



# **SAINIK SCHOOL KALIKIRI** **ANNAMAYYA DIST (AP)**



**(Under the aegis of SSS, MoD, Govt of India)**

## **GENERAL EMPLOYEE REQUIRED ON CONTRACTUAL BASIS**

Sainik School Kalikiri invites applications from eligible candidates for the following vacancy: -

<b>S No</b>	<b>Post</b>	<b>No. of Vacancies</b>	<b>Qualifications</b>	<b>Pay Scale</b>	<b>Age</b>
1	General Employee (MTS) Contractual	One Vacancy Contractual for one year only (UR – 01)	<b>Essential:</b> - Matriculation (Pass in SSC or ITI or equivalent ) <b>Desirable: <u>working knowledge/experience in any of the following will be given preference:</u></b> Knowledge of office working procedures, IT hardware/software, photography, carrying out official duties/Runner, peon/messenger	Rs. 24,840/- Consolidated Salary per month	18-50 years as on 04 Jan 2023

**How to apply:** (1) Eligible and interested candidates may apply online by clicking on the link <http://sskalrecruitment.mastersofterp.in>.

(2) A recent Passport size photograph of the candidate, not more than 01 months older is to be affixed at the space provided while applying online with the candidate's signature.

(3) Application processing fees of Rs. 500/- for General Category/OBC and Rs.250/- for SC/ST Category are required to be paid before final submission. Applications without final submission will not be accepted by the system. The fee once paid will NOT be refunded on any account nor would this fee be held in reserve for future examination/selection.

### **General Instructions:**

1. The candidates should ensure that all the relevant information and documents have been uploaded, before finalizing the application. The detailed procedure for uploading of application with pictures is attached below. After submission of the application, the candidate should take a printout and keep it for his/her record. No hard copy of the application needs to be submitted.

2. Shortlisted candidates will only be called for selection procedure after scrutiny, based on the essential qualifications. Certificates must be uploaded with the application in support of their qualification and experience. Otherwise the same will not be considered at the time of scrutiny of applications.

3. No TA/DA will be admissible for attending the selection procedure.

4. Applicants are to clearly mention their up-to-date email ID and mobile number in the Application form to enable the school to communicate the date/schedule of the selection test at short notice. Information pertaining to selection will also be updated on the school website. The school administration is not responsible in case of the wrong email id provided by the candidate and for not attending to the phone calls made by the school.

5. Candidates are to bring their original ID proof (having an address like Aadhaar card, Ration card etc) and certificates/documents in original (in support of their qualifications/experience as mentioned in the application) while reporting for the selection test, failing which their candidature will not be entertained.

6. Canvassing in any form will disqualify the candidature of the applicant. Last date for receipt of Applications: **04 Jan 2023**.

7. **No correspondence through post will be made in this regard. Candidates are requested to frequently visit the school website for any updates. Alerts/Callup letter will be sent to your registered email address, please make sure that mails with the from address "@sskal.ac.in" do not get caught in your spam / junk mail folder.**
8. Persons employed in Government/Semi-Government Organizations or Educational Institutions must apply through the proper channel (OR) and shall provide a **No Objection Certificate (NOC)** along with their application. NOC is not required for other applicants.
9. The school administration reserves the right to cancel the notification due to administrative reasons.
10. For any further Queries, send us a mail on [recruitment@sskal.ac.in](mailto:recruitment@sskal.ac.in).

