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CHAPTER – V
STAFF ESTABLISHMENT

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
5.01	Authorisation of Academic, Administrative Staff and General Employees in Sainik Schools will be as per the scale given in succeeding Rules. Authorised strength of each school shall, however, be approved by the Honorary Secretary, from time to time. All posts authorised on the establishment need not necessarily be manned. They may be filled up depending on the actual requirement and the financial condition of the school, with the prior approval of the Honorary Secretary in this regard. No new post will be created without the prior approval of the Board of Governors.	5.01 Authorisation of Academic, Administrative Staff and General Employees (GE) in Sainik Schools will be as per the scale given in succeeding Rules. Vacant posts authorized on the establishment of Sainik Schools may be filled on approval of the Honorary Secretary and therefore recruitment action should be commenced post receipt of written order. No new post will be created without prior approval of Chairman Board of Governors. In case of vacancies arising out of superannuation/ VRS / death / resignation / inter school transfer of a regular employee within the approved authorised strength and in case of termination of contract for contractual staff, the corresponding vacancy (regular vacancy in case of regular employee and contractual vacancy in case of contractual employee) is automatically released and school should proceed with steps for filling up the anticipated vacancy. The school should initiate steps for filling up the aforesaid anticipated vacancy six months prior to the occurrence of vacancy except in unforeseen cases like death, etc so that there is a period of overlap between new incumbent and outgoing staff for smooth transfer of work. The Services like security, conservancy, dhobi, barber, etc to be on contractual basis/outsourcing. All Sainik Schools are authorized 55 GEs out of which 70% to be on regular basis and balance 30% on contractual basis. In case of outsourcing the strength of the GEs to be proportionally reduced.		As per SSC Input

5.02	AUTHORISATION OF ACADEMIC STAFF		5.02 AUTHORISATION OF ACADEMIC STAFF		Add task to all above-Additional task as assigned by the school	Amended																																																																						
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5.03	<u>STRENGTH OF MASTERS/ASSISTANT MASTERS</u> The total authorisation of teaching staff is to be determined on the basis of 26 teaching periods per week for each member of the teaching staff including Asst Master, Art and Craft Instructor. The strength of Masters is to be worked out on the basis of number of sections in class XI and class XII. The school must have at least one suitable qualified master for each of the subject being taught to these classes. However, if any of these masters do not have sufficient teaching periods in classes XI and XII, they are to be employed for teaching lower classes. The strength of Assistant Masters is to be worked out on the basis of 26 teaching periods per week per Assistant Master in classes VI to X, after making allowance for the work load to be handed by the masters. The Assistant Masters may also may be required to take practical classes for the plus 2 stage.	<u>STRENGTH OF PGTs/ TGTs</u> 5.03 The authorisation of PGTs and TGTs will be worked on the basis of extant guidelines of the CBSE. The total authorized teaching staff is to be determined on the basis of 30 teaching periods per week for each member of the teaching staff including TGTs and Art Cum Craft teacher. The strength of academic staff should be 1.5 times the number of sections in the school.		Amended as per latest CBSE guidelines. D(SSC) Input: The separate posts of Art Master and Craft & Workshop instructor replaced by Art Cum Craft teacher as proposed by the BOO report submitted by Principal, SS Jhunjhunu in March 2026
5.04	<u>SENIOR / SELECTION SCALE</u> (a) The members of teaching staff will be awarded Senior and Selection Scale on their having completed the eligibility condition as given below as per the procedure laid down for this purpose. (b) While Senior Scale will be granted after 12 years to Masters/ Assistant Masters, the selection scale will be granted after 12 years service in the Senior Scale of the respective cadre. <u>Note</u> : Any service rendered in the school on part time / ad- hoc basis prior to his / her appointments in the regular scale will not be counted for this purpose. (c) The number of posts in the Selection Scale for	<u>FIXATION OF PAY IN THE 1st/2nd/3rd MACP SCHEME</u> 5.04 MACP will be awarded as per the directives of Sainik Schools Society, as amended from time to time.	Letter 34(12)/13/D(SSC) dated 27 May 2015	Latest guidelines of pay commission added.

	Masters / Assistant Masters will be restricted to 20% of the number of posts in the Senior Scale of the respective cadre. (d) The Senior Scale and Senior Scale will be given after screening regarding their satisfactory by an appropriate screening committee. (e) Every teacher will be required to participate in an in-service training programme of at least three weeks duration before he/ she crosses and EB or is promoted to Senior Scale or Selection Scale, i.e. once in every six years, provided that where arrangements for such training can not be made, the appointing authority may exempt a category of teachers for a specified period of time. When detailed for such a training, after grant of senior / selection an individual so detailed would attend it, failing which the scales granted would be withdrawn.			
5.05	To be eligible for grant of Selection Grade, a Master or an Assistant Master, as the case may be should have served in the Senior Scale for a minimum period of 12 years and should have satisfactorily carried out the duties of a House Master for Minimum 3 years in a Sainik School. Appointments to selection grade will be made on the basis of seniority, subject to the rejection of the unfit. (a) The senior scale and selection scale will be given to teach after screening their satisfactory performance during preceding ten years by a screening committee comprising the following :- (i) Principal - Chairman (ii) Headmaster - Member (iii) Subject specialist of an appropriate status from an academic institution other than the concerned school. - Member (iv) Director of School Education - Member	<u>Deleted</u>		

	or his representative (b) For grant of selection scale, the screening Committee will be chaired by Inspecting Officer during his visit, other members of the committee will be same as given above. In case, both the outside members fail to present themselves inspite of best efforts of the Principal for the Screening Committee Meeting, the Principal is empowered to nominate an educationist (not below the status of a Headmaster) and in the event of one being available, the proceedings will be deemed to be complete. Necessary annotations will be made in the proceedings given details.			
5.06	<u>SENIOR / SELECTION</u> The screening committee will persue the ACR's of last ten years and Academic results of classes taught by eligible masters.	<u>Deleted</u>		
5.07	<u>FIXATION OF PAY IN THE SENIOR / SELECTION SCALE</u> The pay on appointment to the selection scale shall be fixed at the same stage, at which the pay is drawn in the ordinary scale, if there is such a stage in the selection scale or at the next higher stage in the selection scale or at the next higher stage, if there is no such stage. If the pay in the selection scale is fixed at the same stage, the next increment should be granted from the same date on which it should have accrued in the ordinary scale. If, however, the pay is fixed at the next higher stage, the next increment should be granted after completion of normal incremental period of 12 months in the selection scale.	<u>Deleted</u>		
5.08	<u>QUALIFICATION</u> Qualifications of the academic staff must conform to qualification laid down by the Central Board of Secondary Education for each category. Additional weightage may, however, be given to teaching experience in Public Schools, ability to teach through English medium and proficiency in games as well as in co-curricular activities.	<u>QUALIFICATIONS</u> 5.05 Qualifications of the academic staff must conform to qualification as laid down by the Central Board of Secondary Education for each category. Additional weightage may, however, be given to teaching experience in Public residential Schools, ability to teach through English medium and proficiency in games as well as in curricular activities.		Rule number changed.

