

By Speed Post

F.No.7(11)/SSS/2020
Board of Governors
Sainik Schools Society
Ministry of Defence

Room No. 101, D-1 Wing
Sena Bhawan, New Delhi
Dated 12th November, 2020

To,
The Principal,
All Sainik Schools

Subject: Standard Operating Procedure for Selection Procedure for Recruitment of Staff in Sainik Schools.

Sir,

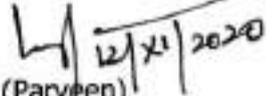
Revised SOP (Standard Operating Procedure) for selection of staff in Sainik Schools is enclosed herewith for further necessary action.

2. You are requested to follow the instructions given in the revised SOP with immediate effect to bring transparency in the process of selection of staff in Sainik Schools.

3. This issues with the approval of Chairman, Board of Governors, Sainik Schools Society.

Encl.: As above.

Yours sincerely,


(Parveen)

Under Secretary
Sainik Schools Society

Copy to:

Chairman, LBA
All Sainik Schools

Also Copy to:

PS to JS(Trg)
DS(Trg)
Inspecting Officer's } for information

STANDARD OPERATING PROCEDURE

SELECTION PROCEDURE FOR RECRUITMENT OF STAFF

INTRODUCTION

1. Selection Procedure of Academic and Administrative staff has been evolved to bring uniformity, objectivity and transparency in the selection procedure conducted at different Sainik Schools.

AIM

2. The aim of this SOP is to lay down policy and procedures for selection of staff within the framework of Sainik Schools Society Rules and Regulations 1997, Rules 5.26, 5.27, 5.31 and other policy letters issued by the Board of Governors on the subject from time to time.

3. This Standard Operating Procedure (SOP) deals with selection of staff against regular and Contractual/ Adhoc/ Temporary/ Part Time vacancies.

GENERAL

4. **Release of Vacancy.** School will forward the occurrence of vacancy to the Sainik Schools Society three months in advance. Each school will seek prior sanction from Competent Authority for release of vacancy/vacancies. Action for DPC and inter school transfer will be taken, wherever applicable as per directions on the subject before initiating process for selection of fresh candidates. Once the vacancy is released, following actions will be taken for inviting applications from the candidates:

(a) **Advertising the Vacancy:**

- (i) In order to pick up the best available talent, the Advertisement will be published in at-least one National Newspaper and one vernacular Newspaper having large circulation and uploaded on all the School websites. Copy of the advertisement will be sent to Employment Exchange, Zilla Sainik Welfare Board and Chairman LBA.
- (ii) Reservation of post will be ascertained from the Reservation Roster and it should be clearly stated in the advertisement, if applicable.
- (iii) The advertisement should clearly mention the name of the post/ posts (along with category of reservation viz General, SC, ST or OBC as applicable, number of vacancies, age criteria, essential qualifications, desirable qualifications, application fee, pay scale and allowances and last date of receipt of application. Minimum of 21 days from the date of publication of advertisement will be given for submitting applications for all regular vacancies.

(b) **Receipt of Applications.** The applications received from candidates will be docketed on day to day basis in a separate incoming mail register to be maintained for each vacancy and put up to the Principal. The application received after the last date of receipt will not be accepted and returned thereof.

5. **Screening of Applications.** The Principal of the school will constitute a Screening Committee and the Convening Order will be published in the School Routine Order (Part I) (as per Appendix – A). The Screening Committee will comprise Vice Principal/ Administrative Officer/ a PGT as Presiding Officer and two TGTs as member. A UDC/ LDC will be nominated for providing secretarial support. Screening Committee will

scrutinize the applications on receipt as mentioned at Para 7 below and prepare Board Proceedings as per proforma enclosed at **Appendix – B**. Screening Committee report, prepared by the Board of Officers will be signed by the Presiding Officer and all the members of screening Committee. The committee should clearly mention **"ACCEPTED" OR "REJECTED"** in the Remarks Column of each candidate. Any application received after last date will not be accepted. The Board proceedings of the Screening Committee will be countersigned by the Principal. The Screening Committee will be responsible for the following:

- (a) Take possession of all the applications as and when received and allot serial number to each.
- (b) Check the eligibility of the candidates with respect to age, qualification and category (wherever applicable).
- (c) Applicants who do not meet the qualitative requirement (QR) will be marked as 'Rejected' in red ink by the Presiding Officer of the Screening Committee on their Application.
- (d) All the candidates who meet the QR should be short listed.

6. **Call Letters to Candidates.** Call letters will be forwarded by Registered/ Speed Post/ E-mail to all the short-listed candidates. Proper record of dispatch will be maintained in the dak register. Call letter should clearly state the following:-

- (a) **Date, Place and Time of reporting.** Date, Place and time of reporting should be intimated well in advance. It should be clearly mentioned **"candidates who report late will be disqualified and no representation will be entertained"**.
- (b) **Verification of documents.** It should be mentioned that the candidates are required to bring with them the original certificates and other testimonials submitted with the application for physical verification.
- (c) **Details of Written Test, Class Demonstration/ Skill Test and interview (as applicable).** It should be intimated to all the candidates that the selection process consists of a written test, class demonstration/ skill test and interview (as applicable). In case of recruitment of Academic Staff, topic of class demonstration should also be specified e.g. Candidate to come prepared for taking a class of 40/20 minutes duration for students of Class X. The topic/ subject for class demonstration should also be specified.
- (d) It should be clearly mentioned in the Call Letter that **"No TA/DA will be paid; the candidates will have to make own arrangements for boarding and lodging"**.

7. The selection process for selection of Academic Staff, Administrative Staff, General Employees and Contractual/ adhoc staff will be carried out as enumerated below:

- (a) Part – I (Academic Staff)
- (b) Part – II (Administrative Staff)
- (c) Part – III (General Employees)
- (d) Part – IV (Contractual/ adhoc Staff)

PART – I : ACADEMIC STAFF

Attendance and Physical Verification of original certificates/ documents

8. Attendance of the candidate (as per **Appendix –C**) will be maintained. All the candidates will sign the attendance sheet before the physical verification of documents.


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9. A document verification board will be constituted and it will be published in the School Routine Order (Part – I). The composition of the board will include a PGT as presiding officer and two TGTs as members. One UDC/LDC will be nominated for secretarial support. The board will be responsible for conducting the physical verification of certificates and other documents submitted by the applicants with their application (as per Appendix – C). The physical verification will be done on the day of the test/ interview. The board will bring out anomaly, if any, to the notice of the Principal prior to the conduct of various tests planned for selection of candidates for the post. **The reason for rejection will be clearly mentioned in Appendix 'D' in the Remarks column.**

10. **Constitution of Board for conduct of Written Test/ Class Demonstration and Interview.** A Board of officers will be constituted for conduct of Written Test/ Class Demonstration and Interview under the Chairmanship of the Principal and with members as under.

- | | | | |
|-------|--|---|----------|
| (i) | Principal | - | Chairman |
| (ii) | Vice Principal/ Adm Officer | - | Member 1 |
| (iii) | Director Education (or representative of State Govt/ Edn Dept) | - | Member 2 |
| (iv) | Subject Expert | - | Member 3 |

One officer (Capt/ Maj/ Lt Col from Army or equivalent rank from Air Force and Navy) may be detailed by LBA as observer. The officer will certify at the end of each activity that the procedure mentioned in the SOP has been followed. The officer so detailed will not be part of the board. If detailed, the officer will sign the certificate before leaving the school.