Sd/-  
Principal

## **ONLINE PROCEDURE FOR GENERAL EMPLOYEE ON CONTRACTUAL BASIS**

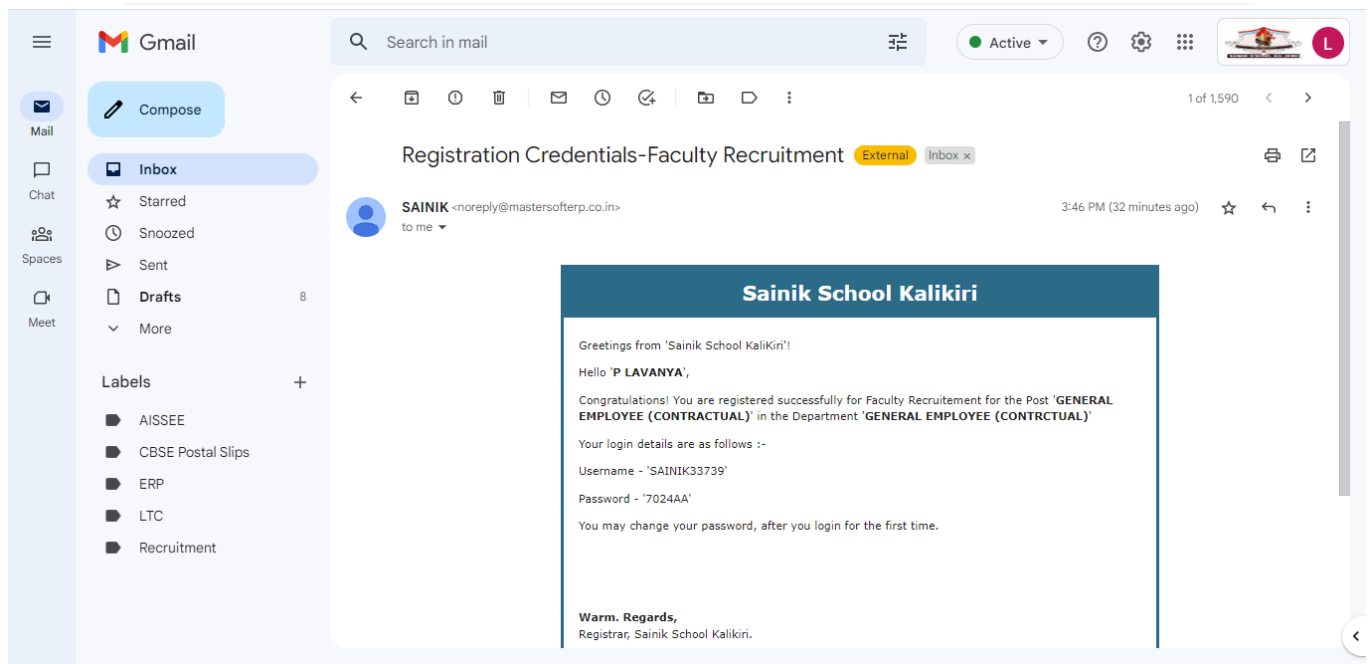
1. After clicking on the link <http://sskalrecruitment.mastersofterp.in/> you will be diverted to the following web page. Click Apply as shown below, you will be diverted to Step 2.

The screenshot shows the Sainik School Kalikiri recruitment portal. On the left, there is a login section with fields for Username, Password, and a Captcha code. Below these fields are buttons for 'Login' and 'Forgot Password'. On the right, there is a table listing job advertisements. The table has columns for Advt No., Name of Post, Last Date Submission, Download File, and Click To Apply. A single entry is shown for 'GENERAL EMPLOYEE (CONTRACTUAL)' with a last submission date of '14/12/2022'. Below the table are buttons for 'Technical Support' and 'HR Info'.

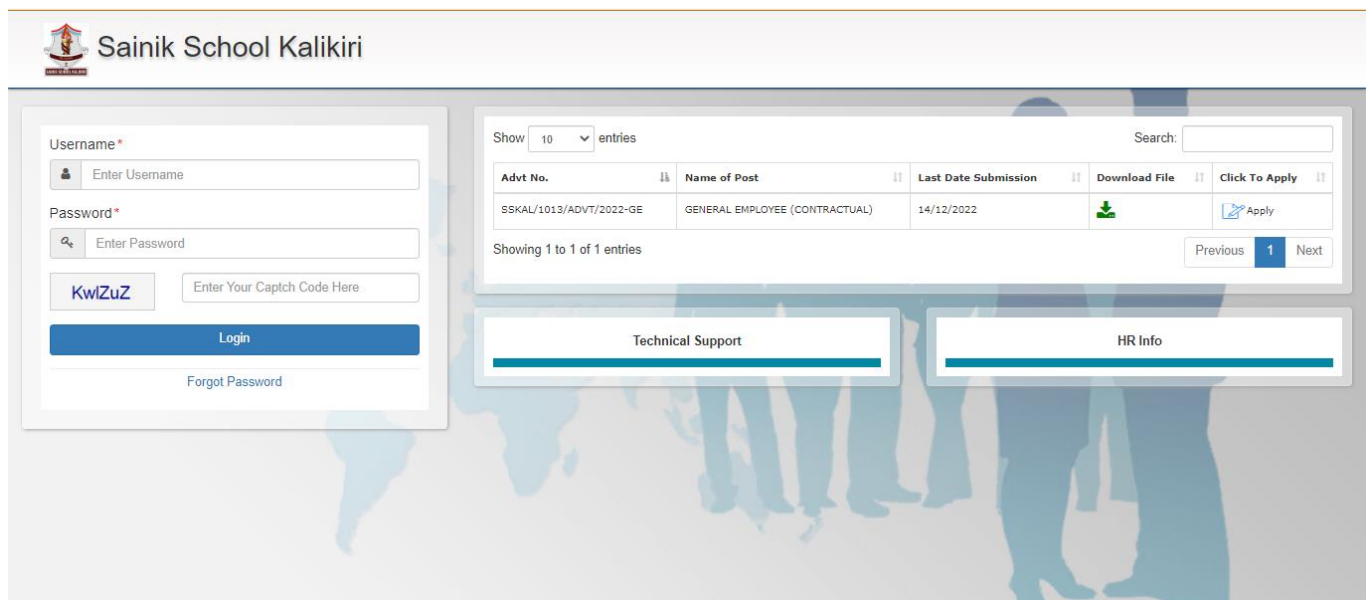
2. Fill your credentials the press proceeds and then click on Home to go on Home page