5.09	For posts not covered by the Central Board Rules, the qualifications will be laid down as under:- (a) <u>Music Teacher</u> Higher Secondary with a degree or diploma in music from any of the recognised institutions. (b) <u>Band Master</u> (i) Potential Band Master/Band Major/Drum Major Course at the AEC Training College and Centre, Pachmarhi. (ii) Equivalent Naval/Air Force Courses. (c) <u>Librarian</u> (i) Graduate with degree / diploma in Library Science from a recognised institution. (ii) Ability to converse fluently in English. (d) <u>Craft and Workshop Instructors</u> (i) Matriculation or equivalent (ii) Two years trade certificate from a recognised Industrial Training Centre. (iii) Ability to teach through English Medium. (e) <u>Laboratory Assistant</u> Intermediate Science or equivalent in the subject.	5.06 For posts not covered by the CBSE Rules, the qualifications will be laid down as under:- (a) <u>Band Master.</u> (i) Band Master/Band Major/Drum Major Course at the AEC Training College and Centre, Pachmarhi. (ii) Equivalent Naval/Air Force Courses. (b) <u>Art Cum Craft Teacher</u> <u>Essential Qualification:</u> (i) Bachelor's degree in Drawing and Painting / Sculpture / Graphic Art / Fine Arts from a recognized Institution / University with at least 50% marks provided that the candidates should have studied Drawing and Painting as Main subject in all the years of graduation. (ii) B.Ed. Degree from NCTE recognized Institution / University with at least 50% marks. <u>Desirable Qualification</u> (aa) Working knowledge of English and Hindi / other Regional Language. (ab) Experience of Working in a residential School (ac) Working knowledge of Computers		Rule number changed. Librarian & Music Teacher, Lab Assistant deleted. D(SSC) Input: Art Cum Craft Master added in place of Art Master as per BOO submitted by Principal, SS Jhunjhunu
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5.10.1	<u>APPOINTMENTS MADE ON TEMPORARY BASIS OR ON PART TIME BASIS</u> Appointment of staff will be made only against regular vacancies. Normally all such appointments should also be regular and not temporary or ad-hoc .	<u>APPOINTMENTS MADE ON <u>ADHOC/ PART- TIME/ CONTRACTUAL BASIS</u></u> 5.07 Appointment of staff will be made only against regular vacancies. Normally all such appointments should also be regular and not adhoc or part-time or contractual		Rule number changed.
5.10.2	Temporary, ad-hoc or part-time appointment of staff can be made against a regular vacancy only if the vacancy against which the appointment is being made is temporary or for a specific period and has arisen on account of any of the following:- (a) Leave including study leave of one month or more sanctioned to an employee. (b) Deputation of an employee to another organisation. (c) Suspension of an employee. (d) Unauthorised absence of an employee. (e) Dismissal of an employee which has been challenged in a court of law against which an appeal is pending. (f) Delay in effecting a regular appointment.	5.08 Adhoc/ Part- time/ Contractual appointment of staff can be made against a regular vacancy only if the vacancy against which the appointment is being made is temporary or for a specific period and has arisen on account of any of the following: - (a) Authorised leave of one month or more sanctioned to an employee. (b) Deputation of an employee to another organisation. (c) Suspension of an employee. (d) Unauthorised absence of an employee. (e) Dismissal of an employee which has been challenged in a court of law against which an appeal is pending. (f) Delay in effecting a regular appointment.		Rule number changed. Maternity/Child Care Leave added

5.10.3	Temporary, ad hoc or part-time appointment made under Rule above will be subject to the following conditions:- (a) There will be no relaxation of the criteria regarding age, qualification or experience as applicable to regular appointments for that category. (b) It will be made clear in the appointment letters that the appointment is purely temporary, ad-hoc or part time as the case may be. (c) Appointment will be for a maximum period of 179 days. However, the services can be dispensed with at any time without any notice or without assigning any reasons. (d) In respect of temporary and ad hoc appointment, the employee will not be given any regular scale of pay but paid a consolidated remuneration equal to the minimum in the pay scale as applicable to that category plus the corresponding DA as on the date of joining subject to the further condition that the remuneration so paid shall not be more than the consolidated remuneration being paid to another temporary or ad hoc employee already in service in a category with identical minimum in the pay scale. (e) The remuneration once fixed at the time of appointment will not be changed later during the temporary or ad hoc service of such an employee. Remuneration for part –time employees will be fixed with the approval of the Honorary Secretary, Sainik Schools Society.	5.09 Adhoc/ Part- time/ Contractual appointment made under Rule above will be subject to the following conditions:- (a) There will be no relaxation of the criteria regarding age, qualification or experience as applicable to regular appointments for that category. It will be made clear in the appointment letters that the appointment is purely Adhoc/ Part- time/ Contractual the case may be. (b) Appointment will be for a maximum period of 89 days (adhoc), 179 days (part-time) and three years (contractual with one month break every year). However, the services can be dispensed with at any time without any notice or without assigning any reasons. (c) In respect of Adhoc/ Part- time/ Contractual appointment, the employee will not be given any regular scale of pay but paid a consolidated remuneration equal to the minimum in the pay scale as applicable to that category plus the corresponding DA as on the date of joining subject to the further condition that the remuneration so paid shall not be more than the consolidated remuneration being paid to another Adhoc/ Part- time/ Contractual employee already in service in a category with identical minimum in the pay scale. (d) The remuneration once fixed at the time of appointment will not be changed later during the Adhoc/ Part- time/ Contractual service of such an employee.		Rule number changed. Rest No Change D(SSC) Input: Changed duration of contractual engagement from one to three years as per the latest policy.
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5.10.4	The provisions of Rules 5.10.1 to 5.10.3 above shall apply to all staff including academic & administrative staff as well as general employees.	5.10 The provisions of Rules 5.07 to 5.09 above shall apply to all staff including academic & administrative staff as well as general employees.		Rule number changed.
5.11	<u>SENIOR MASTER</u> One of the Masters in the selection scale may be appointed as “Senior Master”. His appointment will be subject to the following;- (a) He will be selected by the Principal on the basis of merit-cum-seniority. Whereas seniority would be given due weightage, merit would be given equal, if not more importance. (b) He will have no fixed tenure i.e. the Principal may change him at any time as in the case of Housemasters. (c) He will not hold the post of Housemaster simultaneously. (d) The Principal must give due weightage to the Master’s qualifications, ACRs, the Master’s ability to maintain discipline, integrity, tact and above all loyalty to the institution. The Principal may consult the Headmaster in this regard. (e) He will be granted an allowance of Rs.300/- per month, but this allowance will not be admissible during the vacation period unless he is required by the Principal to work during the vacations for more than a month.	<u>SENIOR MASTER</u> 5.11 One of the PGTs may be appointed as “Senior Master”. The appointment will be subject to the following:- (a) Principal to select on the basis of merit-cum-seniority. Whereas seniority would be given due weightage, merit would be given equal, if not more importance. (b) Principal may change him/ her at any time as in the case of Housemasters (no fixed tenure). (c) Individual will not hold the post of Housemaster simultaneously. (d) Principal must give due weightage to qualifications, APARs, the individual’s ability to maintain discipline, integrity, tact and above all loyalty to the institution. The Principal may consult the Vice Principal in this regard. (e) Senior Master will be granted a monthly allowance of Rs 3000/-. However this allowance will not be admissible during the vacation period unless he is required by the Principal to work during the vacation for more than a month.		Appointment updated. Allowance increased to Rs 3000/- from Rs 1000/-
5.12	<u>DUTIES OF SENIOR MASTER</u> The Senior Master will be directly responsible to the Headmaster for co-ordination of academic training and for discipline of the boys. He will advise and assist the Headmaster on all aspects of academics, training and administration.	<u>DUTIES OF SENIOR MASTER</u> 5.12 The Senior Master will be directly responsible to the Vice Principal for coordination of academic training and for discipline of the cadets. The Senior Master will assist the Vice Principal on all aspects of academic training and administration.		Rule number changed. Rest no change.