Conduct of Written Test, Class Demonstration and Interview

11. Undermentioned tests will be conducted to assess the candidates:-

(a) **Written Test.** Written test will be of 1 hour duration and will carry 100 marks (Weightage 50%). A candidate will be required to score minimum 33% marks to qualify for the next step of the selection process. However, the minimum required marks may be increased upto 50% by the Board of Officers to limit the number of candidates for the next step of the selection process. The conduct of the test will be done under CCTV Surveillance. If CCTV coverage is not available at school then videography will be arranged. The question paper for the written test will be prepared as per details given below:

Ser	Subject	Marks	Remarks
(i)	General Knowledge	15 Marks	Weightage 50%
(ii)	General English	15 Marks	
(iii)	Basic Maths	10 Marks	
(iv)	Subject test of appropriate level	60 Marks	
Total		100 Marks	


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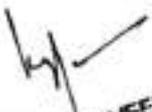
(i) A separate attendance sheet will be maintained for candidates appearing for written exam as per **Appendix- E**

(ii) The Answer sheets will be evaluated by the board members mentioned at Para 9. However, an Evaluation Board may be ordered by the Principal consisting of members from the teaching staff to expedite the process of evaluation of written test. All the copies will be evaluated on the day of test.

(iii) Answer sheets will be shown to the candidates after evaluation. These can be seen within 7 days of evaluation of the written test only. No request will be entertained thereafter. In case, any candidate is not able to be physically present to see his/ her Answer Sheet then the candidate may forward a written request from his/her registered email id within 5 days of declaration of result of the written test and make payment of Rs 50/- into school Bank Account. A scanned copy of the candidates own Answer Sheet will be provided within two days of the receipt of such request. The same will be communicated to all the candidates before the commencement of the written test. A certificate duly signed by the Chairman of the board stating that the **"Option to see the answer sheets was given to candidates and no request/ observation is pending with the school"** will be attached with the board proceedings. Similar undertaking may be taken from candidates as per format given at **Appendix – F**.

(b) **Class Demonstration.** Class room teaching abilities to be tested in an actual class of appropriate level mentioned in Call-up letter. The candidates are required to prepare the topic, lesson plan and appropriate teaching aids. A separate Class Demonstration Attendance sheet will be maintained for candidates appearing for class demonstration as per **Appendix- G**. Presiding Officer and all the Board Members will be provided with Class Demonstration Attendance sheet along with individual evaluation sheet as per format given at **Appendix –J**. Class Demonstration will carry a maximum of 100 marks (Weightage 30%). This should comprise of the following:-

- (i) Checking of Class Arrangements.
- (ii) Preparation and use of lesson plan.
- (iii) Defining aim/ methodology (Progressive Teaching & Organising Ability).
- (iv) Training Aids and their use
- (v) Effective use of Chalk Board and Smart Board
- (vi) Expression
- (vii) Class Activity
- (viii) Relevance of subject matter
- (ix) Use of Question – Answer Technique
- (x) Motivation of Students
- (xi) Confidence of Teacher
- (xii) Assimilation Technique
- (xiii) General Impression
- (xiv) Feedback from students – All the students who attend demonstration class will give feedback on the given format placed at **Appendix – H**. It will carry 30 marks and average marks given by all the students will be considered by the board.


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(c) **Interview.** Interview will carry 100 marks (Weightage 15%). Individual marking sheets for all the members will be prepared as per **Appendix – K** and marks will be awarded by each member in the individual sheets. The same will be signed by each member and the Chairman of the Interviewing Committee. Consolidated marking sheets as per **Appendix – L** will be prepared and signed by all members including Chairman. The Board of officers will give weightage for Higher Qualification & Experience as under: The Maximum marks for Higher Qualification and Experience will be 50 (Weightage 5%)

- (i) For 60% & above marks obtained in the highest education qualification – (5 marks for above 60% but less than 85% and 10 marks for above 85% aggregate score)
- (ii) For 60% & above marks obtained in the highest requisite degree in education – (5 marks for above 60% but less than 85% and 10 marks for above 85% aggregate score)
- (iii) Experience for each completed year with the ceiling of 20 marks for ten years (2 marks for each year)
- (iv) Experience of teaching in English medium Residential school – 10 marks.

Preparation of the Board Proceedings and its approval.

12. A duly signed summary sheet will be prepared as per **Appendix – M**. The Board Proceeding as per **Appendix – N** will be prepared and sent to the Chairman LBA for his approval. All formalities of appointment will be done only after the approval and signature of the Chairman on the Board Proceedings. CCTV/ videograph recording will be attached with the board proceedings.

Offer Letter

13. Before issue of formal Appointment letter, an offer letter for acceptance of the post along with terms and conditions should be sent to the candidates as per format placed at **Appendix- P**.

Appointment Letter

14. Appointment letter as per sample placed at **Appendix- Q** will be issued which will be signed by the Appointing Authority on receipt of acceptance offer from the candidate.

PART – II : ADMINISTRATIVE STAFF

Attendance and Physical Verification of original certificates/ documents.

15. A document verification board (as per **Appendix – C**) is to be constituted and it will be published in school routine order (Part-I). The board will be responsible for conducting the verification of documents on the day of the test. The composition of the board will


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include one PGT as presiding officer and two TGTs as members. One UDC/LDC will be nominated for secretarial support. The board will bring out anomaly, if any to the notice of the Principal prior to the conduct of various tests. **The reason for rejection will be clearly mentioned in Appendix 'C' in the Remarks column.**

16. Attendance of the candidates reported for recruitment (as per Appendix- D) is to be maintained. This would include signature of all candidates including the one whose documents get rejected.

17. **Constitution of Board for conduct of Written Test, Skill & Proficiency Test and Interview.** A Board of officers will be constituted for conduct of Written Test and Skill & Proficiency Test for all administrative staff. The Board of officers will also conduct Interview for selection of candidates for the post of Office Supdt, Accountant, QM, Mess Manager and Nursing Assistant. The Principal will be the Chairman of the Board of Officers with members as under:

- | | | |
|-------|-------------------------------------|------------|
| (i) | Principal | - Chairman |
| (ii) | Vice Principal / Adm Officer | - Member 1 |
| (iii) | PGT -1 | - Member 2 |
| (iv) | PGT -2 | - Member 3 |
| (v) | TGT | - Member 4 |
| (vi) | Administrative Staff (Section head) | - Member 5 |

One officer (Capt/ Maj/ Lt Col from Army or equivalent rank from Air Force and Navy) - may be detailed by LBA as observer. The officer will certify at the end of each activity that the procedure mentioned in the SOP has been followed. The officer so detailed will not be part of the board. The officer will sign the certificate before leaving the school.

Conduct of Written Test, Skill & Proficiency Test and Interview

18. The following tests will be conducted to assess the candidates:-

(a) **Written Test.** Written test approx 1 hour duration and Maximum marks 50 will be conducted. A candidate will be required to score minimum 33% marks to qualify for the next step of the selection process. However, the minimum required marks may be increased upto 50% by the Board of Officers to limit the number of candidates for the next step of the selection process. The conduct of the test will be done under CCTV Surveillance. If CCTV coverage is not available at school then videography will be arranged. The written test should consist of the following:-

Ser	Subject	Marks
(i)	General Knowledge	5 Marks
(ii)	General English	10 Marks
(iii)	Basic Maths	10 Marks
(iv)	Subject test of appropriate level	25 Marks
	Total	50 Marks

(i) A separate attendance sheet will be maintained for candidates appearing for written exam as per Appendix- E.