The screenshot shows the 'Applicant Registration' form on the Sainik School Kalikiri recruitment portal. The form has the following fields: Advt. No. (SSKAL/1013/ADVT/2022-GE), Post Name (GENERAL EMPLOYEE (CONTRACTUAL)), Applicant Name (As per 10th Marksheet), Department (Please select), Email Address, and Mobile No. (Please Enter Mobile No.). At the bottom of the form are buttons for 'Submit' and 'Home'.

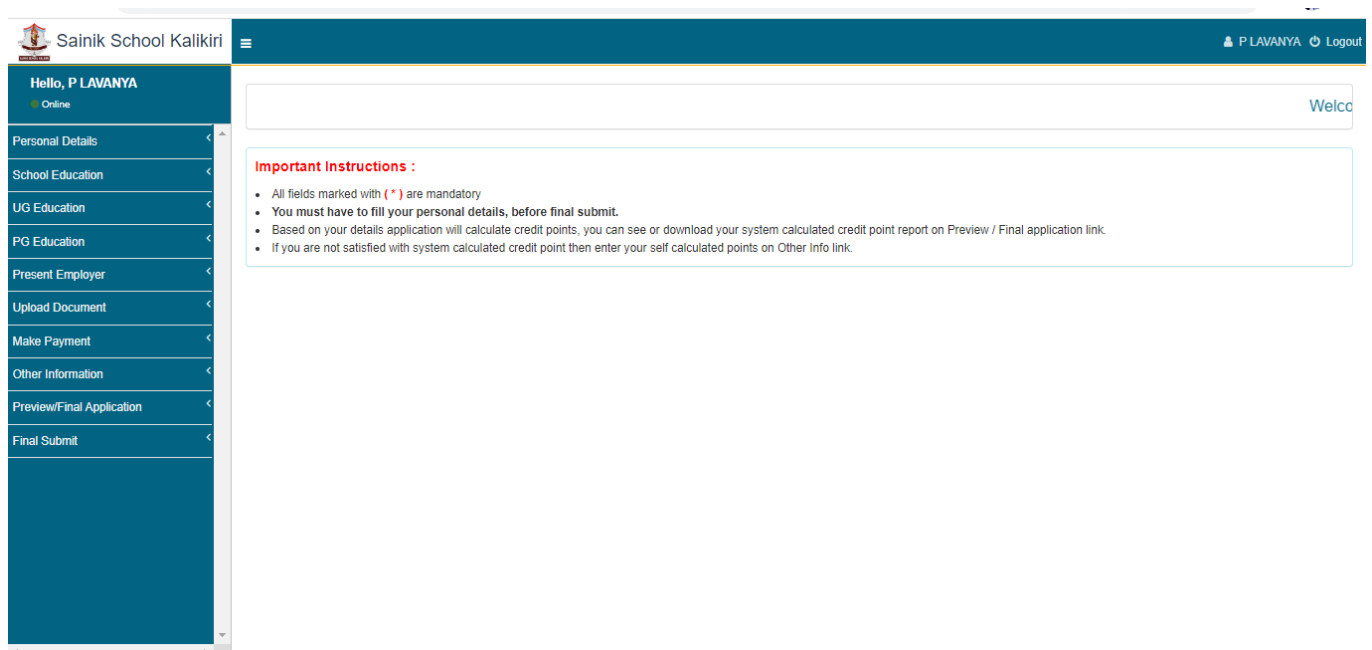
3. You will get a mail in your given mail ID after submitting your credentials



#### 4. Fill Username and Password received in your email ID



#### 5. You will see page following page



#### 6. Start filling your credentials one by one applicable to you. If not applicable then go to next tab. Fill all credential marked with\*

**Instructions :**  
All fields marked with (\*) are mandatory  
Photocopy proof required are : Date of Birth, Address Proof, Category Proof (If the category proof is not attached, considered as General Category) along with application form.

