



SAINIK SCHOOL CHITTORGARH

NOTICE FOR CANDIDATES SHORT – LISTED FOR WRITTEN TEST AND SKILL/PROFICIENCY TEST FOR THE POST OF **WARD BOY (CONTRACTUAL)**

NOTE : THE INDIVIDUAL CALL LETTERS HAVE BEEN SENT ON THE E-MAIL ID PROVIDED BY THE CANDIDATE IN THE APPLICATION FORM. This School will NOT BE responsible for any mistakes committed by candidates while filling up their application forms.

Dear Candidates,

1. Refer to the Sainik School Chittorgarh Advertisement **228/2** dated **30 Jan 21** for Recruitment to various posts
2. The School is pleased to inform that the following candidates have been shortlisted to appear for **Written Test** and **Skill/Proficiency Test** for the post of **Ward Boy (Contractual)**.

Ser	Name	Father's Name
(a)	Ishwar Ram	Shri Nathuram
(b)	Madan Lal Lohar	Shri Udai Ram Lohar
(c)	Pramod Kumar Mundra	Shri Banshi Lal Mundra
(d)	Digvijay Singh	Shri Devi Singh
(e)	Arjun Kumar	Shri Kapoora Ram
(f)	Mahendra Sharma	Shri Brijmohan Sharma
(g)	Mahendra Pal Vaishnava	Shri Mukut Behari Vaishnava
(h)	Ram Laxman Sen	Shri Devi Lal Sen
(j)	Dharmendra Singh	Shri Richhpal Singh
(k)	Chiranjeev Solanki	Shri Vikram Singh Solanki
(l)	Alex C Saiju	Shri Saijumon C George
(m)	Ladu Lal Salvi	Shri Jagannath Salvi
(n)	Sujit Loat	Shri Suresh Chandra Loat

3. **THIS NOTICE IS ONLY FOR THE PURPOSE OF THE WRITTEN TEST AND SKILL/PROFICIENCY TEST. IT DOES NOT CONSTITUTE AN OFFER LETTER FOR SERVICE AND CONSEQUENTLY IS NOT TO BE CONSTRUED AS SUCH.**

4. Candidates are, therefore, required to report at the School as per Schedule given below :-

Date	30 Nov 21
Time	0700 hrs
Venue	Main Gate, Sainik School Chittorgarh

CANDIDATES WHO REPORT LATE WILL BE DISQUALIFIED AND NO REPRESENTATION WILL BE ENTERTAINED FOR ANY REASON/S WHAT-SO-EVER

5. The selection process will comprise the following :-
 - (a) **Document Verification.**
 - (b) **Written Test (For only those candidates whose documents will be found correct in all aspects)**
 - (c) **Skill/Proficiency Test (For only those candidates, who will qualify in the Written Test).**
 - (d) **Merit List**
 - (e) **Offer Letter**
 - (f) **Appointment Letter (Only after Acceptance of Offer Letter)**
6. **Document Verification.** Candidates are required to bring **ORIGINAL** Documents, Certificates and Testimonials the copies of which were submitted by the candidate along with application. List of documents to be produced for Physical Verification and as specified in the advertisement is placed at **Appendix A** to this letter.

7. **Written Test.** A written test of **1 hour duration** and **Maximum Marks 50** will be conducted under CCTV surveillance. The written test will consist of the following :-

Ser	Subject	Marks
(a)	General Knowledge	05
(b)	General English	10
(c)	Basic Mathematics	10
(d)	Subject Test	25
Total		50

8. **Evaluation of Answer Sheets.** The answer sheets of Written Test will be evaluated on the day of test and shown to candidates after the evaluation. These answer sheets can be seen by candidates within 7 days of evaluation of written test and 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 email id with a payment of ₹ 50 into School Bank Account within 5 days of declaration of result of the Written Test.