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(ii) The Answer sheets will be evaluated by the board members mentioned at Para 17. However, an evaluation Board may be ordered by the Principal consisting of teaching staff members to expedite the process of evaluation of written test. All the copies will be evaluated on the day of test.

(iii) Answer sheets will be shown to the candidates after evaluation. These can be seen within 7 days of evaluation of the written test. No request will be entertained thereafter. In case, any candidate is not able to be physically present to see his/ her Answer Sheet then the candidate may forward a written request from his/ her registered email id within 5 days of declaration of result of the written test and make payment of Rs. 50/- into school Bank Account. A scanned copy of the candidates own Answer sheet will be provided within two days of the receipt of such request. The same will be communicated to all the candidates before the commencement of the written test. A certificate stating that "option to see the answer sheets was given to candidates and no request/ observation is pending" will be attached as per format given at **Appendix – F**.

(b) **Skill/ Proficiency test and Interview.** All candidates who qualify in the written test will appear in Skill/ Proficiency test consisting of 50 marks. In addition, candidates for the post of Office Supdt, Accountant, QM and Mess Manager will also appear in the Personal Interview consisting of 15 marks after the Skill & Proficiency test. The Board Members will endorse the marks scored in the Skill/ Proficiency test and Interview (where applicable) in a separate performa as per **Appendix – R**. This Skill/ Proficiency test for administrative staff should comprise of the following:-

SKILL TEST				
Ser	Designation	Skill Test	Marks	Total
(a)	Office Superintendent	Drafting Note/Circular	5	50
		Drafting of letter	5	
		Typing Test 40 WPS in MS Word	5	
		Preparing Excel Sheet and updating Records	10	
		Filing of documents	10	
		Interview to check knowledge of service rules as applicable to employees and any other topic/ topics as decided by the Board of officers	15	


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(b)	Accountant	Preparing Balance Sheet (MS Excel/ Tally) and Profit-Loss Statement (MS Excel)	15	50
		Preparation of Trial Balance and entry in Cash Account Book T	10	
		Income Tax/ PF Calculation	10	
		Interview to check knowledge of accounting procedures and audit of accounts, policy on procurement and payment of stores procured through GeM and other online/ offline modes , and any other topic/ topics as decided by the Board of officers	15	
(c)	Quarter Master	Drafting of Letter	05	50
		Stores management to include preparation of Issue/Receipt Voucher and maintenance of Stock Ledger etc	10	
		Preparation of Statement of Case for procurement of stores/ carrying out of works	10	
		Knowledge of Fire Fighting drills	10	
		Interview to check knowledge of (i) Security Orders (ii) GFR/GeM (iii) any other topic/ topics as decided by the Board of officers	15	


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(d)	LDC & UDC	Typing Test (English) in MS Word (40 WPS)	10	50
		Typing Test (Hindi & Regional Language) using Online Tools	10	
		Typing Test to check knowledge of typing various symbols used in Mathematics/ Science subjects in MS Word	10	
		Preparation of Excel Sheet as required for results preparation etc	10	
		Filing of documents in files/ dossiers etc	10	
(e)	Driver	Traffic Sign Test	10	50
		Identification of various parts of vehicle, Change of wheels with spare wheel (Stepney), Installation of Battery etc	10	
		Driving Test	30	
(f)	Hostel Superintendent	Running/Shuttle (Age Group Wise)	10	50
		Games Duty Test (Organise games for Candidates)	30	
		Knowledge of Child psychology / POSCO Act etc	10	
(g)	Matron	Running/Shuttle (Age Group Wise 800m)	10	50
		Knowledge of Child psychology / POSCO Act etc	10	
		Skill test to include setting of bed, giving first aid and other topics as decided by the	30	

		Board of officers		
(h)	Nursing Assistant	Test 1 - Burn and Basic Dressing	10	50
		Test 2 – Snake Bite Treatment	10	
		Test 3 – Fracture Treatment	10	
		Test 4 - CPR	10	
		Interview to check basic knowledge of giving First Aid and of dealing with cases of injury/ sickness of students in a residential school	10	

Preparation of the Board Proceedings and its approval.

19. Individual marking sheets for all the members will be prepared for selection of Office Supdt, Accountant, QM, Mess Manager and Nursing Assistant as per **Appendix – K1** and each member of the board including Chairman of the Board will award marks and sign on this sheet. Consolidated marking sheets as per **Appendix – L1** will be prepared and signed by all members including Chairman. A duly signed summary sheet as per **Appendix – M** will be prepared. Board proceeding as per **Appendix – N** will be prepared and sent to the Chairman LBA for his approval. CCTV/ videography recording will be attached with the board proceedings. All formalities of appointment will be done only after the signature of the Chairman LBA are obtained on the Board Proceedings.

Offer Letter

20. Before issue of formal Appointment letter, an offer letter for acceptance of the post along with terms and conditions should be sent to the candidate as per format placed at **Appendix- P**.

Appointment Letter

21. Formal Appointment letter as per format placed at **Appendix – Q** will be issued which will be signed by the Appointing Authority on receipt of acceptance of the offer from the candidate.


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PART – III : GENERAL EMPLOYEES

22. **Verification of documents on arrival.** A separate document verification board, as per Appendix – C will be constituted and it will be published in the school routine order (Part-I). The board will be responsible for the physical verification of documents on the day of the test. The composition of the board will include a PGT as presiding officer and two TGTs as member. One UDC/ LDC will be nominated for secretarial support. The board will bring out anomaly, if any to the notice of the Principal prior to the conduct of Physical test/written test and Skill test.

23. Attendance of the candidates who report for recruitment will be maintained as per Appendix – D. This will include signature of those candidates also whose documents get rejected.

24. **Allotment of Chest Number.** All the eligible candidates will be allotted a chest number.

25. Constitution of Board for conduct of tests (Physical/ Written and Skill) for all general employees.

(i)	Principal	- Chairman
(ii)	Vice Principal / Adm Officer	- Member -1
(iii)	PGT -1	- Member -2
(iv)	PGT -2	- Member -3
(v)	TGT (Female , if available)	- Member- 4
(vi)	Administrative Staff (Section head)	- Member- 5

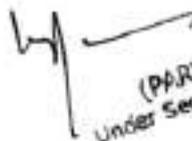
One officer (Capt/ Maj/ Lt Col from Army or equivalent rank from Air Force and Navy) may be detailed by LBA as observer. The officer will certify at the end of each activity that the procedure mentioned in the SOP has been followed. The officer so detailed will not be part of the board. The officer will sign the certificate before leaving the school.

Conduct of Test

26. The following tests will be conducted to assess the candidates:-

(a) **Written Test.** Keeping in view the large number of candidates appearing for the post of GE's, it is advised to conduct the written test of 30 min duration consisting of 30 questions bearing 30 marks. The conduct of the test to be done under CCTV Surveillance. If CCTV coverage is not available at school then videography will be arranged. The minimum pass marks should be 33% for qualifying for the next test i.e. Skill Test. However, the minimum required marks may be increased upto 50% by the Board of Officers to limit the number of candidates for the next step of the selection process. The written test should consists of following:-

Ser	Subject	Marks	Remarks
(i)	General Knowledge and Maths of appropriate level	30 Marks	Question paper to be prepared in English , Hindi and Regional Language.


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(i) A separate attendance sheet is to be maintained for candidates appearing for written exam as per **Appendix- E**.

(ii) The Answer sheets will be evaluated by the board members mentioned at Para 25. However, an evaluation Board may be ordered by the Principal consisting of teaching staff members to expedite the process of evaluation of written test. All the copies will be evaluated on the day of test. The Answer sheets will be evaluated by the board members mentioned at Para 12. All the copies will be evaluated as early as possible as but NOT later than 7 days after the conduct of written test.