**Personal Details :**

Upload Photo  
Valid image file(e.g. JPG,GIF) (Max size 100 kb)

Full Name \*  
P LAVANYA

Date of Birth \*  
Date of Birth

Category \*  
Please Select

Gender \*  
Please Select

Nature of Applicant \*  
Please Select

Post Applied For \*  
GENERAL EMPLOYEE (CONTRACTUAL)

Father Name  
Please Enter Father Name

Mother Name  
Please Enter Mother Name

Spouse Name  
Please Enter Spouse Name

Apply Department \*  
GENERAL EMPLOYEE (CONTRACTUAL)

Last Promotion Date  
Last Promotion Date

Marital Status \*  
Please Select

State/UT \*  
Please Select

Specialization \*  
Please Select

Aadhar Number  
Please Enter Adhar No.

Pan Number  
Please Enter Pan No.

Mobile Number \*  
9642204822

Nationality \*  
Indian

Email Address  
lavanya@sskal.ac.in

Correspondence State \*  
Please Select

Permanent State \*  
Correspondence Pincode  
Permanent Pincode \*

7. In payment portal click on pay now.

**Make Payments**

Amount : \*  
0.00

Post For:  
Apply Post

**Pay Now** **Cancel**

**Note :**  
Click Pay Now Button To Make Payment.  
All information need to be proper before make payment.  
If Payment Done Successfully then Please Wait 24 hours for Responce or else Contact Admin of Sainik School Kalikiri.

Bank Transaction Id	Application Fees	Transaction Date	Report
No data available in table			

Showing 0 to 0 of 0 entries

**You Do Not Need To Pay Application Fees Based on Your PwD 'YES'!**

8. Pay through whatever mean you want.

**Payments**  
Choose your payment method

Cards

Net Banking

UPI

Wallets

Sainik School Kalikiri

Base Price	₹ 500.00
PG Charges	₹ 0
GST	₹ 0

Total amount to be paid  
**₹ 500.00**

**Note:**  
After clicking on the 'Pay Now' button you might be taken to your bank's website for 3D secure authentication

**Pay Now**

TRAK PAY | MasterCard SecureCode | PCI DSS | RuPay | SafeKey | Verified by VISA | 3D Secure

9. Then click on Final Submit and submit your application finally.

The screenshot displays the user interface of the Sainik School Kalkiri online application portal. The top navigation bar includes the school logo and name, a user profile for 'P LAVANYA', and a 'Logout' option. A left-hand sidebar menu lists various application stages: Personal Details, School Education, UG Education, PG Education, Present Employer, Upload Document, Make Payment, Other Information, Preview/Final Application, and Final Submit. The 'Final Submit' option is currently selected. The main content area features a section titled 'Important Instructions' with the following text: 'On the basis of information available at final submission of online applications by the candidates a list of candidates who will be found eligible for interview will be shortlisted and it will be published in the Institute website. On the date of interview or date of document verification the shortlisted candidates shall submit the following hard copies of: a) Summary Application Report b) Preview Annexure Report c) All Documents'. A red notice below this states: 'Candidates are requested to print the above mentioned documents before the closure of the portal on the last date of submission.' At the bottom of this section is a checkbox labeled 'Agree the Terms and Condition (Refer to the instructions in detailed advertisement)'. A green 'Final Submit' button is positioned at the bottom center of the page.

Sainik School Kalkiri

Hello, P LAVANYA  
Online

Personal Details  
School Education  
UG Education  
PG Education  
Present Employer  
Upload Document  
Make Payment  
Other Information  
Preview/Final Application  
Final Submit

**Important Instructions :**  
On the basis of information available at final submission of online applications by the candidates a list of candidates who will be found eligible for interview will be shortlisted and it will be published in the Institute website.  
On the date of interview or date of document verification the shortlisted candidates shall submit the following hard copies of:  
a) Summary Application Report  
b) Preview Annexure Report  
c) All Documents  
**Candidates are requested to print the above mentioned documents before the closure of the portal on the last date of submission.**

Agree the Terms and Condition (Refer to the instructions in detailed advertisement)

Final Submit