft for Rs.300/- (b) Pass port size photograph pasted at the space provided in the application form (c) Self addressed envelope with stamps worth Rs.25/- (d) Copies of educational and experience certificates.
- (4) *All the above mentioned posts are reserved for **female candidates** only.*

PRINCIPAL
SAINIK SCHOOL KODAGU

APPLICATION FORMAT (CONTRACTUAL APPOINTMENT)

01. **Post applied for** : _____
02. **Name** : _____
03. **Date of Birth & Age** : **DOB:**_____ **AGE:** _____ **Years**
04. **Sex** : _____
05. **Name of the Father** : _____
06. **Name of the Mother** : _____
07. **Marital Status** : _____
08. **Nationality** : _____
09. **Caste Category** : _____
(Mention – General / OBC / SC / ST)

Affix pass port size photograp

10. **Qualifications (Fill up columns as applicable)**

Ser	Qualification	Subjects	Institution / Board / University	Year of Passing	Division and %
(a)	SSLC / Class-X				
(b)	Intermediate				
(c)	Degree / Graduation				
(d)	Nursing Degree / Diploma				
(e)	Post Graduation				
Any Other Qualifications (including extracurricular activities if any)					
(a)					
(b)					
(c)					
(d)					
(e)					

11. **Experience**

Ser	Designation	Name of Institution / Organisation	Brief Experience / Duties performed	Period	
				From	To
(a)					
(b)					
(c)					
(d)					

12. Languages Known : _____

13. Correspondence Address : _____

14. Permanent Address : _____

15. Mobile Number : _____

16. Email ID : _____

17. Details of Application Fee : Name of Bank _____

DD No: _____ Date: _____ Rs. _____

18. **Declaration**

(a) I hereby declare that all the information furnished above are true to the best of my knowledge.

(b) I hereby submit copies of certificates (qualifications, experience and caste in case of OBC/SC/ST).

(c) I hereby declare that I have not involved in any Criminal or Police case.

(d) I am fully aware that if it comes to notice at any time during verification of certificates and during my service that false information has been furnished or that there has been suppression of actual information in the application form, my candidature would be liable to be terminated solely on this ground.

(e) **I am also fully aware that the Contractual appointment is temporary and only for the period of appointment and that I will have no right to claim for appointment on regular or on daily wage basis on expiry of contract term.**

Place: _____

(Signature of the Candidate)

Date : _____

Name: _____