(iii) Answer sheets will be shown to the candidates after evaluation. These can be seen within 7 days of evaluation of the written test. No request will be entertained thereafter. In case, any candidate is not able to physically present to see his/ her Answer Sheet then the candidate may forward a written request from his/ her registered email id within 5 days of declaration of result of the written test and make payment of Rs. 50/- into School Bank Account. A scanned copy of the candidates own Answer Sheet will be provided within two days of the receipt of such request. The same will be communicated to all the candidates before the commencement of the written test. A certificate stating that the "option to see the answer sheets was given to the candidates and no request/ observation is pending" will be attached as per format given at **Appendix- F**.

(b) **Physical and Skill Test.** All candidates who qualify in the written test will appear in Skill/Proficiency test consisting of 70 marks. The Board Members endorse the amarks scored in the Physical Test and Skill test in a separate proforma as per **Appendix – S**. This Physical test and Skill test for General Employees should comprise of the following:-

Designation	Physical and Skill Test		
	Running	Shuttle	Specialised Skill Test
	20 Marks	10 Marks	40 Marks
General Employees	1.6 Km Run, Carrying of load, 7.5 Kg in a sack, Digging of 2'X2" X 2" pits for Tree plantation	5 m Shuttle	Specialised Skill Test for candidates with following skills will be conducted: Electrician, Plumber, Carpenter, Baker, Mason, Welder, Barber, Pump operator, Cook, Waiter.

Preparation of the Board Proceedings and its approval.

27. Consolidated marking sheets as per **Appendix – L2** will be prepared and signed by all members including Chairman. A duly signed summary sheet as per **Appendix – M** will be prepared. Board Proceeding as per **Appendix – N** will be prepared and sent to the Chairman LBA for his approval. CCTV/Videography recording will be attached with the board proceedings. All formalities of appointment will be done only after the signature of the ChairmanLBA are obtained on the Board Proceedings.

Offer Letter

28. Before issue of formal Appointment letter, an offer letter for acceptance of the post along with terms and conditions should be sent to the candidates as per format placed at **Appendix – P**.

Appointment Letter

29. Formal Appointment letter as per sample placed at **Appendix – Q** will be issued which will be signed by the Appointing Authority on receipt of acceptance letter from the candidate.


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PART – IV :TEMPORARY, PART TIME AND AD-HOC (CONTRACTUAL) APPOINTMENT

30. **DEFINITION OF TEMPORARY, PART TIME AND AD-HOC (CONTRACTUAL) APPOINTMENT.** Period of temporary, part time and ad-hoc appointment (Contractual) for Academic and Adm Staff/ GEs should be specified as under, subject to fulfillment of conditions laid down under Rules 5.10.2., 5.10.3 and 5.25 of the Sainik Schools Society Rule Book, 1997:-

- (a) Temporary Appointment – Appointment which are for Less than 179 days. Contingent and daily wage employees may be appointed for short term not exceeding 60 days as per Para 5.25
- (b) Part Time – 1 to 8 hours daily for an Academic Year.
- (c) Ad-hoc - For academic session/ for one year from the date of appointment

31. **SELECTION OF CANDIDATES FOR TEMPORARY AND PART TIME APPOINTMENT.** These appointments will be made after taking the approval of the LBA. The Board of Officers will be as per the category of Appointment and as given at Para 10, 16 and 24 of this SOP. Applications will be invited after giving advertisement in the local/ vernacular Newspaper and the board may decide to conduct **Walk-in-interview**. The appointments will be ratified in the LBA meeting.

32. **SELECTION OF CANDIDATES FOR AD-HOC (CONTRACTUAL) APPOINTMENT.**

The selection process for contractual appointment will be similar to regular appointment in all respects including reservation of vacancies. However, the duration of employment will not exceed one year (or as per latest instructions issued from the Sainik Schools Society) from the date of employment.


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Appendix 'A'
(Ref Para 5 of SOP on Selection Procedure for Recruitment of Staff)

SAINIK SCHOOL

CONVENING ORDER

No.

Dated:

SCREENING COMMITTEE FOR APPOINTMENT OF _____

1. The Screening Committee composed as under will scrutinize the applications received from the applicants for the post of _____ as per the eligibility criteria published in the Newspapers (_____, _____, _____ and _____)

- Presiding Officer : Mr.
- Member - 1 : Mr.
- Member - 2 : Mr.

2. The board proceedings report of the Screening Committee will be put up to the Principal through Administrative Officer / Vice Principal by _____ for approval.

3. The Screening Committee will also ensure that applications being received from time to time from the applicants are scrutinized on daily basis and feedback to this effect is given to undersigned on regular basis.

()
Rank
Principal

Distribution:-

All concerned.


(PARVEEN)
Under Secretary (SSC)

Appendix 'B'

(Ref Para 7 of SOP on Selection Procedure for Recruitment of Staff)

SAINIK SCHOOL _____

BOARD PROCEEDINGS: SCRUTINY OF APPLICATION FOR APPOINTMENT OF

1. In accordance to Convening Order No _____ dated _____, the Screening Committee assembled and scrutinized the applications received for the post of 01 (One) _____, as per the advertisement published in newspapers " _____ and also uploaded in school website and observed the following :-

(a) A total of _____ () applications were received (Online & offline mode) before the last date of submission of application i.e _____.

(b) (_____) applications along with related documents are kept in file marked as **Appendix**

(c) The findings of the committee are as under:-

(i) All _____ applicants have applied (online/offline) as per the format provided along with supporting documents.

(ii) The vacancy is for _____ category.

(iii) Out of _____ applicants only _____ applicants meet the essential qualifications required for filling up the application form. Hence they are eligible for appearing in the test for appointment of _____

2. Put up for your approval and necessary order please.

Presiding Officer : Mr _____, PGT _____

Member 1 : Mr _____, TGT _____

Member 2 : Mr _____, LDC _____

(_____)

Vice Principal

Date

Approved / Not Approved

(_____)

Col

Principal


(PANKAJ)
Under Secretary (SSC)

SAINIK SCHOOL

ATTENDANCE SHEET

APPOINTMENT OF-

<u>Ser</u>	<u>Name</u>	<u>Father's Name</u>	<u>Date of Birth</u>	<u>Category</u>	<u>Signature</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					


(PARK/EEN)
Under Secretary (SSC)

Appendix 'D'

(Ref Para 09,16 & 23 of SOP on Selection Procedure for Recruitment of Staff)

SAINIK SCHOOL.....
DOCUMENTS VERIFICATION FOR APPOINTMENT OF _____

Ser No	Name	DOB Certificate	Category Certificate	Mandatory Education Qualification Certificates	Desirable Qualification Certificate	Experience Certificates	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							


(PARVEEN)
Under Secretary (SSC)

SAINIK SCHOOL.....

ATTENDANCE SHEET

WRITTEN TEST APPOINTMENT OF _____

Ser	Name	Father's Name	Date of Birth	Category	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					


(PARVETN)
Under Secretary (SSC)

SAINIK SCHOOL.....

CERTIFICATE

ANSWER SHEET OF WRITTEN TEST

Maximum Marks: _____

QUALIFYING MARKS: _____

Certified that I have physically checked my answer sheets of the written examination conducted on _____ and I have no observations.

