

**SAINIK SCHOOL PURULIA**  
**PO : Sainik School-723104, Dist Purulia (WB),**  
**www.sainikschoolpurulia.com**

**APPLICATION IS INVITED FOR THE LOWER DIVISION CLERK (LDC) REGULAR VACANCY**

SN o	Name of Post	No of Vacancy	Eligibility	Pay Band / Salary	Age
01	<b>Lower Division Clerk (LDC)  Regular Basis</b>	<b>01</b> (Reserved for SC)	<b><u>Essential Qualification.</u></b> (i) Matriculation (ii) Typing speed of at least 40 words per minute on computer (iii) Knowledge of shorthand and ability to correspond in English will be considered an additional qualification. <b><u>Desirable.</u></b> (i) Knowledge of Computer (MS Word, Excel & Power Point). (ii) Short hand and ability to correspond in English. (iii) Pay & pension fixation and filling.	<b>Rs. 19,900 to 63,200 plus DA as per 7<sup>th</sup> CPC</b>	<b>18 – 50 yrs as on 01.08.2025</b>

**Note :- In case of non-availability of suitable candidate of SC category for the post of Lower Division Clerk (LDC), the post will be filled by the General/OBC/ST category as per Sainik Schools Society Rule and Regulations. Candidates of General, OBC & ST category may also apply for post of Lower Division Clerk (LDC).**

2. Application (as per the format given on the school website [www.sainikschoolpurulia.com](http://www.sainikschoolpurulia.com)) to be forwarded to the Principal, Sainik School Purulia along with bio data, self-attested copies of certificates, two recent passport size photographs and a bank DD (Non-refundable) of **Rs. 500/- for General & OBC candidates and Rs. 250/- for SC / ST candidates** drawn in favour of “Principal, Sainik School Purulia”, payable at Purulia. **Last date of receipt of applications in the school is 18 Aug 2025.** School will not be responsible for postal delay. Only short-listed candidates will be called for Written test & Skill test. Final list of short-listed candidates for Written test & Skill test will be published on school website on **20 Aug 2025**. Written test & Skill test will be held at Sainik School Purulia on **16 Sep 2025**.

03. **Allowance and perquisites.** Rent free accommodation, Transport & Medical Allowances, Subsidized Education for two children, NPS and Gratuity etc. as per Sainik Schools Society Rules & Regulations.

4. No TA/DA is admissible for attending written test & skill test. Candidates are to arrange for their lodging and boarding under their own expenses for the entire duration of test. **The school administration reserves the right to cancel the vacancies due to administrative / policy reason.**

**By Order**  
**Principal, Sainik School Purulia**

**POST RESERVED FOR SC CATEGORY**

The Principal  
Sainik School Purulia  
PO: Sainik School  
Dist – Purulia (WB) – 723 104

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC) ON REGULAR BASIS**  
**SAINIK SCHOOL PURULIA (WB)**

1.	NAME (In capital letters)				<b>(PHOTO)</b>
2.	Father's Name				
3.	Mother's Name				
4.	Permanent Address	Road/Lane: Vill: PS: State:	PO: Dist: Pin Code:		
5.	Correspondence Address	Road/Lane: Vill: PS: State:	PO: Dist: Pin Code:		
6.	Mobile No:	Email ID:			
7.	Sex : Male / Female				
8.	Date of Birth:				
9.	Marital Status : Married /Single		Husband's Name: (If married)		
10.	Category : SC / ST / OBC/GEN		11	Religion:	
11.	Aadhar Card No. (If available)				
12.	Voter Card No. (If available)				
13.	Bank A/c No. Name of the Bank:		Branch Code:		
14.	PAN No. (If available)				
15.	<b><u>Educational Qualification</u> (Starts from Class X / Matric)</b>				
	Educational Qualification	Board/ University	Division	Subjects	Percentage
16.	<b><u>Working Experience:</u></b> Please endorse below with supporting documents.				
	Institution	Designation	From	To	Pay drawn

17	Proficiency in Computer with experience:			
.	Position Held/ Responsibilities handled	Language/Program used	Experience Years/Months	

  

18	Proficiency in Games & Sports, NCC, Co-curricular activities			
.	Name of the Sport(s)	Level of participation (National/State/University / School)	Event	Position/Award If any

  

19	If any legal bindings / involved in any disciplinary, vigilance or criminal case, the same may clearly communicated in details to include date and place of incident.			
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20	Name of the two References:				
.	Name	Relation	Appointment	Address	Contact No.

  

21. DD No. _____ Date : _____ Amount : _____ Name of Bank : _____ Address : _____					
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I, hereby certify that the above particulars are correct and true in all respect to the best of my knowledge and belief.  Place:  Date:					
					<b>Signature of Applicant</b>