		The Senior Master has a very important role to play in the School activities and he/ she is directly responsible to the Vice Principal to coordinate academic and personality growth of students as well as effectiveness and professional growth of teachers. He/ She has the following duties and responsibilities:- (a) Prepare training programme/ time table class wise and teacher wise. (b) Give daily report of academic staff on leave, temporary duty, etc and accordingly plan out arrangement classes and thereby ensure that classes are under control and attended. (c) Prepare forecast of events for the academic co-curricular and outdoor activities of students and accordingly design school academic calendar. Ensure smooth conduct of events as per forecast. (d) Recommend manning level for academic staff and plan leave forecast for teachers keeping in view the daily schedule of training. (e) Ensure smooth conduct of school assembly as per the planned format. (f) Conduct Curricular Activities, Inter House Competitions and Club activities as per schedule. (g) Assist Vice Principal in school functions like Annual Sports, Annual Day, Passing Out Parade, Republic Day/ Independence Day, Teachers Day functions, Exhibitions, Parents Teachers Meeting and various academic functions throughout the calendar year. (h) Ensure smooth conduct of morning training classes, extra classes, UPSC and SSB sessions, PT,		Duties of Senior Master added.
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		(o) Propose educational visits for students in consultation with respective Class Teachers. (p) Assist the Vice Principal for publication of school magazine. (q) Perform any other duties assigned by the Principal/Vice Principal.		
5.13	<u>HOUSEMASTERS</u> Each School will be divided into a number of Houses for maintaining discipline, organising competitions and promoting qualities of leadership and team spirit among the boys. Each House or more than one House will be put under the charge of a Housemaster who is expected to look after 50 to 60 boys. The number of Houses and Housemasters in each school will depend on the lay out of the dormitories, the financial position of the school and such other factors as may be considered relevant by the Local Board of Administration.	<u>HOUSEMASTERS</u> 5.13 Each School will be divided into a number of Houses for maintaining discipline, organising competitions and promoting qualities of leadership and team spirit among the cadets. Each House or more than one House will be put under the charge of a Housemaster. The number of Houses and Housemasters in each school will depend on the layout of the dormitories, the financial position of the school and such other factors as may be considered relevant by the school authorities.		No change.
5.14	The appointments of Housemaster will be subject to the following:- (a) Each Housemaster shall be entitled to an allowance of Rs.200/- p.m. for shouldering additional responsibilities. (b) No Housemaster's allowance is admissible during the vacation period and while on leave except casual leave. (c) Housemaster's allowance is also admissible to a Master who performs the duties of a Housemaster in the absence of the regular incumbent, if the period of such absence from duty is 30 days and above.	5.14 The appointments of Housemaster will be subject to the following:- (a) Each Housemaster shall be entitled to an allowance of Rs 2000/- pm, for shouldering additional responsibilities. (b) No Housemaster's allowance is admissible during the vacation period and while on leave except casual leave (c) Housemaster's allowance is also admissible to teacher who performs the duties of a Housemaster in the absence of the regular incumbent, if the period of such absence from duty is 30 days and above.		Allowance increased from Rs1000/- to Rs 2000/-
5.15	<u>DUTIES OF A HOUSEMASTER</u> Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of seniority-cum-merit. A Housemaster will be responsible to the	<u>DUTIES OF A HOUSEMASTER</u> 5.15 Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of suitability and seniority-cum-merit. A Housemaster will be		

	Principal through the Registrar / Headmaster for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the boys of his House. He will be assisted by House Tutors and Matrons/Hostel Superintendents.	responsible to the Principal through the Administrative Officer / Vice Principal for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the cadets of his House. He will be assisted by House Tutors and Matrons/ Hostel Superintendents/ Warden .		
5.16	The Housemaster shall, in addition to the duties cited above, be responsible for:- (a) Watching the academic progress and overall growth of his wards and initiating suitable remedial action well in time. (b) Smart turn-out of the boys. (c) Providing Recreational facilities to the boys of his house. (d) Publication of the House news-letters and /or wall magazines. (e) Training the boys for Inter House Competitions. (f) Supervising letter writing by the boys to their parents/guardians. (g) Correspondence with the Parents/guardians of his wards. (h) Proper maintenance of Pocket Money Account and other records. (j) Visiting Infirmary to enquire about the health of his wards admitted therein. (k) Supervising the work of his House Matron/Hostel Supdt. (l) Maintaining cumulative record cards of the students.	5.16 The Housemaster shall, in addition to the duties cited above, be responsible for:- (a) Monitoring the academic progress and overall growth of cadets and initiating suitable remedial action well in time. (b) Ensure discipline, conduct and accountability of the cadets. (c) Providing Recreational facilities to the cadets. (d) Publication of the House news-letters and /or wall magazines. (e) Training the boys for Inter House Competitions and ensure their participation in PT, games and curricular activities. (f) Ensure regular communication of cadets with their parents/guardians. (g) Regular correspondence with the Parents/guardians of cadets. (h) Proper maintenance of Pocket Money Account and other related record (i) Visiting Infirmary to enquire about the health of cadets admitted therein. (j) Supervising the work of House Matron/Hostel Warden. (k) Maintaining cumulative record of the cadets. (l) Inform Counseling Cum Wellness Teacher and Career Counsellor on the behavioral issues and mal adjustment/poor performance of cadets. (m) Any other task/ responsibility concerning the cadets in the house, as assigned by the Principal/ Vice Principal/ Administrative Officer.		. Duties of House Master elaborated and added. D (SSC) Input: Added the additional duty of House master in view of the sanction of new posts of Counseling Cum Wellness Teacher and Career Counsellor