<u>Ser</u>	<u>Name</u>	<u>Father's Name</u>	<u>Date of Birth</u>	<u>Category</u>	<u>Marks obtained</u>	<u>Signature of candidate</u>

Chairman : _____

Member 1 : _____

Member 2 : _____

Member 3 : _____

Member 4 : _____

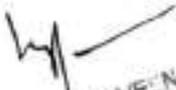
(Mention Members as applicable)


(PARVEEN)
Under Secretary (SSC)

SAINIK SCHOOL.....

CLASS DEMONSTRATION AND ATTENDANCE SHEET

Ser	Name	Father's Name	Date of Birth	Category	Topic for Class Demonstration	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						


(PARVEEN)
Under Secretary (SSC)

SAINIK SCHOOL
CLASS DEMONSTRATION
ATTENDANCE SHEET -

<u>Ser</u>	<u>Name</u>	<u>Father's Name</u>	<u>Date of Birth</u>	<u>Category</u>	<u>Topic for Class Demonstration</u>	<u>Signature</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						


(PAK/ECN)
Lt Col Secretary (SSC)

SAINIK SCHOOL

FEEDBACK FROM STUDENTS

1. The topic of the lesson and its scope was understood -
(strongly agree/agree/do not agree)

2. The concept explained by the teacher was easily understood –
(strongly agree/agree/do not agree)

3. The language used by the teacher was easy to understand –
(strongly agree/agree/do not agree)

4. The training aids used by the teacher were interesting and related to the topic
(strongly agree/agree/do not agree)

5. The teacher answered the questions asked by the student clearly and to the satisfaction of the student –
(strongly agree/agree/do not agree)

Date: _____
Signature of the Cadet
Name _____
School No _____
Class _____

Marking Scheme:

Strongly agree - 02
Agree - 01
Do not agree - 00

Note: Cadets from senior classes of secondary and senior secondary classes may be engaged


(PARVEEN)
Under Secretary (SSC)

Appendix 'J'(Ref 11 (b) of SOP on Selection Procedure
for Recruitment of Staff)**SAINIK SCHOOL.....**
EVALUATION SHEET- CLASS DEMONSTRATION
POST OF _____**NAME OF TEACHER (CANDIDATE) :****SUBJECT :** **TOPIC****TIME :** **MAXIMUM MARKS : 100**

<u>Ser No</u>	<u>Topic</u>	<u>Maximum Marks</u>	<u>Marks Awarded</u>
1.	Checking of Class Arrangements	02	
2.	Preparation and use of lesson plan	03	
3.	Defining aim / methodology (Progressive Teaching & Organising Ability)	10	
4.	Training Aids and their use	05	
5.	Effective use of Chalk Board and Smart Board	05	
6.	Expression	15	
7.	Class Activity	10	
8.	Relevance of Subject matter	10	
9.	Use of Question – Answer Technique	05	
10.	Motivation of Students	05	
11.	Confidence of Teacher	05	
12.	Assimilation Technique	10	
13.	General Impression	05	
14.	Average of Students feedback	10	
	Total	100	


 (PARVEEN)
 Under Secretary (SSC)

()

Member 1

SAINIK SCHOOL

INDIVIDUAL MARKING SHEET FOR INTERVIEW
FOR THE POST OF

Ser No	Name of Candidate	DOB	Personal Interview
			15
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Sign Member.....


(PARVEEN)
Under Secretary (SSC)

Appendix 'K'

(Ref 11(c) of SOP on Selection Procedure for Recruitment of Staff)

**SAINIK SCHOOL
INDIVIDUAL MARKING SHEET FOR INTERVIEW
FOR THE POST OF ON BASIS**

Ser No	Name of Candidate	DOB	General Knowledge and Current Affairs	Subject Knowledge	Knowledge of CBSE Examination Bye laws	Total Marks obtained
			25	50	25	(100)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

()

Member 1


(PART/ELN)
Under Secretary (SSC)

SAINIK SCHOOL
CONSOLIDATED MARKS SHEET
FOR APPOINTMENT OF

Ser	Name of Candidates	DOB	Written Test	Skill Proficiency Test	Interview (where applicable)	Remarks
			50	50	20	
(a)	(b)	(c)	(e)	(u)	(v)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

() () () ()

Member 4

Member 3

Member 2

Member 1


(PARVEEN)
Under Secretary (SSC)

SAINIK SCHOOL

CONSOLIDATED MARKS SHEET FOR APPOINTMENT OF

Ser	Name of Candidates	DOB	Written Test	Skill/ Proficiency Test/ Interview (where applicable)	Total	Remarks
			50	50	100	
(a)	(b)	(c)	(d)	(e)	(f)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

() () () ()

Member 4

Member 3

Member 2

Member 1


 (PARVEEN)
 Under Secretary (SSC)

SAINIK SCHOOL _____

CONSOLIDATED MARKS SHEET FOR APPOINTMENT OF _____

Ser	Name of Candidates	DOB	Written Test	Skill/ Proficiency Test	Total	Remarks
			30	70	100	
(a)	(b)	(c)	(d)	(e)	(f)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

() () () ()

Member 4

Member 3

Member 2

Member 1


 (PARVEEN)
 Under Secretary (SSC)

Appendix 'M'

(Ref Para 12, 19 & 27 of SOP on Selection Procedure for Recruitment of Staff)

APPOINTMENT OF AT SAINIK SCHOOL

SUMMARY OF RESULT -

No of Candidates applied for the post	No of Candidates called for the post	No of Candidates appeared for the Test	No of Candidates absent for the Test	Phase - I			Phase - II		
				No of Candidates appeared for the Test (Written Test)	No of Candidates qualified in Written Test	No of Candidates qualified for Class Demonstration & Interview / Skill & Proficiency Test	No of Candidates appeared for Class Demonstration & Interview / Skill & Proficiency Test	No of Candidates absent in Class Demonstration & Interview / Skill & Proficiency Test	

Note: - Tests were conducted in two phases. Written Test was conducted in Phase I on _____ and the answer sheets duly evaluated were shown to every candidate and their respective signature taken. Candidates, who qualified in Phase I, were called for Class Demonstration and Interview / Skill & Proficiency Test in Phase II on _____.

()
Member 3

()
Member 2

()
Member 1

()
Chairman


(PARVEEN)
Under Secretary (SSC)

Appendix 'N'

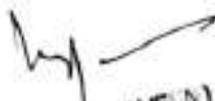
(Ref Para 12, 19 & 27 of SOP on Selection Procedure for Recruitment of Staff)

BOARD PROCEEDINGS
FOR APPOINTMENT OF _____) ON _____ BASIS

Proceeding of : Appointment of _____ on _____ basis
Place : Sainik School _____
By the order of : Principal, Sainik School _____ as per
Convening Order No..
By the purpose of : Conduct of Written Test, Class Demonstration,
Interview ,Skill & Proficiency Test(as applicable)
for the post of _____ on _____regular basis On _____ (Released vide Sainik
Schools Society No _____).
Chairman : Principal
Member 1 :
Member 2 :
Member 3 :

1. Advertisement was published in newspaper () placed as **Appendix 'A', and 'B'**.
2. In response to the advertisement, a total of _____ applications were received by the school.A screening BOO was duly constituted vide convening order No _____ dated _____ placed as **Appendix 'C'**. All _____ applications have been considered by the Screening BOO.As per recommendation of Screening BOO, _____ candidates were called for test on _____. Screening committee report placed as **Appendix 'D'**.
3. Out of _____ eligible candidates, _____ candidates turned up for the test on _____. **Attendance sheet is placed as Appendix 'E'**.
4. The board having assembled in pursuance of order proceeded to conduct Written Test, Class Demonstration and Interview for filling up the post of _____ on regular basis on _____.
5. Tests were conducted inparts. A total of%marks were kept for qualifying in written testand the same was conveyed to all candidates before commencement of the test. Written test of all _____ candidates was conducted and the answer sheets duly evaluated were shown to every candidate and their respective signatures taken. The record of the same is placed in **Appendix 'F'**. Candidates who securedabove% in written test(_____ candidates) weretested for Class Demonstration and Interview on _____.
6. The final assessment on basis of WrittenTest, Class Demonstration, Skill and proficiency test and Interview (mention as applicable) is placed at **Appendix ''**.**Summary of Result is placed at Appendix ''**. The post _____ is reserved for _____ **Category**. Candidates of _____ category who obtained 1st, 2ndand 3rdis as under:-

<u>Ser No</u>	<u>Name</u>	<u>Total marks obtained</u>	<u>Position</u>


PARVINA
Under Secretary (SSC)

7. It is recommended that the candidates obtained 1st position be appointed as _____ on regular basis with Pay Band / Salary Rs. _____ /-per month. The Candidates obtained 2nd and 3rd position be kept in the panel as standby candidates.