9. **Skill/Proficiency Test.** Only those candidates who qualify in the written test will be eligible to appear in Skill/Proficiency test related to the requirements for the post of **Ward Boy (Contractual)**. The Skill/Proficiency test for the post of **Ward Boy(Contractual)** will comprise the following :-

Ser	Skill/Proficiency Test	Marks
(a)	Running/Shuttle (Age Group Wise 800 m)	10
(b)	Games Duty Test	30
(c)	Knowledge of Children Psychology / POCSO Act etc	10
Total		50

10. **Merit List.** All the candidates who qualify in Written Test and Skill/Proficiency Test will be put in Merit List.

11. **Offer Letter.** An Offer Letter will be sent via **E-mail only on the exact E-mail ID provided by the candidate in the application form** to the selected Candidate(s) after completion of selection process and approval by Chairman, Local Board of Administration for acceptance of the post along with terms and conditions of service as per **Appendix B** to this letter.

12. **Appointment Letter.** Final Appointment Letter will be issued on receipt of acceptance of the Offer Letter from Candidate(s) **by E-mail only on the E-mail ID provided by the candidate in the application form.**

13. Candidates are advised to follow all protocols/ advisories/ precautions/ guidelines issued by the Central Govt/ State Govt in respect of the prevalent COVID-19 pandemic. Sainik School Chittorgarh will not be responsible for any exigency what-so-ever arising out of/due to the prevalent COVID-19 pandemic. **Candidates are required to produce COVID-19 Vaccination certificate issued by Government of India at the time of reporting at the School for the Written Test.**

14. **Candidates are advised to make own arrangements for travel, lodging and boarding for the entire period of selection process which may take 02-03 days.** Sainik School Chittorgarh will neither make any arrangements/ provide reimbursement nor provide any assistance for the same. **NO TADA WILL BE PAID BY THE SCHOOL.**

Note: Sainik School Chittorgarh DOES NOT PATRONISE any coaching institute/ agent/ agency and final selection for the post of Ward Boy (Contractual) at Sainik School Chittorgarh will be strictly in accordance with guidelines and directives issued by Sainik Schools Society and all the terms and conditions as applicable.

Place : **Sainik School Chittorgarh, Rajasthan**

File Ref : **101/16/21/Ward Boy**

Date: **01 Nov 21**

Sd/-
Principal

DOCUMENTS TO BE PRODUCED BY CANDIDATES

1. Following documents in **ORIGINAL** are required to be non-negotiably produced at the time of reporting at the School for the Written Test:-

Ser	Document
(a)	Birth Certificate
(b)	Aadhaar Card
(c)	Discharge Book (if Ex Serviceman)
(d)	Caste Certificate (if candidate belongs to SC/ST/OBC)
(e)	Domicile Certificate.
(f)	Class X Mark Sheet.
(g)	All educational documents mentioned by you in application form
(h)	All Experience Certificates mentioned by you in application form
(i)	Certificates of courses completed mentioned by you in the application form
(j)	Certificates mentioned by you in application form regarding Proficiency in Games/ Co-Curricular activities
(k)	Details mentioned by you in application form regarding Service Training attended, if any
(l)	NCC Certificate A/B/C (if any) mentioned by you in application form
(m)	Marriage Certificate (if applicable).
(n)	02(Two) recent colour passport size photographs

2. Candidates are required to report at main gate of **Sainik School Chittorgarh** **as per date and time communicated in the individual call letter.**

TERMS AND CONDITIONS OF SERVICE

1. **This is not a State Govt or Central Govt Department/ Institute.** Services will be governed by Sainik Schools Society Rules and Regulations 1997, amended and revised from time to time. Selected candidate will be purely on **CONTRACTUAL BASIS for a period of one year**. Further, during the contractual period, 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 his/her continuance in service seriously detrimental to the interests of the School.**

OR

(c) **On medical grounds, by giving one months' notice or one months' pay in lieu, if his/her 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.**

2. If the individual is found absent from duty for two consecutive days or more days without obtaining prior permission from Principal, Sainik School Chittorgarh (hereinafter referred to as the **Principal**) in writing or if the individual proceeds on leave and over-stays beyond the sanctioned leave for more than two consecutive days without first getting it sanctioned from the competent authority, then individual's services shall be liable to be terminated without any further reference/ notice. **The leave period will be counted as without pay leave and amount towards the same will be deducted from the salary of the individual.**

3. Individual will be treated as **non-vacational** staff as per prevailing rules & regulations. Directions of Sainik Schools Society, however, will be followed.

