

**SAINIK SCHOOL KUNJPURA, KARNAL (HARYANA)**  
**VACANCY**

1. Sainik School Kunjpura, Karnal (Haryana) functioning under Sainik Schools Society, Ministry of Defence invites applications for the following post :-

<b>Ser No</b>	<b>Name of Post</b>	<b>No of Vacancy</b>	<b>Pay Band Level</b>	<b>Age</b>
(a)	Lower Division Clerk(LDC) Regular	01	Level-2 under 7 <sup>th</sup> CPC	Between 18-50 years as on 01 Jan 2022

**Eligibility:**

**Essential Qualification**

- (i) Matriculation
- (ii) Typing speed of at least 40 words per minute in English.
- (iii) Ability to correspond in English will be considered as an additional qualification.

**Desirable**

- (i) Computer Course on MS Word, Excel, Power Point and having working knowledge on these software.
- (ii) Typing Knowledge of various symbols used in Math/Science on MS Word.
- (iii) Knowledge of shorthand & Hindi Typing with speed of 35 WPM.
- (iv) Knowledge of filing of documents in files/dossiers etc.

**\*Last Date of submission of Application form : 31 Aug 2021**

2. Pay+DA, Gratuity, New Pension Scheme (NPS)-2004, LTC, Group Insurance, Medical and other Allowances as per Sainik Schools Society Rules and Regulations. Rent free accommodation and subsidized schooling for two children as admissible as per Sainik Schools Society Rules and Regulations. Post is regular but will be permanent on successful completion of probationary period of 01 year extendable upto 2 years and is transferable with All India liability.

3. Desirous candidates should apply on the prescribed proforma available on our website [www.sskunjpura.org](http://www.sskunjpura.org) to the Principal, Sainik School Kunjpura, Karnal (Haryana)-132023 along with attested copies of certificates and testimonials of experience if any **mentioning % of marks scored from Matric onwards**, a passport size photograph and non-refundable fee of Rs.500/- through Bank Draft drawn in favour of **Principal, Sainik School Kunjpura, Karnal (Haryana) payable at Karnal by 31 Aug 2021**. Only short-listed candidates will be called for practical exam. No TA/DA will be admissible for attending the **written and practical exam**. The School administration reserves the right to cancel the vacancy due to administrative/policy reasons. School will not be responsible for any postal delay.

4. Date of test will be intimated through school website [www.sskunjpura.org](http://www.sskunjpura.org).

PRINCIPAL