

UTTAR PRADESH SAINIK SCHOOL, LUCKNOW

APPOINTMENT ON ABSORPTION BASIS

1. The following posts of Allied Staff and Administrative Staff are required to be filled on absorption basis:-

(i) **ALLIED STAFF(ABSORPTION BASIS)**

SL No	Name of the Post	No of Posts & Reservation	Pay Matrix Level	Educational Qualifications	Remarks
1	PTI	01-OBC (Female)	05	(i) Minimum Intermediate or equivalent. (ii) Degree/Diploma in physical training from a recognised Institution. (iii) Minimum 03 years' experience in educational institution. (iv) Ex-serviceman from Army physical training or equivalent with 10 years of service will be given preference.	
		*01-UR			*Selected candidate will be appointed from 01 Jan 2026
2	Band Master	01-UR	03	(i) Potential Band master / Band Major / Drum Major Course at the AEC Training College and Centre, Pachmarhi (ii) Equivalent Naval /Air Force Courses.	
	Total	03			

2. **Source of Recruitment** : On the basis of absorption.

3. **Terms & Conditions** :-

- (i) Should have been working on the post applied for in any of the Sainik Schools/ Military Schools under Ministry of Defence/ KVs/JNVs.
- (ii) Should have completed minimum 02 years of Service.
- (iii) Should have residual service of minimum 05 years.
- (iv) Employees covered under NPS are only eligible to apply.
- (v) Selection will be based on merit /Interview
- (vi) Seniority & Pay protection will be applicable.
- (vii) No objection certificate from Parent department is required at the time of interview.
- (viii) Selected candidates will be provided with free accommodation subject to availability and all other such facilities as per the rules and regulations of UP Sainik Schools Society.

(ii) ADMINISTRATIVE STAFF (ABSORPTION BASIS)

SL No	Name of the Post	No of Posts & Reservation	Pay Matrix Level	Educational Qualifications	Remarks
1	Librarian	01-UR	05	(i) Graduate with degree / diploma in Library Science from a recognised institution. (ii) Ability to converse fluently in English. (iii) Sound Knowledge of computer in MS office and web browsing	
2	House Matron (Hostel Superintendent)	02-SC 01-OBC 02-UR (Female) 01-UR	05	Essential (i) Should have passed Intermediate or equivalent examination and should be able to converse fluently in English (ii) Basic knowledge of account keeping Desirable (i) B.A./B. Sc/B.Com degree. (ii) Attainments in sports / Art/ Music (iii) For the post of Matron in Junior/Holding Houses, mature ladies without encumbrances and with experience of handling children with affection will be preferred. (iv) Sound Knowledge of computer in MS office and web browsing	
3	Medical Matron	01-UR	05	(i) Degree / Diploma in general nursing with fluency in English language. (ii) Minimum 10 years' experience in nursing profession in supervisory cadre. (iii) Experienced ex-servicemen worked in Sainik Schools will be preferred. (iv) Sound Knowledge of computer in MS office and web browsing	
4	Mess-Cum-Estate Manager	01-UR	05	Essential (i) Diploma /Degree in catering from a recognised institution and or Should be Graduate in Agriculture or Animal Husbandry or equivalent (ii) At least five years' experience of running a catering organisation independently in the civil, in the Defence Services or in any other similar organisation. (iii) Ability to maintain mess accounts. Desirable (i) JCO or equivalent from catering trade or with more than 05 years catering experience. (ii) Sound Knowledge of computer in MS office and web browsing	
5	Head Clerk (Office Superintendent)	01-UR	06	(i) Graduate with 10 years office experience of a supervisory post in a Govt. or commercial establishment; 07 years experience as UDC or equivalent in the school ; and (ii) Ability to correspond independently in Hindi and English (iii) Working Knowledge of computer (iv) Head Clerk (Office Superintendent) worked in Sainik Schools will be preferred.	

6	Assistant Accountant	01-UR	04	(i) B. Com with adequate knowledge of double entry system of accounting. Or should have worked as an Accountant for at least 10 years in a Govt. or private organization and must be fully conversant with maintenance of accounts in double entry system , and; (ii) Ability to correspond it Hindi and English independently. (iii) Sound Knowledge of computer in MS office and web browsing	
7	Lower Division Clerk	01-SC 02-UR	03	(i) Intermediate (ii) Typing speed of at least 40 words per minutes in Hindi and English on computer (iii) Ability to correspond in English and Hindi will be considered as additional qualification. (iv) Sound Knowledge of computer in MS office and web browsing	
8	Store Keeper	01-UR	02	(i) Intermediate (ii) Knowledge of Maintaining accounts of articles of stores and materials. (iii) Inventory, procurement, working on GeM portal etc. (iv) Sound Knowledge of computer in MS office and web browsing (v) Ex-servicemen with sound knowledge of above will be preferred.	
9	Building Steward	01-UR	02	(i) Intermediate Degree /Diploma in civil Engineering/draftsman civil (ii) Sound Knowledge of computer in MS office and web browsing	
10	Treasurer	01-UR	02	(i) Intermediate with adequate knowledge of double entry system of accounting. (ii) Should have worked as a treasurer / Cashier and fully conversant with maintenance of accounts in double entry system (iii) Sound Knowledge of computer in MS office and web browsing	
	Total	17			

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