Chairman : _____

Member 1 : _____

Member 2 : _____

Member 3 : _____


(PARMELN)
Under Secretary (SSC)

Tel:
E-Mail:
Web:

SAINIK SCHOOL _____
PO: _____
Dist: _____

File No.

Date :

OFFER OF APPOINTMENT FOR THE POST OF
AT SAINIK SCHOOL

Dear _____,

1. Please refer your application for the post of _____ <designation> and the selection test/ interview held at Sainik School.....on.....
2. You are hereby offered appointment as _____ <designation> at Sainik School _____ in the pay scale of _____ and other allowances as admissible under Sainik Schools Society, Rules & Regulations-1997 and implemented by the School Management.
3. You are required to join duty on _____ by _____ hrs, failing which it will be assumed that you are not interested to join the school and your selection for the post will be treated as cancelled.
4. You will NOT be entitled for TA/DA for joining the duty. Your appointment will be subject to acceptance of the conditions mentioned in succeeding paragraphs.
3. Your appointment in Sainik School _____ is subject to the following :-
 - (a) Medical fitness from Medical Board at Govt Hospital _____.
 - (b) Police Verification (Character & Antecedents Verification).
 - (c) Character certificates from Member of Parliament/ Member of Legislative assembly or Gazetted officer not related to you.
 - (d) Verification of documents submitted by you, from issuing authorities.


PARVEEN
Under Secretary (SSC)

4. This is not a State Govt or Central Govt Department / Institute. You will be governed by Sainik Schools Society Rules and Regulations 1997, amended and revised from time to time. You will be on PROBATION for a period of One year, which is extendable to Twoyears. Further, during the probation period your services are liable to be terminated by the Appointing Authority on account of the following:-

(a) Under own powers, after giving **ONE** month notice in writing and without assigning any reason thereof.

Or

(b) Dismissal on proven grounds of misconduct without notice or compensation, which is considered so grave so as to render your continuance in service, seriously detrimental to the interest of the School.

Or

(c) On medical grounds, by giving **THREE** months' notice or **THREE** months' pay in lieu, if your retention in service is considered undesirable and prejudicial to the healthy environment of the School.

Or

(d) Adverse remarks by the police in their verification report sought by this School.

Or

(e) Non Verification/Contradiction of Documents submitted by issuing Authorities.

5. On successful completion of probation period, you may be considered for confirmation from the date of initial appointment to the said post.

6. If you are found absent from duty for two consecutive days or more days without obtaining prior permission from Principal in writing or if you proceed on leave and over-stay beyond the sanctioned leave for more than two consecutive days without first getting it sanctioned from the competent authority then your services shall be liable to be terminated without any further reference / notice to you.

7. You will be treated as **VACATIONAL/ NON VACATIONAL** staff with retirement age as **60** years as per prevailing rules & regulations. However directions of Sainik Schools Society in this regard will be followed. Your retirement date would be the last day of the month, you are due to retire.

8. Your appointment is further subject to the following :-

(a) Submission of a declaration in the prescribed form attached as **Appendix 'I'**, giving your personal details.

(b) Submission of a declaration that you are not involved in **any criminal** proceedings as per proforma attached as **Appendix 'II'**.

(c) Furnishing two certificates of good character from two distinguished persons who could be the Member of Parliament, Member of Legislative Assembly or any Gazetted Officer, not related to you, in the proforma attached as **Appendix 'III'**.


(PARVEEN)
Under Secretary (SSC)

- (d) You will inform in writing in the proforma attached as **Appendix 'IV'** whether you have / have not applied / registered for a job or executed any bond of employment in any organization elsewhere. If so, you will have to furnish an undertaking that you shall withdraw all such applications immediately on reporting for duty and copies of such applications be submitted to the School for records within a week.
- (e) Discharge certificate from your previous employer, if applicable.

9. If at any stage the information regarding your educational qualification or any information or declaration relevant to the appointment is found to be false or qualification acquired by you is not from an institution recognised by Govt Education Department / Affiliating Board / UGC / AIU, your service shall be terminated without notice or assigning any reasons, thereof.

10. During the tenure of service you will be subject to transfer(s) any time to any of the Sainik Schools under Sainik Schools Society, New Delhi within the country.

11. Newly recruited regular members of vocational staff shall be entitled vacation pay only when they complete service of the five months (excluding the period of vacation), on the date on which the vacation begins or subsequently. In other words, a minimum of 5 (Five) months spent on duty is necessary for eligibility to draw vacation pay.

12. You will be provided rent free available accommodation within the campus and it is mandatory to stay inside the school campus in the accommodation allotted to you.

13. You will be the whole time employee of the School and shall not engage yourself in any work or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Principal.

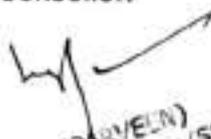
14. Besides, your primary duties of a _____<designation>, you may also be required to take other subjects in all the classes of the School and assigned any secondary duties solely at the discretion of the Principal viz. Housemaster, NCC ANO, NSS, Scouts & Guides and other duties based on your work experience, skills and hobbies (In case of Teaching Staff)

Or

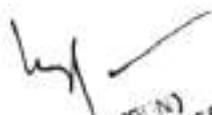
Besides, your primary duties of a _____<designation>, you may also be required to perform any other duties solely at the discretion of the Principal

15. You will not accept or demand any subscription / donation / contribution from any one either for yourself or for any association of teachers / staff or students.

16. You will not prepare or publish any book or books or assist anybody else, directly, or indirectly in such a publication unless so expressly permitted. You will not canvass for any publication or any Publishing House or Bookseller.


