



## **SAINIK SCHOOL SATARA**

(Functioning under Sainik Schools Society, Ministry of Defence, New Delhi)

### **VACANCY**

1. Applications are invited for the following posts at Sainik School Satara :-

<b>Ser</b>	<b>Name of Post</b>	<b>No. of vacancy &amp; Category</b>	<b>Eligibility</b>	<b>Pay</b>	<b>Age</b>
(a)	Accountant on Regular Basis	<b>One (01) (UR)</b>	<b><u>Essential Qualification</u></b> (i) B.com with adequate knowledge of double entry system of accounting ; or should have worked as an Accountant for at least 10 years in a Govt or private organization and must be fully conversant with maintenance of accounts in double entry system, and (ii) Ability to correspond in English independently.  <b><u>Desirable.</u></b> (i) Fully conversant with Tally, MS-Word, MS-Excel (ii) Ability to handle School accounts, Bank Reconciliation, Pay Bills, Trial Balance, Balance Sheets, PF Statements, Calculation of Pay Fixation & Pension, TDS, New Pension Scheme, Audited Accounts, GeM etc.	Basic Pay Rs. 35,400/- (Level 6) as per VII CPC	Between 18 to 50 years as on 01 Oct 23
(b)	Quarter Master (Contractual basis for a period of one year)	<b>One (01) (UR)</b>	<b><u>Essential Qualification.</u></b> (i) B.A./ B.Com (ii) At least 5 years experience as UDC stores or as Quartermaster or an ex-serviceman preferably a JCO with at least 10 years experience in handling and accounting of stores  <b><u>Desirable.</u></b> (i) Should have undergone a Quartermaster's Course (ii) Basic knowledge of Computer Operation. (iii) Campus Security Course	Consolidated Pay of Rs. 28,000/- per month	Between 18 to 50 years as on 01 Oct 23

(c)	Band Master (Temporary Basis)	<b>One (01) (UR)</b>	<p><b><u>Essential Qualification</u></b>          (i) Potential Band Master/ Band Major/ Drum Major Course at the AEC Training College and Centre, Panchmarhi          (ii) Equivalent Naval/ Air Force Courses</p> <p><b><u>Desirable.</u></b>          (i) Higher Qualification and Experience          (ii) Experience of working in a residential school</p>	Consolidated Pay of Rs. 20,000/- per month	Between 18 to 50 years as on 01 Oct 23
(d)	Ward Boy/ Matron (for Hostels) (Contractual basis for a period of one year)  (Work of Hostel Supdt. in Cadets Hostel)	<b>Five (05) (UR)</b>	<p><b><u>Essential Qualification</u></b>          (i) Should have passed Matriculation or equivalent examination and should be able to converse fluently in English.</p> <p><b><u>Desirable.</u></b>          (i) B.A./ B.Sc./ B.Com degree.          (ii) Attainments in sports/ Art/ Music.          (iii) Experience of working in a residential school.          (iv) For the post of Matron in Junior/ Holding Houses, mature ladies without encumbrances and with experience of handling children with affection will be preferred.</p>	Consolidated Pay of Rs. 25,000/- per month	Between 18 to 50 years as on 01 Oct 23
(e)	TGT (Hindi) (Contractual basis for a period of one year)	<b>One (01) (UR)</b>	<p><b><u>Essential Qualification</u></b> :</p> <p>(i) Bachelor's Degree with at least 50% marks in the Hindi as a subject in all the three years  <b>OR</b>          Four years Integrated degree course of Regional College of Education of NCERT in Hindi with at least 50% marks in aggregate.</p> <p>(ii) B.Ed. or equivalent degree from recognized university or NCTE recognized institute.          (iii) Pass in CTET/ STET Paper II.</p>	Consolidated pay of Rs. 38,000/- per month	Between 21 to 35 years as on 01 Oct 23

			<p><b><u>Desirable.</u></b></p> <p>(i) Higher qualification in respective subject</p> <p>(ii) Experience of teaching in residential public school.</p> <p>(iii) Basic knowledge of English</p> <p>(iv) Proficiency in games as well as in co-curricular activities.</p> <p>(v) Knowledge of basic Computer application</p>		
(f)	TGT (Marathi) (Contractual basis for a period of one year)	<b>One (01) (UR)</b>	<p><b><u>Essential Qualification</u></b></p> <p>(i) Bachelor's Degree with at least 50% marks in the Marathi as a subject in all the three years</p> <p style="text-align: center;"><b>OR</b></p> <p>Four years Integrated degree course of Regional College of Education of NCERT in Marathi with at least 50% marks in aggregate.</p> <p>(ii) B.Ed. or equivalent degree from recognized university or NCTE recognized institute.</p> <p>(iii) Pass in CTET/ STET Paper II.</p> <p><b><u>Desirable.</u></b></p> <p>(i) Higher qualification in respective subject.</p> <p>(ii) Experience of teaching in residential public school.</p> <p>(iii) Proficiency in English.</p> <p>(iv) Proficiency in games as well as in co-curricular activities.</p> <p>(v) Knowledge of Computer application.</p>	Consolidated pay of Rs. 38,000/- per month	Between 21 to 35 years as on 01 Oct 23
(g)	Counsellor (Contractual basis for a period of one year)	<b>One (01) (UR)</b>	<p><b><u>Essential Qualification</u></b></p> <p>(i) Graduate/ Post Graduate in Psychology, with atleast 50% marks</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate in Child Development, with atleast 50% marks</p> <p style="text-align: center;"><b>OR</b></p> <p>Graduate/ Post Graduate with Diploma in Career Guidance and Counselling, with atleast 50% marks</p>	Rs. 35,000/- per month	Between 18 to 50 years as on 01 Oct 23