5.17	A Housemaster should know his boys intimately and should be able to guide them in all the aspects of community living and mould their character and behaviour. He should assign responsibilities to all boys in rotation, so as to enable them to develop organisational ability, self-confidence and qualities of leadership. He should pay special attention to those who are shy and diffident so that they too can develop these qualities to become confident youngsters with initiative and drive.	5.17 A Housemaster should know his/ her cadets intimately and should be able to guide them in all the aspects of community living and mould their character and behaviour. He/ She should assign responsibilities to all cadets in rotation, so as to enable them to develop organisational ability, self-confidence and qualities of leadership. He/ She should pay special attention to those who are shy and diffident so that they too can develop the desired qualities to become confident youngsters with initiative and drive.		No change																																																																														
5.18	<u>AUTHORISATION – ADMINISTRATIVE STAFF</u> <table><tr><td></td><td><u>Designation</u></td><td><u>No. of Posts</u></td></tr><tr><td>(a)</td><td>Medical Officer</td><td>One (Part-time or full time)</td></tr><tr><td>(b)</td><td>Office Superintendent</td><td>One (to be appointed only when the strength of the school exceeds 200).</td></tr><tr><td>(c)</td><td>Accountant</td><td>One</td></tr><tr><td>(d)</td><td>Mess Manager</td><td>One</td></tr><tr><td>(e)</td><td>Quartermaster</td><td>One</td></tr><tr><td>(f)</td><td>Matrons/Hostel Superintendents</td><td>One per two Houses or per 100 to 120 boys</td></tr><tr><td>(g)</td><td>Estate Manager</td><td>Please see note 1 below</td></tr><tr><td>(h)</td><td>Building Supervisor</td><td>Please see note 1 below</td></tr><tr><td>(j)</td><td>Catering Assistant</td><td>One for each school with strength exceeding 300.</td></tr><tr><td>(k)</td><td>Nursing Assistant/ Sister/ Compounder</td><td>One</td></tr><tr><td>(l)</td><td>Upper Division Clerk</td><td>Please see Para 5.19 below</td></tr><tr><td>(m)</td><td>Lower Division Clerk</td><td>Please see Para 5.19 below</td></tr><tr><td>(n)</td><td>Drivers</td><td>One for each vehicle.</td></tr></table>		<u>Designation</u>	<u>No. of Posts</u>	(a)	Medical Officer	One (Part-time or full time)	(b)	Office Superintendent	One (to be appointed only when the strength of the school exceeds 200).	(c)	Accountant	One	(d)	Mess Manager	One	(e)	Quartermaster	One	(f)	Matrons/Hostel Superintendents	One per two Houses or per 100 to 120 boys	(g)	Estate Manager	Please see note 1 below	(h)	Building Supervisor	Please see note 1 below	(j)	Catering Assistant	One for each school with strength exceeding 300.	(k)	Nursing Assistant/ Sister/ Compounder	One	(l)	Upper Division Clerk	Please see Para 5.19 below	(m)	Lower Division Clerk	Please see Para 5.19 below	(n)	Drivers	One for each vehicle.	5.18 <u>AUTHORISATION – ADMINISTRATIVE STAFF</u> <table><tr><td></td><td><u>Designation</u></td><td><u>No. of Posts</u></td></tr><tr><td>(a)</td><td>Medical Officer</td><td>One (Part-time only)</td></tr><tr><td>(b)</td><td>Office Superintendent</td><td>One (to be appointed only when the strength of the school exceeds 200).</td></tr><tr><td>(c)</td><td>Accountant</td><td>One</td></tr><tr><td>(d)</td><td>Mess Manager</td><td>One</td></tr><tr><td>(e)</td><td>Quartermaster</td><td>One</td></tr><tr><td>(f)</td><td>Hostel Superintendents/ Matrons/ (f) Matron</td><td>One per two Houses or per 100 to 120 cadets One</td></tr><tr><td>(g)</td><td>Warden</td><td>Six</td></tr><tr><td>(h)</td><td>Nursing Assistant</td><td>Two (1 Male, 1 Female)</td></tr><tr><td>(j)</td><td>Upper Division Clerk</td><td>Please see Para 5.21 below</td></tr><tr><td>(k)</td><td>Lower Division Clerk</td><td>Please see Para 5.21 below</td></tr><tr><td>(l)</td><td>Drivers</td><td>Maximum two</td></tr></table>		<u>Designation</u>	<u>No. of Posts</u>	(a)	Medical Officer	One (Part-time only)	(b)	Office Superintendent	One (to be appointed only when the strength of the school exceeds 200).	(c)	Accountant	One	(d)	Mess Manager	One	(e)	Quartermaster	One	(f)	Hostel Superintendents/ Matrons/ (f) Matron	One per two Houses or per 100 to 120 cadets One	(g)	Warden	Six	(h)	Nursing Assistant	Two (1 Male, 1 Female)	(j)	Upper Division Clerk	Please see Para 5.21 below	(k)	Lower Division Clerk	Please see Para 5.21 below	(l)	Drivers	Maximum two		Amended. D(SSC) Input: Replaced Hostel Superintendents/ M atron with PTI Cum Matron and PTI Cum Warden as per the BOO report submitted by principal, SS Jhunjhunu in March 2026
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	(o)	Craft/ Workshop/ Medical/ Library/Lab Attendants	One for each workshop One for Library, one each for the Laboratories, provided there is actual need.			
	(p)	General Employees viz (i) Cooks (ii) Masalchis (iii) Plate boys (iv) Waiters/ Warders (v) Sweepers (vi) Watch & Ward Staff (vii) Groundsmen (viii) Malies (x) Messangers (xi) Electric – cum- pump Operator .	These posts shall be filled according to the guidelines given in Annexure ‘F’. In case of any departure, prior approval of Hony Secretary will be required and for this purpose a detailed justification will be sent.			
				(m)	General Employees viz (i) Grounds men (ii) Cooks/ Baker (iii) Waiters (iv) Electrician (v) Carpenter (vi) Mason (vii) Safai karamchari (viii) Plumber (ix) Gardner	These posts shall be filled according to the guidelines given in Annexure 'F'. In case of any departure, prior approval of Hony Secretary will be required and for this purpose a detailed justification will be sent.
				Notes: (1) Out of the authorized strength, 70% to be on regular and 30% on contractual basis. (2) Services like Security, Dhobi, Tailor and Barber maybe on contractual basis/outsourced on GeM.		
Notes: (1) A school with net income of at least twice the amount of pay and allowances proposed for the post of an Estate Manager with approval of the L.B.A. The Estate Manager should be Graduate in Agriculture or Animal Husbandry.						

