

SAINIK SCHOOL BIJAPUR - 586 108
(KARNATAKA)

(Joint venture of Ministry of Defence and Govt of Karnataka)

RECRUITMENT OF STAFF ON REGULAR BASIS

1. Applications are invited for the post mentioned below on Regular basis :-

Sl.	Name of Post	No of Post	Age	Qualifications	Pay
(a)	Accountant (Regular) (Reserved for SC Category - General category can also apply)*	01 (One)	Should be between 18 and 50 years as on 01 Jun 2023	(i) B.Com. (ii) Adequate knowledge of Double Entry system of accounting (or) should have work as an Accountant for at least 10 years in Government and Private organization and must be fully conversant with maintenance of accounts in double entry system. Desirable :- (i) Minimum 2 nd Division / Class Commerce Graduate from a recognized university. (ii) Knowledge of double entry system of accounting. (iii) Fully conversant with Tally and modern Accounting Practices preferably in a fully automated accounting environment. (iv) Must be conversant with maintenance of School accounts, ability to handle Bank Reconciliation, Pay Bills, Trial Balance, Balance Sheets, PF Statements, Calculation of Pay Fixation & Pension, TDS and New Pension Scheme etc. (v) Ability to correspond in English & Kannada independently.	Level-6, Rs 35400 - 112400 (Pre-revised PB-2, Rs 9300-34800 +GP Rs 4200/-)

***In case of non-availability of suitable candidates from "Reserved Category", the vacancy will be filled from General Category.**

2. **Pay and Perks.** Rent free accommodation, Pay band, Grade pay, Transport Allowance with DA and Medical Allowance as per Sainik Schools Society Rules & Regulations. Subsidized education for two children, LTC, Bonus, New Pension etc as per Sainik Schools Society Rules & Regulations.

3. **Other Conditions.** (i) Employment conditions / Service Rules are in consonance with Sainik Schools Society Rules & Regulations. (ii) Job is transferable within All India liability. (iii) Selected candidate should be ready to take responsibilities usual to a residential school.

4. **How to Apply.** (i) Apply on application form downloaded from School website www.ssbj.in (notification- vacancy link). (ii) Duly filled applications alongwith attested copies of documents and one self addressed envelope with postage stamp of Rs 40/- (for communicating through Speed Post) affixed must reach **Principal Sainik School Bijapur - 586108 (Karnataka)**. (iii) **Last date for receipt of Applications in Sainik School Bijapur will be 21 days from the date of publication of the advertisement.** (iv) Applications should be accompanied by one A/C payee Demand Draft of **Rs. 500/-** (non- refundable) in favour of **Principal, Sainik School Bijapur** payable on State Bank of India Sainik School Campus Bijapur Branch (Code 3163). (v) Applications received after the due date or without the supporting documents or prescribed application fee or not in the prescribed format will be rejected without any intimation.

5. The school will not be responsible for any postal delay or missing of envelope and no claim will be entertained in this regard. **Only short listed Candidates will be called for Written Test / Practical Test/ Interview.** No TA/DA for attending the selection test/interview or for joining the post is admissible as per rules of the school.

6. Candidates are to enclose the following documents alongwith the application: -

- (a) Demand Draft for Rs 500/-.
- (b) Affix Passport size photograph at the space provided in the application form.
- (c) Self addressed envelope with stamps worth Rs 40/-.
- (d) Copies of educational and experience certificates.
- (e) In case, the Applicant is SC/ST/OBC category, the Applicant is to attach a copy of Caste / Category Certificate issued by the concerned authority.

7. The school administration reserves the right to cancel the vacancy due to administrative/policy reasons.

Sd/-xxxxxxx
PRINCIPAL
SAINIK SCHOOL BIJAPUR

SAINIK SCHOOL BIJAPUR
APPLICATION FORMAT

01. Post applied : **FOR THE POST OF** _____
02. Name : _____
03. Date of Birth & Age : DOB _____ Age _____ Yrs
04. Sex : _____
05. Name of the father : _____
06. Marital Status : _____
07. Nationality : _____
08. Caste Category : _____

Affix
passport size
photograph

09. Qualification (Fill up Columns As applicable)

Sr. No	Qualification	Subjects	Institution / Board / University	Year of Passing	Division & %
(a)	SSLC/ Class-X				
(b)	Intermediate				
(c)	Degree				
(d)	Post Graduate				
Any Other Qualification (Including Extracurricular activities if any)					
(e)					
(f)					
(g)					
(h)					



10. **EXPERIENCE**

Sr. No	Designation	Name of Institution / Organization	Brief Experience / Duties performed	Period	
				From	To
(a)					
(b)					
(c)					
(d)					
(e)					

11. Languages known _____

12. Correspondence Address _____
_____13. Permanent Address _____

14. Mobile No _____

15. Email ID _____

16. Details of Application Fee Name of the Bank _____

DD No _____ Date _____ ₹ _____

17. **Declaration :-**

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

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

(c) 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.

Place: _____

Date: _____

_____
(Signature of the Candidate)

Name _____