(PARVEEN)
Under Secretary (SSC)

17. You will not enter into any monetary transactions with any student or his parents/ guardians and shall not misuse your position as a _____ <designation> for your personal gains and shall not conduct yourself in such a manner that you have to incur a debt beyond your means.
18. That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in the capacity of your being a teacher in the School.
19. You will conform to all rules and regulations in force from time to time in the School and shall abide by all other lawful orders / instructions / directions of the Principal conveyed verbally or in writing by him.
20. You shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or incite or discriminate any student or employee on the grounds of caste, creed, language, place of origin, social and welfare background.
21. You shall not practice or incite any student or employee to practice, casteism, communalism, untouchability; or cause / incite any other person to cause any damage to the property of the School either movable or immovable, you will not behave or encourage or incite any student, teachers or any other member of the staff to behave in a disorderly manner in the premises of the School or outside in connection with any matter connected with School. You will not organise or attend any meeting during working hours except when you are required or permitted by the School to do so.
22. You will not be a member of any Union, Political Party, NGO, religion or any special interest groups and refrain yourself from all the activities which are not permitted as per the Code of Conduct of this School.
23. You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other School.
24. In case of any change in the address during the course of your employment in the School, it shall be your duty to intimate such change in writing to the Principal within one week from the date of such change. You will intimate your address during vacation before the commencement of the vacation. Please intimate your E-mail ID, Mobile Number and Landline number, if held, on reporting to the School.
25. You will be responsible for the safe custody of the attendance registers, books, property of the School and any other articles entrusted to you and in case of any damage, or loss, the Principal will have the right to make good the same from your salary / emoluments besides taking disciplinary action as deemed fit or proper.
26. Any other terms and conditions of your service as laid down in Sainik Schools Society, Rules & Regulations-1997, as amended and revised from time to time, shall be binding on you. You are required to acquaint yourself with the governing Rules & Conduct Rules as applicable to Sainik School employees and as given in Sainik Schools Society, Rules & Regulations and shall strictly abide by the same (Extract of ConductRules 'of Sainik Schools Rules and regulations 1997 is enclosed).


(PARVEEN)
Under Secretary (SSC)

27. In case of any arbitration if deemed necessary by you, court of arbitration would be District and sessions court of _____ <local court>.
28. In the event of not joining the duties by stipulated date this appointment would stand cancelled without further reference to you.
29. Please produce the certificates / degrees / testimonials in original alongwith two photo copies for verification on the date of your joining this institution.

Yours Sincerely

Adm Offr

For Principal

Enlosed : As stated above

ACCEPTANCE

1. I -----hereby accept the appointment of.....in Sainik School.....on the term and conditions laid down in letter No.....dated....
2. I also certify that I have read the conduct rules and other terms and conditions as laid down in Sainik Schools Society Rules and Regulations and I also understand that these relues as amended from time to time would be binding on me.

Place:

Signature of the individual

Date:


(PARVEEN)
Under Secretary (SSC)

PERSONAL PARTICULARS

PHOTO BOX

1. Name in Full (in block letters) _____
2. State of Domicile _____
3. Date of Birth (in Christian era) _____
4. Permanent Home Address:
Vill _____ Post _____
Teh _____ District _____
Pin _____ State _____
Telephone No. _____
5. Address for communication:
Vill _____ Post _____
Teh _____ District _____
Pin _____ State _____
Telephone No. _____
6. Nearest Railway Station _____
7. If a member Scheduled Caste, Scheduled Tribe, particulars of Caste/Tribe _____
8. Educational Qualification _____

9. Additional Qualifications _____

10. Previous Experience _____

11. Visible Identification (a) _____
Marks(s) (b) _____
12. Father's Name _____


(PARVEEN)
Under Secretary (SSC)

FAMILY DETAILS

PHOTO BOX (FAMILY PHOTO)

Date of Marriage _____ Name of Wife _____ Date of birth (Wife) _____ Place of birth _____ Village _____ Town _____ Dist _____ State _____

CHILDREN

<u>Name</u>	<u>Sex</u>	<u>Date of birth</u>	<u>Maritalstatus</u>	<u>Relationship</u>	<u>Occupation</u>
_____	---	_____	_____	_____	_____
_____	---	_____	_____	_____	_____
_____	---	_____	_____	_____	_____

DEPENDENTS, if any:

_____	---	_____	_____	_____	_____
_____	---	_____	_____	_____	_____
_____	---	_____	_____	_____	_____

NEXT OF KIN

<u>Name</u>	<u>Sex</u>	<u>Date of birth</u>	<u>Relationship</u>
_____	---	_____	_____

DECLARATION

I certify that the details given above are correct in all respects to the best of my knowledge & belief.

Date :

Signature :

Name :

COUNTERSIGNATURE BY SCHOOL AUTHORITY


(HARVEEN)
Under Secretary (SSC)

DECLARATION

1. I solemnly declare that I have been involved / not been involved in any criminal proceedings earlier nor I have any criminal suit pending against me in any of the Court within or outside the country.
2. I also declare that I have not executed any bond for employment in any other organization/ institution etc.

Note : Furnish full details of the criminal proceedings (if any) alongwith copy of the same.

Place:

Date :

Signature of individual

Name :

(Attested by Gazetted Officer or
Member of Legislative Assembly etc.)


(PARVEEN)
Under Secretary (SSC)

CHARACTER CERTIFICATE
(1)

I hereby certify that Shri _____ of _____ is known to me for the last _____ years _____ months and bears a good moral character.

Place : _____ Signature : _____
Date : _____ Name : _____
Appointment / Rank : _____
Designation with : _____
official stamp

NOTE : INDIVIDUALS SHOULD BE KNOWN TO EACH OTHER FOR AT LEAST TWO YEARS.

CHARACTER CERTIFICATE
(2)

I hereby certify that Shri _____ of _____ is known to me for the last _____ years _____ months and bears a good moral character.

Place : _____ Signature : _____
Date : _____ Name : _____
Appointment / Rank : _____
Designation with : _____
official stamp

NOTE : INDIVIDUALS SHOULD BE KNOWN TO EACH OTHER FOR AT LEAST TWO YEARS.


(PARVEEN)
Under Secretary (SSC)

CERTIFICATE OF UNDERTAKING

1. I hereby certify that I have / have not applied / registered for employment in any other Organization / Department / Institution.
2. The organization and the type of post applied for are as appended below:-

Sl. No.	Name of Organisation	Post applied	Status of appointment

3. I hereby certify that I have withdrawn the offer of appointment from the above mentioned firms and that the photocopies of letter to the effect are enclosed as Annexure to this Appendix.

Place:

Signature of individual

Date :

Name : _____


(PANKAJ) / (EON)
Under Secretary (SSC)

(Attested by Gazetted Officer or
Member of Legislative Assembly etc.)

Appendix 'Q'
(Ref Para 14,21 &30 of SOP
on Selection Procedure for
Recruitment of Staff)

Tel:
E-Mail:
Web:

SAINIK SCHOOL _____
PO: _____
Dist: _____

No _____

APPOINTMENT: _____

1. Reference
 - (a) Your application for the post of _____ and the selection test/interview held at this school on _____.
 - (b) This school offer letter No.....dated.....
 - (c) Your acceptance letter received vide.....
2. You are hereby offered appointment as _____ <designation> at Sainik School _____ in the pay scale of _____ and other allowances as admissible under Sainik Schools Society, Rules & Regulations-1997 and implemented by the School Management.
3. You are required to join duty on _____ by _____ hrs, failing which it will be assumed that you are not interested to join the school and your selection for the post will be treated as cancelled.
4. You will NOT be entitled for TA/DA for joining the duty. Your appointment will be subject to acceptance of the conditions mentioned in succeeding paragraphs.
3. Your appointment in Sainik School _____ is subject to the following (if not submitted with the Acceptance letter):-
 - (a) Medical fitness from Medical Board at Govt Hospital _____.
 - (b) Police Verification (Character & Antecedents Verification).
 - (c) Character certificates from Member of Parliament/ Member of Legislative assembly or Gazetted officer not related to you.
 - (d) Verification of documents submitted by you, from issuing authorities.


(PARVEEN)
Under Secretary (SSC)

4. This is not a State Govt or Central Govt Department / Institute. You will be governed by Sainik Schools Society Rules and Regulations 1997, amended and revised from time to time. You will be on PROBATION for a period of One year, which is extendable to Two years. Further, during the probation period your services are liable to be terminated by the Appointing Authority on account of the following:-

(a) Under own powers, after giving **ONE** month notice in writing and without assigning any reason thereof.