5.19	<u>AUTHORISATION OF OFFICE STAFF</u> <table><tr><th rowspan="2">Posts</th><th colspan="5">No. of posts sanctioned for a strength up to</th></tr><tr><th>200 boys</th><th>200-300</th><th>300-400</th><th>400-500</th><th>500 -630</th></tr><tr><td>LDCs</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>Store Clerk(LDC)</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>UDCs</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Store Clerk (UDC)</td><td>--</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table>	Posts	No. of posts sanctioned for a strength up to					200 boys	200-300	300-400	400-500	500 -630	LDCs	2	3	4	5	6	Store Clerk(LDC)	1	1	1	1	1	UDCs	1	1	1	1	1	Store Clerk (UDC)	--	1	1	1	1	<u>AUTHORISATION OF OFFICE STAFF</u> 5.19 The authorisation of office staff, which depends on the strength of the cadets in each school, is as mentioned below:- <table><tr><th rowspan="2">Posts</th><th colspan="5">No. of posts sanctioned for a strength upto</th></tr><tr><th>200 cadets</th><th>201-300</th><th>301-400</th><th>401-500</th><th>500 and above</th></tr><tr><td>LDCs</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td></tr><tr><td>UDCs</td><td>01</td><td>02</td><td>02</td><td>02</td><td>02</td></tr></table>	Posts	No. of posts sanctioned for a strength upto					200 cadets	201-300	301-400	401-500	500 and above	LDCs	03	04	05	06	07	UDCs	01	02	02	02	02		Syntax Change
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5.20	Schools with boarders’ strength exceeding 600 may seek the approval of the Board of Governors for increasing their establishment of Office Staff .	5.20 Schools with boarders’ strength exceeding 600 may seek the approval of the Board of Governors for increasing their establishment of Office Staff																																																												
5.21	<u>PA FOR PRINCIPAL</u> One of the LDCs/UDCs from within the sanctioned establishment of Office Staff may be granted an allowance of Rs.75/- per month and designated as PA to the Principal. This allowance will be treated as pay for determining the dearness allowances admissible to him.	<u>PA FOR PRINCIPAL</u> 5.21 One of the LDCs/ UDCs from within the sanctioned establishment of Office Staff may be granted an allowance of Rs. 750/- per month and designated as PA to the Principal. This allowance will be treated as pay for determining the dearness allowances admissible to him/ her.	BOG SSS Letter No. 12(2)/2008/D(SSC)(Vol-II) dated 30 Dec 2010.	D(SSC) Input: The Rs 300 mentioned may be enhanced to a more reasonable amount like Rs 750/- to be attractive.																																																										
		<u>TRAINING CLERK</u> 5.22 An LDC/ UDC from within the sanctioned establishment of Office Staff may be designated as Training Clerk to assist the Vice Principal.		Rule added.																																																										
5.22	<u>QUALIFICATIONS – ADMINISTRATIVE STAFF</u> (a) <u>Office Superintendent</u> (i) Graduate with 05 years office experience of a supervisory post in a Govt or commercial establishment; or 07 years experience as UDC or equivalent in the school; and	<u>QUALIFICATIONS – ADMINISTRATIVE STAFF</u> 5.23 Qualifications for Administrative Staff are as given below. The eligibility for various posts under Departmental Promotion is guided by the SOP on DPC issued/ reviewed by Sainik Schools Society from time to time.		Rule number changed. Amended																																																										

	(ii) Ability to correspond independently in English. Note: The condition of being a graduate may be waived for ex-servicemen who had attained the rank of JCOs in the Clerical Cadre and for Ex-Defence Service Officers. (b) <u>Accountant</u> (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. (c) <u>Upper Division Clerk</u> (i) <u>For Departmental Candidates</u> – LDC with 05 years experience in the school and ability to correspond in English. (ii) <u>For Direct Recruitment</u> – Graduate with at least 02 years office experience in a Govt or Commercial Organisation and ability to correspond in English Knowledge of shorthand will be considered as additional qualification. (d) <u>Lower Division Clerk</u> (i) Matriculation . (ii) Typing speed of at least 40 words per minute. (iii) Knowledge of shorthand and ability to correspond in English will be considered as desirable qualification. (e) <u>Mess Manager</u> <u>Essential</u> (i) Matriculation or equivalent.. (ii) At least five years experience of running a catering organisation independently in the civil, in the Defence Services or in any other similar organisation. (iii) Ability to maintain mess accounts.	(a) <u>Medical Officer (Part Time).</u> Must hold MBBS Degree. He should preferably reside in the campus. Individual must attend the school dispensary at least 5 days a week for a minimum of 2 hours each day. He must be available on telephone so that his services could be available in case of an emergency. He may be paid an honorarium up to Rs 25,000/- pm subject to approval of the LBA. (b) <u>Office Superintendent.</u> Graduate with 05 years office experience in a supervisory post at a Government or commercial establishment and ability to correspond independently in English. Working knowledge of computer applications (MS Word, MS Excel, MS Power point). Note: The condition of being a graduate may be waived for ex-servicemen who had attained the rank of JCOs in the Clerical Cadre. (c) <u>Accountant.</u> 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 Government or private organization and must be fully conversant with maintenance of accounts in double entry system; and ability to correspond independently in English. Working knowledge of computer applications (MS Word, MS Excel, MS Power point, accounting software like Tally). (d) <u>Upper Division Clerk.</u> Graduate with at least 02 years office experience in a Govt or Commercial Organisation with ability to correspond in English and ability of typing at a speed of 40 wpm. Knowledge of shorthand and working knowledge of computer applications (MS Word, MS Excel, MS Powerpoint). (e) <u>Lower Division Clerk.</u> Higher Secondary. Typing speed of at least 40 wpm. Knowledge of shorthand and ability to correspond in English. Working knowledge of computer applications (MS Word, MS Excel, MS Power point).		D(SSC) Input: Added the qualifications for PTI Cum Matron and PTI Cum Warden as per the BOO report submitted by Principal, SS Jhunjhunu
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	<u>Desirable</u> (i) Diploma / Degree in catering from a recognised institution. (ii) JCO or equivalent from catering trade or with more than 05 years catering experience. (f) <u>Quartermaster</u> <u>Essential</u> (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. <u>Desirable</u> (i) Should have undergone a Quartermaster's Course. (g) <u>Matron / Hostel Superintendent</u> <u>Essential</u> Should have passed Matriculation or equivalent examination and should be able to converse fluently in English. <u>Desirable</u> (i) B.A/ B.Sc/ B.Com degree (ii) Attainments in Sports/ Art/Music (iii) For the post of Matron in Junior/ Holding Houses, mature ladies without encumbrances and with experience of handling children with affection will be preferred. (h) Catering Assistant <u>Essential</u> (i) <u>Matriculation</u> (ii) <u>Qualification or experience of catering</u> <u>Desireable</u> (i) Ability to maintain mess accounts	(f) <u>Mess Manager.</u> Graduate with at least five years experience of running a catering organisation independently in the civil or Defence Services or in any other similar organisation. Ability to maintain mess accounts. Working knowledge of computer applications (MS Word, MS Excel). JCO or equivalent from catering trade with more than 05 years catering experience is desirable in case of ex-servicemen. (g) <u>Quartermaster.</u> Graduate with 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. Working knowledge of computer applications (MS Word, MS Excel). (h) Hostel Superintendent/ Matron/ Warden. Graduate with ability to converse fluently in English. Proficiency in sports and basic medical knowledge including first aid is desirable (h) <u>Matron</u> <u>Essential Qualification:</u> Graduate in any discipline from a recognized University with Diploma in Physical Education OR BPED/MPED. <u>Desirable Qualification/ Experience:.</u> (a) Working in a residential school (b) Experience as sports coach/ physical training instructor.		
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	(ii) Experience of handling Stores Accounts. Ex-servicement with above experience will be preferred provide they are otherwise qualified. (j) <u>Nursing Assistant / Sister</u> (i) Nursing diploma / Degree. (ii) 5 years experience or ex-serviceman of Medical Assistant trade with at least 5 years service after Training. (k) Craft/ Workshop/ Medical / Lab Attendant / Library Attendant Matriculation or equivalent preferably with Science.	(i) <u>Warden</u> Essential Qualification: Graduate in any discipline from a recognized University with Diploma in Physical Education OR BPED/MPED. Desirable Qualification/ Experience: (i) Working in a residential school (ii) Experience as sports coach/ physical training instructor (j) <u>Nursing Assistant</u> (i) Nursing diploma / Degree (ii) Five years' experience of medical assistant or ex- serviceman of Medical Assistant trade with at least 5 years service after training. (k) <u>Drivers.</u> Matriculation with LMV and HMV License. In case of hilly region, the drivers should possess Hill Driving License.		
5.23	<u>FULL TIME MEDICAL OFFICER</u> The appointment of full time medical officer will be subject to the following terms and conditions:- (a) He should hold an MBBS Degree (b) General conditions of service applicable to the rest of the administrative staff will be applicable to him. (c) He will not be allowed private practice. (d) He will be allowed rent free quarter and free essential furniture available in the school. (e) He will reside in the school campus and attend to the medical emergencies at all hours of the day and the night. (e) The appointee may be allowed to hold office till the age of 60, subject to the approval of the Local Board of Administration and the Honorary Secretary. (f) He will be allowed non- practicing allowance of Rs. 150/- per month.	<u>Deleted</u>		

