

RECRUITMENT NOTIFICATION NO : 01/ APR 2025



SAINIK SCHOOL KODAGU

(Under Ministry of Defence)

**VILLAGE & POST : KUDIGE, TALUK: KUSHALNAGAR,
KODAGU DIST, KARNATAKA : 571 232**

VACANCY NOTICE

1. Sainik School Kodagu, an autonomous institution functioning under Sainik Schools Society, Ministry of Defence, invites applications from the eligible candidates (Indian Citizens Only) for the Contractual posts as mentioned below:-

Sl. No	Name of the Post, category & No of post	ELIGIBILITY	CONSOLIDATED PAY
(a)	Ward Boy (Contractual) UR- 01 ST - 01	<p><u>Essential.</u> Should have passed Matriculation or Equivalent. Higher qualifications will be an added advantage. Preference will be given to candidates with Certificate of National Skill Development Course / Any Govt. Sponsored Institute in any of the following fields: - Carpentry, Electrician, Plumber, Housekeeping, Gardening, Masonry, Computer Hardware Course & Computer Data Entry Course etc.</p> <p><u>Desirable.</u> 2-3 years' experience in any of the following fields i.e. Janitor, Haircutting, Laundry, Carpentry, Masonry, Gardening, Office Messenger, Electrician, Plumber, Housekeeping etc.</p>	22,000/-

2. Procedure for Applying.

- Desirous candidates should apply to the Principal, Sainik School Kodagu through offline mode only on the prescribed format available in "Recruitment" tab of School website www.sainikschoolkodagu.edu.in along with self-attested copies of certificates and testimonials. In the absence of testimonials/ mark sheets/ certificate, the application is likely rejected.
- Candidate must mention their secured percentage in each exam starting from class 10th standard to highest acquired qualification.
- Candidate must attach self-attested copies of all mark sheets & certificate, Degrees/ Diplomas starting from class 10th onwards.
- Candidate who have been awarded Grades & not marks in any of the education (Mandatory or Higher education qualification) are required to submit the applicable conversion rate/ formula promulgated by the Board/ University for that particular exam/ year/ semester.
- Candidate must submit recent passport size photographs on the application form.
- Candidate must submit self-addressed envelope with postage stamp of Rs.26/-.

(g) Candidate must attach crossed demand draft (non-refundable) of Rs. **500/- for General /OBC Category & Rs. 350/- for SC/ST categories**, drawn in favour of **'The Principal Sainik School Kodagu'** payable at Kushalnagar/ Kudige Branch (Karnataka State).

(f) SC/ST/OBC candidates must submit a valid caste certificate to avail reservation & fee concession. If the caste certificate (For SC/ST/OBC candidates) is not found attached with the application form, the application form will be rejected.

3. Last Date of Receipt of Applications is 09 May 2025.

4. Mode of Receipt of Application.

(a) Candidates are required to send their application through Registered post/ Speed post (by Indian Postal Services) only.

(b) School will not be responsible for any postal delay.

(c) BY HAND APPLICATION WILL NOT BE ACCEPTED.

(d) APPLICATION FOR THE POST OF "**WARD BOY**" must be written in Capital letters on the top of application Envelope.

5. Mode of Call Letters.

(a) All information regarding date/schedule of recruitment process, etc will be notified on school website "www.sainikschoolkodagu.edu.in". For latest update, candidates are required to visit school website regularly. Details of exam Date, time and venue will be published on school website only. It is the responsibility of candidates to visit school website regularly for latest info/updates etc.

(b) It is the responsibility of candidate to write legible email ID, Contact details & Address. School will not be responsible for failure of communication due to illegible writing of email address, Mobile No & postal address. (The school reserves the right to dispatch the call letter via candidate's email ID only).

6. Exam / Test.

(a) Only short-listed candidates who fulfill eligibility criteria based on essential qualification(s) will be called for Written Exam, Skill test and Interview (as applicable). Skill test and Interview, where applicable will be conducted after written exam.

(b) No TA/DA will be admissible for attending the Written Exam/ Test/ Skill/ Practical test (as applicable).

(c) Skill test for various posts will include work/ test in their respective fields.

7. Selection will be made based on performance in "written test, Demonstration / skill test, practical test and interview (as & where applicable)".

8. The school administration reserves the right to cancel the vacancy due to non-availability of suitable candidates or administrative/policy reasons.

9. Any candidate found to be using unfair means during the selection procedure or trying to influence the procedure in undue manner, will be straight away rejected.

10. After the recruitment all documents are subject to verification by issuing authorities/ board/ university. In case any person found to have produced fake / forged documents his/her appointment will be terminated. Legal action will also be initiated against the person(s) found using fake/ forged/ tempered documents.

11. Selected candidates should be ready to accept responsibilities in a residential school.

12. Only Indian Nationals are to apply.

13. Shortlisted Applicants are to bring their testimonials in original at the time of attending the selection test in support of their qualifications / experience as mentioned in the application, failing which their candidature will not be entertained.

14. Candidates are to enclose the following documents along with the duly filled in application:

- (a) Demand Draft of Rs. **500/- for General /OBC Category & Rs. 350/- for SC/ST categories.**
- (b) Affix Pass port size photograph at the space provided in the application form.
- (c) Self addressed envelope with stamps worth Rs.26/-.
- (d) Self attested copies of educational and experience certificates.
- (e) In case, the Applicant is SC / ST / OBC category, the Applicant is to attach a copy of caste / category certificate issued by the concerned authority.

PRINCIPAL
SAINIK SCHOOL KODAGU



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APPLICATION FOR

01. **Post applied for** : _____
02. **Name** : _____
03. **Date of Birth & Age** : **DOB:**_____ **AGE:** _____ **Years**
04. **Gender** : _____
05. **Name of the Father** : _____
06. **Marital Status** : _____
07. **Nationality** : _____
08. **Caste Category** : _____
(Mention – **General / OBC / SC / ST**)
09. **Qualifications (Fill up columns as applicable)**

Affix pass port size
photograph

Ser	Qualification	Subjects	Institution / Board / University	Year of Passing	Division and %
(a)	SSLC / Class-X				
(b)	Intermediate				
(c)	Degree / Graduation				
(d)	Degree / Diploma				
(e)	Post Graduation				
(f)	M.Phil / Ph.D				
(g)	Computer Courses / Certificates Course in Computer				
Any Other Qualifications (including extracurricular activities if any)					
(a)					
(b)					
(c)					
(d)					

10. **Experience**

Ser	Designation	Name of Institution / Organisation	Brief Experience / Duties performed	Period		Experience Certificates Enclose YES / NO
				From	To	
(a)						
(b)						
(c)						
(d)						

11. Languages Known : _____

12. Correspondence Address : _____

13. Permanent Address : _____

14. Mobile Number : _____

15. Email ID : _____

16. Details of Application Fee : Name of Bank _____

DD No: _____ Date: _____ Rs. _____

17. **Declaration.**

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

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

(c) I hereby declare that I have not involved in any Criminal or Police case.

(d) I am fully aware that if it comes to notice at any time during verification of certificates and during my service that false information has been furnished or that there has been suppression of actual information in the application form, my candidature would be liable to be terminated solely on this ground.

(e) I have no case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc.

(f) I am also fully aware that the Contractual appointment is temporary and only for the period of appointment and that I have no right to claim for appointment on regular or on daily wage basis on expiry of contract term.

Place: _____

(Signature of the Candidate)

Date : _____

Name: _____