4. Individual's appointment is further subject to the following :-

(a) Submission of a declaration in the prescribed form, giving his/her personal details.

(b) Submission of declaration that individual is not involved in any criminal proceedings.

(c) Furnishing two certificates of good character from two distinguished persons who could be Members of Parliament, Members of Legislative Assembly or any Gazetted Officer, not related to the individual.

(d) The individual will inform in writing in whether he/she has not applied/ registered for a job or executed any bond of employment in any organisation elsewhere. If so, the individual will have to furnish an undertaking that the individual shall withdraw all such applications immediately on reporting for duty and copies of such applications shall be submitted to the School for records within a week of receipt of Offer Letter.

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

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

6. The Individual will be provided rent-free accommodation if available within the campus and it is mandatory to stay inside the School campus in the accommodation allotted.

7. Besides, the primary duties, the individual may also be required to perform any other duties solely at the discretion of the Principal/Vice Principal/ Adm Officer.

8. The individual will not accept or demand any subscription / donation / contribution from any one either for him/ herself or for any association of teachers / staff or students.

9. The individual will not prepare or publish any book or books or assist anybody else, directly, or indirectly in such a publication unless so expressly permitted. The individual will not canvass for any publication or any publishing House or Bookseller.
10. The individual will not enter into any monetary transactions with any student or his parents/ guardians and shall not misuse his/her position for his/her personal gains and shall not conduct him/ herself in such a manner that he/she has to incur a debt beyond his/her means.
11. That the individual shall not accept, permit any member of his/her family or any other person acting on his/her 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 his/her contact in the capacity or the individual's capacity in the school.
12. The individual 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/ her.
13. The individual 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 or origin, social and welfare background.
14. The individual 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, the individual 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 the School. The individual will not organise or attend any meeting during working hours except when he/she is required or permitted by the School to do so.
15. The individual will not be a member of any Union, Political Party, NGO, religion or any special interest groups and refrain him/herself from all the activities which are not permitted as per the code of conduct of this School.
16. The individual will not indulge or encourage any form of malpractice either in this or in any other School.
17. In case of any change in the address during the course of employment in the School, it shall be the individual's duty to intimate such change in writing to the Principal within one week from the date of such change. The individual will intimate his/her address during vacation before the commencement of the leave. Please intimate e-mail ID, mobile number and landline number, if held, on reporting to the school.
18. The individual will be responsible for the safe custody of the all stores/ goods/ Property of the School and any other articles entrusted to him/her and in case of any damage, or loss, the Principal will have the right to make good the same from his/her salary/ emoluments besides taking disciplinary action as deemed fit or proper.
19. Any other terms and conditions of the service as laid down in Sainik Schools Society, Rules & Regulations, 1997, as amended and revised from time to time, shall be binding on the individual. The individual is required to acquaint him/herself with the governing Rules & Conduct Rules as applicable to Sainik School employees and as given in Sainik Schools Society, Rules & Regulations, 1997 as amended and revised from time to time, and shall strictly abide by the same.
20. In case of any arbitration if any deemed necessary by the individual, court of arbitration would be District and Sessions Court at Chittorgarh.
21. In the event of not joining the duties by stipulated date this appointment would stand cancelled without further reference to individual (selected candidate).
22. Please produce the certificate/ degrees/ testimonials in original along with two photo copies for verification on the date of recruitment at this institution.
