SAINIK SCHOOL NAGROTA-JAMMU (J&K)
(A Residential School under Sainik Schools Society, MoD, Govt. of India)

RECRUITMENT

1. Sainik School Nagrota invites applications from eligible and suitable candidates for the following posts on Regular basis as per details given against each:-

S No.	***Name of Post and Age Limit, Vacancy & Pay Level***	***Eligibility***
(a)	***Lower Division Clerk (LDC) x 01 (Regular)*** ***Age**: Between 18 and 50 years as on last date of receipt of application (18 Dec 2026).* ***OBC Category*** ***Pay Level**:* *Pay Matrix Level-2 (₹19,900/- to ₹63,200/-) as per 7th CPC + DA and other allowances as per Sainik Schools Society Rules & Regulations, with rent free suitable accommodation.*	***Essential**:* *1. Matriculation* *2. Typing speed of at least 40 words per minute in English typing and 35 words per minute in Hindi typing.* *3. Proficiency in Computer MS Word, Power Point, MS Excel.* ***Desirable:*** *1. Practical knowledge of computers with word/excel/power point/ tally, experience and knowledge of store keeping/commerce/ accounts/office work.* *2. Ability to correspond in English and Hindi language.*
(b)	***General Employee x 06 (Regular)*** ***Age**: Between 18 and 50 years as on last date of receipt of application (18 Dec 2026).* ***Category** - UR x 03, OBC x 03* ***Pay Level**:* *Pay Matrix Level-01 (₹18,000/- to ₹56,900/-) as per 7th CPC + DA and other allowances as per Sainik Schools Society Rules & Regulations, with rent free suitable accommodation.*	***Essential**:* *Matriculation* ***Desirable:*** *1. Experience of working in a residential school like Military/Sainik Schools will be of added advantage.* *2. Proficiency in driving / working knowledge of computers/ cooking at reputed hotel/residential school/ storekeeping/ mason work will be given preference.*

*2. Interested Candidates may apply to the Principal Sainik School Nagrota, on the annexed proforma, with a passport size photo affixed and Bio-data, self attested photocopies of all academic Certificates (year-wise/semester-wise, as applicable)/Testimonials **(Relevant to the post only)** and an Account Payee DD of Rs.500/- (Non-refundable) from any bank payable at Nagrota and drawn in favour of Principal Sainik School Nagrota J&K. Alternatively, the fee may be deposited in the School's Bank Account No. 11344228242, State Bank of India, Kandoli Nagrota Jammu Branch, **IFSC Code SBIN0003938**. **Proof of the fee paid must be attached with the application form for verification**.*

*3. Application form along with above documents and self addressed envelope with **₹ 55/-** stamps affixed must reach Principal Sainik School Nagrota, Jammu (J&K) – 181221, **by Speed Post only**, **on or before 18 Dec 2026. The post for which applied to be super-scribed on top of envelope containing application form**. Applications received after last date will be rejected. School will not be responsible for any postal delay. Eligible and shortlisted candidates only will be called for selection process tentatively scheduled during **Jan / Feb 2027**. No TA/DA will be paid for attending selection process.*

4. The school administration reserves the right to increase/decrease/cancel the vacancy due to administrative/policy reasons. No formal intimation will be given to the applicants.

Contd…..2/-

5. Some unscrupulous elements/touts may try to dupe innocent people/unemployed youths with false promises of providing them jobs in Sainik School Nagrota. At times, they promise job using forged/fake documents, communications, e-mails and websites to authenticate their claims. Therefore, Beware.

Principal, Sainik School Nagrota

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APPLICATION FORM
(TO BE FILLED IN CAPITAL LETTERS ONLY)

Recent Passport size photo

Name of the post applied: _____

Category: _____ **(Mention as applicable: General/SC/ST/OBC)**

Fee Rs. _____ Bank DD No. _____ dt._____

In case Fee paid online- UTR No. _____**(Receipt attached)**

1. Name of Candidate: (Mr./Mrs./Miss)_____

2. Father's Name: Mr. _____

3. Date of Birth: | | | | | | | | | | | |

Age as on **18 Dec 26**: _____ (years) _____ (months) _____ (days)

4. **Permanent Address**: _____

_____

_____PIN _____

Mobile No(s). : _____ and _____ **E-mail id** _____

5. **Correspondence Address**: _____

_____

_____PIN_____

6. Academic Qualifications (**For Graduation/PG courses – ATTACH year/sem wise certificates).**

Ser	**Class**	**Name of Board/ University/Institution**	**Year of Passing**	**Marks obtained**	**%age obtained**
(a)	10th				
(b)	12th				
(c)	Graduation				
(d)	Post Graduation				
(e)	B. Ed				
(f)	M. Ed				
(g)	CTET (Paper II)				
(h)					
(j)					

Contd…..2

7. Other Qualifications/Courses details (**attach photocopies**): -

Ser	**Qualification**	**Name of College/ University/Institution**	**Year of Passing**	**Marks obtained**	**%age obtained**
(a)					
(b)					
(c)					

8. Experience (**Relevant to Post applied only**) (**attach photocopies**): -

Ser	**Name of the institution**	**Post Held**	**Period of service**			**Day/Residential School**
			From	**To**	**Total Period**	

9. Participation in any Games/Co-curricular/Extra Curricular Activity/NCC etc.

_____

_____

10. Hobbies/Other Areas of Interest: _____

_____

11. Documents Attached: -

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

DECLARATION: - I declare that the information furnished above is true and correct to the best of my knowledge and belief and nothing has been concealed therein. If any information is found to be false/incorrect at any stage during recruitment or after selection, it will disqualify me for employment.

Date: _____ Signature of Applicant