5.24	<u>PART- TIME MEDICAL OFFICER</u> (a) He must hold an MBBS Degree. (b) He must reside in the campus or within a 3 kms of the school. (c) He must attend the school dispensary at least 5 days a week for at least 2 hours on each day. (d) He must be available on telephone and reside within a reasonable distance from the school. Say within 5 Kms from the school so that his services could be available in case of an emergency. (e) He may be paid an honorarium from Rs.750/- to Rs.1000 p.m. subject to approval of the L.B.A.	<u>Deleted</u>		
5.25	<u>APPOINTMENT OF STAFF</u> (a) All appointments excluding General Employees will be made with All India Transferability clause. (b) Where it becomes necessary to appoint a person who does not possess the required experience, efforts will be made to replace him by a suitably qualified person. All such cases shall be referred to the Honorary Secretary and appointments made in a purely temporary capacity to providing ad- hoc arrangements. (c) Employment of foreign nationals is not permissible except with the prior approval of the Board of Governors. (d) Contingent and Daily Wage employees may be appointed for short terms not exceeding 60 days on as required basis. Wages will be paid according to Local Wage rates and the appointments so made will be placed before the L.B.A. for their approval. Such appointments shall be made by the Principal on specific recommendations of the Registrar in writing explaining the need of such employment in each case.	<u>APPOINTMENT OF STAFF</u> 5.24 (a) All appointments excluding General Employees (GE) will be made with All India Transferability clause. (b) Permission to recruit staff within the authorised strength is to be obtained from the LBA. Where it becomes necessary to appoint a person who does not possess the required experience, efforts will be made to replace him by a suitably qualified person. All such cases shall be referred to the Chairperson LBA and appointments made in a purely temporary capacity to provide ad- hoc arrangements. (c) Employment of foreign nationals is not permissible except with the prior approval of the Board of Governors. (d) Adhoc employees may be appointed for short terms not exceeding 89 days on as required basis. Wages will be paid according to Local Wage rates and the appointments so made will be placed before the LBA for their approval. Such appointments shall be made by the Principal on specific recommendations of the Administrative Officer in writing explaining the need of such employment in each case.		Rule number changed. Amended

5.26	<u>METHOD OF RECRUITMENT</u> The posts in each grade/category will be advertised in the local press as well as in one national daily after considering the suitability of persons already employed in the lower grade or post. In addition, copies of the advertisement will be sent to the local/nearest employment exchange, other Sainik Schools, the Honorary Secretary, and the concerned record offices of the Army, Navy and Air Force. There will be reservations of 15% and 7½ % of the posts in all categories of employees for SC and ST candidates respectively. However, if qualified SC and ST candidates are not available for the posts reserved for them, the Principal will be authorised to fill the posts from amongst the general category candidates. Direct recruitment for filling up the vacant posts shall be resorted to only in case suitable qualified and experienced persons already employed in the school are not available. The following guidelines will be followed when effecting promotions or making direct recruitment:- (a) The post against which the promotion is being effected or direct recruitment is being made should be an existing one. In another words, the vacancy should have arisen on account of retirement, dismissal, resignation, and absorption in other organisations or promotion. (b) New posts cannot be created without the concurrence of Board of Governors.	<u>METHOD OF RECRUITMENT</u> 5.25 The recruitment of staff will follow a two stage process in the sequence -Departmental Promotion Committee(DPC), Inter-School Transfer and Direct Recruitment. Principal should adhere to the laid down procedures (as per SOP) at each stage and progress to the next stage only after exhausting all the possibilities. The posts in each grade/category for direct recruitment will be advertised in the local press, and one national daily as well, employment news as the Sainik School web site only after considering the suitability of persons already employed in the lower grade or post in the school (departmental candidates). The guidelines given in the SOP on DPC issued by Sainik Schools Society will be followed while carrying out DPC. DPC proceedings will be valid for a period of one year from the date of signing by Chairperson, LBA. In addition, copies of the advertisement will be sent to the local/nearest employment exchange, other Sainik Schools, Chairperson LBA, Honorary Secretary Sainik Schools Society, and the concerned record offices of the Army, Navy and Air Force. There will be reservations of 15% and 7½ %, 27% of the posts in all categories of employees for SC, ST and OBC (NCL) candidates respectively. However, if qualified SC, ST, OBC(NCL) candidates are not available for the posts reserved for them, the Principal will be authorised to fill the posts from amongst the general category candidates. Direct recruitment for filling up the vacant posts shall be resorted to only in case suitable qualified and experienced persons already employed in the school and other Sainik Schools are not available. The following guidelines will be followed when effecting promotions or making direct recruitment:- (a) The post against which the promotion is being effected or direct recruitment is being made should be an existing one. In another words, the vacancy should have arisen on account of retirement, dismissal, resignation, and absorption in other organisations or promotion. (b) New posts cannot be created without the concurrence of Board of Governors.		Rule number changed. Amended
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5.27	Interview Board for the teaching staff will consist of the Principal, the Headmaster, Director of School Education or his nominee and a technical expert on the subject.	5.26 Interview Board for the teaching staff will consist of Principal, Vice Principal , Director of School Education or his nominee, technical expert on the subject and LBA Representative .		Rule number changed. Amended
		5.27 Interview Board for the administrative staff will consist of Principal, Administrative Officer, Nominee of District Collector (technical expert on the subject) and Representative of Chairperson LBA.		Rule added
5.28	The Principal may appoint General employees through the Zila Sainik Board, local employment exchange or through regularization of casual employees. Casual/Daily Wage/Part-Time employees may be appointed by the Principal without following the above procedure but subject to fulfillment of conditions stipulated in Rule 5.25 above.	5.28 The Principal may appoint General Employees through the Zila Sainik Board, local employment exchange or through regularization of Adhoc / Part- time/ Contractual employees.		Amended