			<p><b><u>Desirable</u></b></p> <p>(i) One year experience in providing counselling.</p> <p>(ii) Persons with adequate training in psychotherapy, Psychometric assessment and experience of working in residential schools.</p> <p>(iii) Add-on courses / trainings in areas like cognitive behavior therapy skills, Attention Deficit Hyper Activity Disorder(ADHD), behavioral issues and learning difficulties, building emotional intelligence and resilience, Adolescence Education from recognized institutes.</p> <p>(iv) Knowledge of local language.</p> <p>(v) Basic knowledge of Computer Operation.</p>		
(h)	Music Teacher (Contractual basis for a period of one year)	<b>One (01) (UR)</b>	<p><b><u>Essential Qualification.</u></b></p> <p>Five years study in Music Institution recognized by the concerned State Govt. as equivalent to Graduate/ Post Graduate Degree</p> <p style="text-align: center;"><b>OR</b></p> <p>A Bachelors Degree with Music from a recognized University</p> <p style="text-align: center;"><b>OR</b></p> <p>Higher Secondary/ Sr Secondary with any one of the following :</p> <p>Sangeet-Visharad examination of Gandharva Mahavidyalaya Mandal, Bombay or Bhatkhande Sangeet Vidyalaypeeth, Lucknow or Indira Kala Sangeet Vishwa Vidyalaya, Khairagarh (MP) or Sangeet Prabhakar examination of the Prayag Sangeet Samiti, Allahabad.</p> <p style="text-align: center;"><b>OR</b></p> <p>Following Degree/ Diploma awarded by Pracheen Kala Kendra, Chandigarh :</p> <p>(a) Sangeet Bhushan with Graduation in any discipline.</p> <p>(b) Sangeet Nritya Bhushan with graduation in any discipline</p>	Consolidated Pay of Rs. 25,000/- per month	Between 21 to 35 years as on 01 Oct 23

			<p>(c) Sangeet Visharad or Sangeet Nritya Visharad with Sr. Secondary/ Intermediate/ Part I examination of 3 years Degree Course.</p> <p><b><u>Desirable.</u></b></p> <p>(i) Experience of working in a residential school</p> <p>(ii) Basic knowledge of Computer Operation.</p>		
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2. **How to apply.**

(a) Desirous candidates should apply to the Principal, Sainik School Satara, Satara-415 001, Maharashtra in prescribed format available in school website [www.sainiksatara.org](http://www.sainiksatara.org).

(b) Candidate should submit the application along with required documents by Post/By Hand. **Applications sent through e-mail will not be accepted.**

(c) **Candidates to attach following documents:-**

(i) Application Form alongwith attested copies of educational qualification, experience certificate. The post for which applied must be super-scribed on envelope.

(ii) One self addressed envelope (9"X4") with Rs.22/- postage stamps affixed

(iii) For General and OBC category candidates, A/c payee Demand Draft of any Nationalised Bank of Rs.100/- (non-refundable) drawn in favour of "Principal, Sainik School Satara", payable at Satara. The candidates of SC/ST category are not required to pay any application fee.

(d) **Age relaxation** :- For SC & ST candidate 5 yrs age relaxation and for OBC candidate 3 yrs age relaxation is applicable.

(e) **Last Date of Application.** Application along with relevant documents and Demand Draft must reach Principal, Sainik School Satara, Satara-415 001, Maharashtra on or before **13 Oct 23**.

(f) **Date of Examination** : For intimation of date, venue and type of examination, call letters will be sent to shortlisted candidates by email/ by post in the envelope provided by them.

(g) **Venue of Examination** : Sainik School Satara

(h) Separate Application is required for different posts.

3. **Terms and conditions.**

(a) The School will not be responsible for postal delays.

(b) Only Indian Nationals are to apply.

(c) Candidates of OBC/SC/ST category should submit a copy of Caste Certificate along with application form. Candidate of OBC category should submit NCL Certificate.

- (d) Applications sent through e-mail will not be accepted.
- (e) Incomplete applications shall be summarily rejected.
- (f) No TA/DA will be admissible for interview.
- (g) The school administration reserves the right to cancel the vacancy due to non-availability of suitable candidate/s or administrative or policy reasons

Tele : 02162-235860 Extn 224

Principal, Sainik School Satara



10. Experience (attach separate sheet, if columns are insufficient):

Sl No	Name of Institution	Designation	Work Experience			Day/ Residential School/ College/ Institute	Temp/ Adhoc/ contractual/ Permanent	Salary drawn per month	Experience Certificate Attached (Yes/ No)
			From DD/MM/YY	To DD/MM/YY	Total Experience in Year/ Months				
1									
2									
3									
4									

11. Proficiency in Computer : \_\_\_\_\_

12. CTET Qualified : Yes/ No If Yes, % in CTET \_\_\_\_\_

13. STET Qualified : Yes/ No If Yes, % in STET \_\_\_\_\_

14. Hobbies : \_\_\_\_\_

15. Any other details : \_\_\_\_\_

16. Following documents are attached :

- (a) Photocopies of qualification certificate (self attested)
- (b) Photocopies of experience certificate (self attested)
- (c) DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ Drawn on (Bank) \_\_\_\_\_

(Demand Draft of any Nationalised Bank drawn in favour of Principal, Sainik School, Satara payable at Satara. Candidates should write name and post applied for in capital letters on the reverse side of the demand draft.)

- (d) One self addressed envelope (9"X4") affixed with postage stamps of Rs.22/-.
- (e) Photocopy of ID (Aadhar Card/ Driving Licence/ PAN card/ Voter ID)

**CERTIFICATE**

I, hereby certify that the above particulars are correct and true in all respect to the best of my knowledge and belief.

Place :

(Signature of Applicant)

Date :