Or

(b) Dismissal on proven grounds of misconduct without notice or compensation, which is considered so grave so as to render your continuance in service, seriously detrimental to the interest of the School.

Or

(c) On medical grounds, by giving **THREE** months' notice or **THREE** months' pay in lieu, if your retention in service is considered undesirable and prejudicial to the healthy environment of the School.

Or

(d) Adverse remarks by the police in their verification report sought by this School.

Or

(e) Non Verification/Contradiction of Documents submitted by issuing Authorities.

5. On successful completion of probation period, you may be considered for confirmation from the date of initial appointment to the said post.

6. If you are found absent from duty for two consecutive days or more days without obtaining prior permission from Principal in writing or if you proceed on leave and over-stay beyond the sanctioned leave for more than two consecutive days without first getting it sanctioned from the competent authority then your services shall be liable to be terminated without any further reference / notice to you.

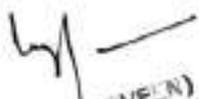
7. You will be treated as **VACATIONAL/ NON VACATIONAL** staff with retirement age as **60** years as per prevailing rules & regulations. However directions of Sainik Schools Society in this regard will be followed. Your retirement date would be the last day of the month, you are due to retire.

8. Your appointment is further subject to the following (if not submitted with the Acceptance letter):-

(a) Submission of a declaration in the prescribed form attached as **Appendix 'A'**, giving your personal details.

(b) Submission of a declaration that you are not involved in **any criminal** proceedings as per proforma attached as **Appendix 'B'**.

(c) Furnishing two certificates of good character from two distinguished persons who could be the Member of Parliament, Member of Legislative Assembly or any Gazetted Officer, not related to you, in the proforma attached as **Appendix 'C'**.


(PARVEEN)
Under Secretary (SSC)

(d) You will inform in writing in the proforma attached as **Appendix 'D'** whether you have / have not applied / registered for a job or executed any bond of employment in any organization elsewhere. If so, you will have to furnish an undertaking that you shall withdraw all such applications immediately on reporting for duty and copies of such applications be submitted to the School for records within a week.

(e) Discharge certificate from your previous employer, if applicable.

9. If at any stage the information regarding your educational qualification or any information or declaration relevant to the appointment is found to be false or qualification acquired by you is not from an institution recognised by Govt Education Department / Affiliating Board / UGC / AIU, your service shall be terminated without notice or assigning any reasons, thereof.

10. During the tenure of service you will be subject to transfer(s) any time to any of the Sainik Schools under Sainik Schools Society, New Delhi within the country.

11. Newly recruited regular members of vocational staff shall be entitled vacation pay only when they complete service of the five months (excluding the period of vacation), on the date on which the vacation begins or subsequently. In other words, a minimum of 5 (Five) months spent on duty is necessary for eligibility to draw vacation pay.

12. You will be provided rent free available accommodation within the campus and it is mandatory to stay inside the school campus in the accommodation allotted to you.

13. You will be the whole time employee of the School and shall not engage yourself in any work or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Principal.

14. Besides, your primary duties of a _____<designation>, you may also be required to take other subjects in all the classes of the School and assigned any secondary duties solely at the discretion of the Principal viz. Housemaster, NCCANO, NSS, Scouts & Guides and other duties based on your work experience, skills and hobbies (In case of Teaching Staff)

Or

Besides, your primary duties of a _____<designation>, you may also be required to perform any other duties solely at the discretion of the Principal

15. You will not accept or demand any subscription / donation / contribution from any one either for yourself or for any association of teachers / staff or students.

16. You will not prepare or publish any book or books or assist anybody else, directly, or indirectly in such a publication unless so expressly permitted. You will not canvass for any publication or any Publishing House or Bookseller.

17. You will not enter into any monetary transactions with any student or his parents/ guardians and shall not misuse your position as a _____<designation> for your personal gains and shall not conduct yourself in such a manner that you have to incur a debt beyond your means.


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Under Secretary (SSC)

18. That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in the capacity of your being a teacher in the School.
19. You will conform to all rules and regulations in force from time to time in the School and shall abide by all other lawful orders / instructions / directions of the Principal conveyed verbally or in writing by him.
20. You shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or incite or discriminate any student or employee on the grounds of caste, creed, language, place of origin, social and welfare background.
21. You shall not practice or incite any student or employee to practice, casteism, communalism, untouchability; or cause / incite any other person to cause any damage to the property of the School either movable or immovable, you will not behave or encourage or incite any student, teachers or any other member of the staff to behave in a disorderly manner in the premises of the School or outside in connection with any matter connected with School. You will not organise or attend any meeting during working hours except when you are required or permitted by the School to do so.
22. You will not be a member of any Union, Political Party, NGO, religion or any special interest groups and refrain yourself from all the activities which are not permitted as per the Code of Conduct of this School.
23. You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other School.
24. In case of any change in the address during the course of your employment in the School, it shall be your duty to intimate such change in writing to the Principal within one week from the date of such change. You will intimate your address during vacation before the commencement of the vacation. Please intimate your E-mail ID, Mobile Number and Landline number, if held, on reporting to the School.
25. You will be responsible for the safe custody of the attendance registers, books, property of the School and any other articles entrusted to you and in case of any damage, or loss, the Principal will have the right to make good the same from your salary / emoluments besides taking disciplinary action as deemed fit or proper.
26. Any other terms and conditions of your service as laid down in Sainik Schools Society, Rules & Regulations-1997, as amended and revised from time to time, shall be binding on you. You are required to acquaint yourself with the governing Rules & Conduct Rules as applicable to Sainik School employees and as given in Sainik Schools Society, Rules & Regulations and shall strictly abide by the same(Extract of Conduct Rules'of Sainik Schools Rules and regulations 1997 is enclosed).
27. In case of any arbitration if deemed necessary by you, court of arbitration whould be District and sessions court of _____ <local court>.
28. In the event of not joining the duties by stipulated date this appointment would stand cancelled without further reference to you.


(PARVEEN)
Under Secretary (SSC)

29. Please produce the certificates / degrees / testimonials in original alongwith two photo copies for verification on the date of your joining this institution.

Yours Sincerely

Principal

Encl: - As stated


(PARVEEN)
Under Secretary (SSC)

Appendix 'R'

(Ref Para 18(b) of SOP on Selection Procedure for Recruitment of Staff)

SAINIK SCHOOL
INDIVIDUAL BOARD MEMBERS EVALUATION RECORD :SKILL / PROFICIENCY TEST

FOR THE POST OF ON REGULAR BASIS

Ser No	Name of Candidate	DOB	Skill / Proficiency Test (50 Marks)	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

() () () () ()
Member 4 Member 3 Member 2 Member 1 Chairman


(PARVEEN)
Under Secretary (SSC)

Appendix 'S'

(Ref Para 26(b) of SOP on Selection Procedure for Recruitment of Staff)

SAINIK SCHOOL
INDIVIDUAL BOARD MEMBERS EVALUATION RECORD : PHYSICAL TEST & SKILL TEST

FOR THE POST OF ON REGULAR BASIS

Ser No	Name of Candidate	DOB				Total Marks obtained (70 Marks)
			Running (20 Marks)	Shuttle (10 Marks)	Skill / Specialised Skill (40 Marks)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

() () () () ()
Member 4 Member 3 Member 2 Member 1 Chairman


(PARVEEN)
Under Secretary (SSC)