5.29	<u>AGE LIMITS</u> The minimum age of entry into Sainik School service will be 18 and the maximum age will be 50 except for teachers who must be between the age of 21 and 35 years. Relaxation in age limits may be granted by the Honorary Secretary depending on the merit of each case and such proposals need be sent before issue of formal appointment letters.	<u>AGE LIMITS</u> 5.29 The minimum age of entry into Sainik School service will be 18 and the maximum age will be 50 except for teachers which must be 21 to 35 years for TGT and 21 to 40 years for PGT. Relaxation in age limits may be granted by the Honorary Secretary depending on the merit of each case and such proposals need be sent before issue of formal appointment letters.	7(1)SSS/2018 dated 12 Mar 2019.	Age criteria amended
5.30	<u>RETIREMENT AGE</u> The retirement age for the academic staff would be 60 years and that of the administrative staff and general employees 55 years. However, the administrative staff and general employees can continue to be in service upto 58 years subject to the following conditions:- (i) The Principal satisfies himself every year regarding the efficient performance of service by the staff and (ii) The medical fitness as certified by the School Medical Officer. The date of retirement of the employee shall be the last date of the month in which he is due to retire.	<u>RETIREMENT AGE</u> 5.30 The retirement age for the Academic staff, Administrative staff and General Employees would be 60 years. The date of retirement of an employee shall be the last date of the month in which he is due to retire. In case of Teachers retiring in the first half of the academic session, i.e, on or before 30 September of the year, shall continue to retire from service on due date. However, teachers retiring on or after 01 October may be allowed to continue till the end of the academic session by way of re-employment on contractual basis subject to their medical fitness and satisfactory performance at the discretion of the Principal. However, the staff are entitled to their retirement benefits from actual date of retirement.	No.34(13/2016/D(SSC) dated 03 May 2016. and No.34(13/2016/D(SSC) dated 12 Apr 2018- Extension of Service: Teachers in Sainik Schools	Amended as CBSE guidelines for continuation of service till the end of academic Year

5.31	<u>MEDICAL AND CHARACTER CERTIFICATES</u> (a) A candidate selected for appointment shall be required to produce a certificate of medical fitness from a military hospital, a hospital established or maintained by the State / Union Territory Govts, or by the School Medical Officer. He will also produce two certificates of good character from two distinguished persons, who should be the members of Parliament, Members of the Legislative Assembly, or Gazetted Officers not related to the candidate. In the case of ex-serviceman, the discharge certificates will also be produced. (b) The medical standards for recruitment to different posts will be the same as those applicable to similar posts under the State Govts, Union Territory Administration in which the school is located.	<u>MEDICAL AND CHARACTER CERTIFICATES</u> 5.31 (a) A candidate selected for appointment shall be required to produce a certificate of medical fitness from a Military Hospital or a hospital established or maintained by the State / Union Territory Governments, or by the School Medical Officer. He will also produce two certificates of good character from two distinguished persons, who should be Members of Parliament, Members of the Legislative Assembly, or Gazetted Officers not related to the candidate. In the case of ex-serviceman, the discharge certificates will also be produced. (b) The medical standards for recruitment to different posts will be the same as those applicable to similar posts under the State Govts, Union Territory Administration in which the school is located.		No change
5.32	<u>APPOINTMENT OF PERSONS RELATED TO SAINIK SCHOOL FUNCTIONARIES</u> In order to avoid any criticism and also to ensure that fair selection is carried out in respect of appointments to posts in Sainik Schools, in the event of a candidate being related to a school functionary/employee, the Principal will ensure that the school functionary is not associated with the selection process at any stage. In cases, where the candidate is related to any of members of the Selection Committee constituted to screen the candidates, the concerned member shall inform the Chairman of the Selection Committee and will not function on the Committee, when the candidature of his relation is decided.	<u>APPOINTMENT OF PERSONS RELATED TO SAINIK SCHOOL FUNCTIONARIES</u> 5.32 In order to avoid any criticism and also to ensure that fair selection is carried out in respect of appointments to posts in Sainik Schools, in the event of a candidate being related to a school functionary/employee applied for selection, the Principal will ensure that the school functionary is not associated with the selection process at any stage. In cases, where the candidate is related to any of members of the Selection Committee constituted to screen the candidates, the concerned member shall inform the Chairman of the Selection Committee and will not function on the Committee, when the candidature of his relation is decided.	No 34(19)/2000/D(SSC)-19 Dec 2000	Amended
5.33	All such appointments whether on part-time, ad hoc or regular basis shall be ratified by the Chairman, LBA with the relevant records and appointments shall be made only after the selection has been approved by the Chairman, Local Board of Administration.	5.33 All appointments whether on contractual, part-time, ad hoc or regular basis shall be ratified by the Chairperson, LBA with the relevant records and appointments shall be made only after the selection has been approved by the Chairperson, Local Board of Administration.		

		<u>DUTIES OF MATRON/ WARDEN</u> 5.34 The Matron/ Warden will assist the housemasters in guiding and supervising the dormitory life of the cadets and in efficiently administering the Houses. They will ensure that:- <u>DUTIES OF MATRONS/WARDEN</u> The Matrons/Warden will assist the housemasters in guiding and supervising the dormitory life of the cadets and in efficiently administering the Houses. They will ensure that:- (a) All cadets are up at Reveille, ensure their punctuality and attendance. (b) They carry out their daily ablutions with emphasis on hygiene and dental care and are properly turned out for all the activities. (c) Those who report sick are attended to and given proper medical treatment and care. (d) They have regular baths, haircuts including health and hygiene checks. (e) They look after their cupboards and keep their clothes and other articles in a neat and orderly manner. (f) All cases of indiscipline and unhealthy behaviour of the cadets are dealt appropriately. (g) Rounds are carried out at even after lights out so as to ensure safety and security of the cadets. (h) The sweepers clean the dormitories properly and the warders, if there are any, take proper care of dormitory layout, house surroundings and security.		Duties shifted from Chapter VII to Chapter V. D(SSC) Input: Duty of PTI Cum Matron and PTI Cum Warden expanded to include close liaison with Counseling and Wellness Teacher and Career Counsellor on the behavioral issues and mal adjustment/poor performance of cadets.
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		(i) Accounting of clothing/lkit issued to the cadets and same is kept properly and the dhobi and tailoring services are efficient and satisfactory in all respects. (j) The buildings/stores held on charge of the House are properly accounted for. They will be responsible for proper maintenance of building and furniture inventories. They are also to maintain a cumulative record of all the requisitions for repairs etc, in the books placed in the Quartermaster Section, and ensure that all repairs are attended to in time. (k) All stores entrusted to their charge is correctly accounted for and kept in safe custody. (l) They effectively assist the Housemaster in ensuring proper harmonious growth and in maintaining high morale and discipline in their Houses. (m) Assist the PTIs in Physical Training exercises of the Boarders. (n) Any other task assigned by the Principal/Adm Officer.		
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		<u>DUTIES OF THE QUARTERMASTER</u> 5.35 The Quartermaster will work directly under the Administrative Officer and will:- (a) Assist the Principal/Administrative Officer in taking over the land, buildings and roads within the campus from the State Public Works Department and hold them on his charge. (b) Maintain inventories in respect of these buildings, alongwith sketches of electrical, water and sanitary fitments. (c) Maintain proper handing/ taking over certificates/ registers in respect of inventory items issued on loan to various sections/ individuals. (d) Hand/take over the buildings meant for official use (Houses, Hospital, Mess, Gymnasium, Swimming Pool, etc.) and for residential purposes and maintain an updated occupation state. (e) Initiate various projects by preparing SOC's, obtaining sanction of the LBA/ Sainik Schools Society, obtaining Approximate Estimates from the authorised engineers and monitoring the progress of various projects till their completion. (f) Carry out periodical physical checks of the boundary line of the campus and of all buildings, and conduct special checks as and when instructed by the Principal or the Administrative Officer. He will notice and promptly report encroachments, deficiencies, damages, unauthorised alterations/ constructions and cases of sub-letting, if any. (g) Arrange timely and proper reading of electric and water meters every month. After checking and verifying the		Duties shifted from Chapter VII to Chapter V.
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		bills, he will pass them or be sent to the Accounts Section for payment/recoveries. (h) Arrange and supervise repair and maintenance of school buildings, with prior approval of the Administrative Officer /Principal. (i) Hold charge of the school guest house and ensure its maintenance, cleanliness and allotment to guests as per standing orders of the school. He will maintain a register and will be responsible for collection of halting charges including payments for electricity and water consumed, at rates laid down by the school from time to time. (j) Ensure proper street lighting, general sanitation, and cleanliness of the campus. (k) Initiate all Stock Taking Boards in respect of all inventory items and ensure their timely completion. (l) Ensure safety and security of the campus. (m) Perform any other duty as assigned to by the Administrative Officer or the Principal		
		5.36 QM will be the School Security Officer and in that capacity perform the duties laid down by the school and listed in the Security Orders. The security orders will form a part of the School Standing Orders.		Duties shifted from Chapter VII to Chapter V.
		5.37 QM will also be the Fire Fighting Officer of the school, and ensure correct maintenance and serviceability at all times of the Fire Fighting equipment placed at different “Fire Points”. His duties in detail will be given in the “Fire Fighting Orders”, which will be framed by each school according to local conditions and will be incorporated in the school standing orders.		Duties shifted from Chapter VII to Chapter V.

