

NCC COY, SAINIK SCHOOL REWARI
SECTOR-4, REWARI (HARYANA)-123401

LOWER DIVISION CLERK (LDC) (CONTRACTUAL)

1. NCC Coy, Sainik School Rewari invites applications for following post :-

S. No	Name of Post	No of Vacancy	Eligibility	Salary
(a)	LDC (Contractual for 11 months) (For NCC Coy)	.01 (Unreserved)	<u>Essential Qualification</u> (i) 10+2 from a recognized Board. (ii) Typing speed of at least 40 words per minute. (iii) Proficiency in computer, MS Word, MS Excel, Power Point and Internet. <u>Desirable</u> Knowledge of Accounting procedure, Inventory management and working in NCC establishment including Publication of Part II Orders in HRMS of NCC Personnel.	Consolidated salary Rs 14,000/- per month

2. Eligible and interested candidates should apply to the Officer Commanding NCC Coy, Sainik School Rewari, Sector-4 Rewari (Haryana)-123401 on the prescribed format available on school website www.ssrw.org alongwith attested copies of certificates and testimonials a passport size photograph, bio data including telephone/mobile number and crossed **Bank Draft of Rs 250/-, which should be drawn in favour of NCC JD Coy, Sainik School Rewari, payable at Punjab National Bank, Distt. Secretariat, Rewari (Code 4681). Last date of receipt of applications in the school is 18 Feb 2018.** NCC Coy will not be responsible for any postal delay. No TA/DA will be admissible for attending the selection process. Only short listed candidates would be called for selection process.

Officer Commanding NCC Coy,
C/o Sainik School Rewari

NCC COY - SAINIK SCHOOL REWARI (HARYANA)
APPLICATION FOR THE POST OF LDC (CONTRACTUAL)

(To be filled in Capital Letters only)

Name of post applied for

Category (i.e. Gen/SC/ST)

Fee amount -----DD No-----Name of Bank-----

DL No _____(for drivers only)

1. Name Mr. /Mrs /Miss.....

2. Father's Name

3. Date of Birth (in figures)

Date Month Year

(In words.....)

Age as on 01 Mar 2018.....Yrs.....Months.....Days

4. Complete address with telephone number (s).....

Distt State..... Pin.....

Contact No.....E.mail ID.....

5. Place of birth..... 6. Nationality.....

7. Marital status..... if married, name of spouse.....

8. Number of children.....

9. If Spouse employed, nature of duties/post and details of Employer.....

10. Academic Qualification (class 10th onwards)

<u>S. No.</u>	<u>Qualification</u>	<u>Discipline/ subjects</u>	<u>Name of School/ College/University</u>	<u>Year of Passing</u>	<u>% of marks</u>	<u>Division</u>

11. Professional Qualification

<u>S. No.</u>	<u>Qualification</u>	<u>Discipline/ Subjects</u>	<u>Name of School college</u>	<u>Year of Passing</u>	<u>% of marks</u>

12. Proficiency in Languages (write mother tongue at Sr. No. 1)

<u>S. No.</u>	<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>
1				
2				
3				

13. Hobbies/ Other Area of Interest

(a)

(b)

14. Extra curricular Activities (Attach Certificate, if any)

(a)

(b)

15. Proficiency in Sports (Attach certificate, if any)

<u>S.No.</u>	<u>Name of Sports</u>	<u>Level of participation School/College/University/ State/National</u>	<u>Period</u>

16. Details of Work Experience:

<u>S.No</u>	<u>Name of Institution</u>	<u>From</u>	<u>To</u>	<u>Total Exp in Years/Months</u>	<u>Positions held</u>	<u>Nature of Work</u>

17. It is certified that

(a) I have no relatives employed in any capacity and post at Sainik School Rewari.

Or

(b) I have following relatives employed at Sainik School Rewari:-

S. No.	Name of the persons employed at Sainik School Rewari with post	Relationship

18. Exact period after which you can join if selected

I hereby confirm that the information provided by me as above is true to the best of my knowledge and belief. If any information is found to be false / incorrect, it will disqualify me for employment in Sainik School Rewari

Date :

Signature of the candidate