		5.38 QM will be overall in charge of the General Employees in the school and will be responsible for their discipline and welfare. Functioning in this capacity, he will be responsible for taking their roll call daily for maintaining a daily parade state. He will recommend leave and report absentees to the Administrative Officer. He will distribute General Employees to various departments, under the instructions of the Administrative Officer and as per the directions of the Principal, and will organise central working parties as and when required.		Duties shifted from Chapter VII to Chapter V.
		5.39 QM will hold over-all charge of all Mechanical and Animal Transport available in the school. As transport officer, he will be responsible for discipline of the Drivers, proper maintenance of vehicles, regular maintenance of their log books and connected accounts and records as per Rule 17.03 under the overall supervision and control of the Administrative Officer.		Duties shifted from Chapter VII to Chapter V.
		5.40 QM will be responsible for collection of all stores booked to the school by rail/road and for the dispatch of stores to be sent out by the school.		Duties shifted from Chapter VII to Chapter V.
		5.41 QM will assist the Administrative Officer in provisioning of items required for the mess and for other departments/sections of the school. He will also advise bulk procurement and advance stocking of some of the stores if it is beneficial to the school to do so and if the storage space available in the school is adequate.		Duties shifted from Chapter VII to Chapter V.
		5.42 QM will be responsible for correct accounting, proper storage and safe custody of dry ration, fresh ration, tinned stuff, fuel, etc. He will also hold on his charge all the miscellaneous stores, clothing, equipment, furniture, etc and will be personally responsible for their timely provisioning, proper storage, safe custody and correct accounting. Maintenance of ledgers/stock registers and connected files separately for each category of stores will be his personal responsibility.		Duties shifted from Chapter VII to Chapter V.

		5.43 QM will be assisted by the following, who will work directly under his control:- (a) Estate Manager, if appointed. (b) UDC/ LDC. (c) Electrician and maintenance staff. (d) Gardners. (e) Watch and Ward Staff. QM will also act as an Estate Manager, in case no one is appointed. His additional duties will be as follows:- Look after school estate (including maintenance of school buildings) and ancillary activities like agriculture, dairy farm, poultry, piggery, etc. In addition, impart instruction to students in Socially Useful Productive Works (SUPW) like Agriculture, Horticulture and Apiculture.		Duties shifted from Chapter VII to Chapter V.
		<u>DUTIES OF THE OFFICE SUPERINTENDENT (OS)</u> 5.44 The Office Superintendent is in-charge of the Main Office of the School and will be responsible mainly for its proper organisation and smooth and efficient functioning.		Duties shifted from Chapter VII to Chapter V.
		5.45 OS will work directly under the Administrative Officer. To ensure smooth and efficient functioning of the Main Office for quick disposal of cases, files and correspondence, he will maintain close liaison with the Training Section, the Accountant and the Quartermaster.		Duties shifted from Chapter VII to Chapter V.

		5.46 OS will be broadly responsible for the following:- (a) Proper organisation, smooth and efficient functioning of the Main Office. (b) Delegation, distribution and supervision of work to all office staff under his charge. (c) Discipline of all Main Office Staff, including the General Employees performing the duties of messengers. (d) Timely issue of School Routine Orders and instructions. (e) Proper handling and safe custody of all confidential files and documents. (f) Proper and regular maintenance of service books and personal files of the school staff and of the cadets. (g) Works related to AISSEE (All India Sainik Schools Entrance Examination) and AISSAC (All India Sainik School Academic Counselling) (h) Initiate process concerned with recruitment, probation, confirmation, retirement/ extension of staff. (j) Initiate process of raising APARs of all staff for various occasions in time. (k) Correct and timely rendition of all reports and returns. (l) Proper filing, indexing and updating of rules and orders issued by the Sainik School Society. (m) Ensuring that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to School Standing Orders are issued as and when necessary. (n) Maintaining inventories in respect of all the stores, furniture and equipment held in the Main Office. (p) Security of information held in the main office. (q) Prompt and timely action on correspondence pertaining to administrative arrangements made for dispersal of cadets proceeding on vacation and for their reception in the school on return from vacation.		
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		(s) Arranging bulk purchase of office stationery and ensuring that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain a proper record of the issue of stationery to various branches.		
		5.47 The duties enumerated above are merely illustrative and not exhaustive. He will also perform other duties that may be assigned to him by the school authorities. He will be assisted by the clerical/ ministerial staff allocated to the Main Office.		Duties shifted from Chapter VII to Chapter V.
		<u>DUTIES OF ACCOUNTANT</u> 5.48 The Accountant is required to assist the Principal in managing the Finances of the School and for this purpose a separate Chapter XIII has been incorporated in this Manual. The duties of the Accountant will be directly related to the work area of his employment. The Accountant will also act as the Financial Adviser to the Principal.		Duties shifted from Chapter VII to Chapter V.