APPLICATION FORM

Affix a recent Colour Passport size Photograph

1. **Post Applied For** :
2. **Name of Candidate** (as per Class X Certificate) :
3. **Date of Birth (DOB)** (as per Class X Certificate) : D D / M M / Y Y Y Y
4. **Age** : YY Years MM Months
5. **Gender** : Male ☐ Female ☐ Other
6. **Name of Father ☐ Husband ☐** :
7. **Marital Status** : Married ☐ Unmarried ☐ Other
8. **Category** :
9. **Educational Qualification starting from 10th or equivalent**:

Sl. no	Qualification	Subjects	Institute/Board/University	Year of Passing	Division	%
9.1	10th/HSCE					
9.2	12th/Higher Secondary					
9.3	Graduation					
9.4	Post-Graduation					
9.5	B.Ed					
9.6	P.hD/M.Phil					
9.7	Others					

Note: *All necessary educational certificates must be enclosed.*

Signature of Candidate

10.   **Any Other Qualifications (including extracurricular activities, sports/NCC etc if any)**:

S. No.	Activity / Qualification	Category (Sports/NCC/Cultural/ Volunteering/Others)	Level of Participation (School/College/State/National)	Institution / Organization	Duration	Achievements / Certificates	Remarks
10.1							
10.2							
10.3							
10.4							
10.5							

Note: *All necessary other qualifications certificates must be enclosed.*

11.   **Experience (Experience without relevant certificates will not be taken into consideration)**

Sl no	Designation	Name of the institution and organisation	Brief experience/Duty Performed	Period		Reason for Leave
				From	To	
11.1						
11.2						
11.3						
11.4						
11.5						

Signature of Candidate

12. **Language Known** : Odia ☐ Hindi ☐ English ☐ Others ☐ _____

13. **Mobile No** : ☐☐☐☐☐☐☐☐☐☐

    13.1 **Alternate Mobile No** : ☐☐☐☐☐☐☐☐

14. **Email ID** : _____ @ _____

15. **Aadhar No** : ☐☐☐☐☐☐☐☐☐☐☐☐

16. **Address Details** :

16.1 **Correspondence Address** :

    AT: _____   PO: _____

    PS: _____   DIST: _____

    Country: _____   State: _____   PIN: _____

16.2. **Permanent Address** :

    AT: _____   PO: _____

    PS: _____   DIST: _____

    Country: _____   State: _____   PIN: _____

17. **Details of Application Fee:**

    Name of the Bank: _____   **Transaction No.** _____

    Date: ☐☐ / ☐☐ / ☐☐☐☐   **Time of Transaction:** ☐☐ / ☐☐

    Rs: 500/- ☐ 250/- ☐

Declaration

(a) I hereby declare that all the information furnished above is true to the best of my knowledge.

(b) I hereby submit self-attested copies of certificates (qualifications, experience and caste etc.).

(c) I am fully aware that if it comes to notice at any time during verification of certificates and during my service that false information has been furnished or that there has been suppression of actual information in the application form, my candidature would be liable to the terminated solely on this ground.

Signature of Candidate

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM AND FORWARDING BY POST

1. **Application Form Filling Process**
   1.1   Fill the form in CAPITAL LETTERS only.
   1.2   Complete every column as mentioned in the application form.
   1.3   Mention your category as per official records.
   1.4   Enter your Date of Birth exactly as per your Matriculation Certificate.
   1.5   Mark the appropriate tick boxes wherever required.
   1.6   Provide your educational qualifications with subject, year of passing, and percentage exactly as stated on your certificate.
   1.7   Mention any additional qualifications (e.g., NCC, Sports) exactly as per your certificate. If not applicable, write "NA" in the blank field.
   1.8.   Fill in your experience details as per your completion certificate, clearly mentioning the exact "From" and "To" dates.
   1.9   Provide a valid mobile number and email ID for future communication.
   1.10.   Write your address correctly:
      1.10.1   Correspondence Address **(Para 16.1)**
      1.10.2   Permanent Address **(Para 16.2)**

2. **Mode of Receipt of Application**
   2.1   Candidate are requested to send their application through ordinary post/register post/Speed post (by Indian Postal service only)
   2.2   Write full name on the top of application: -
   2.3   Clearly mentioned **"APPLICATION FOR THE POST OF: _____"** at the top of the envelope.
   2.4   Ensure that the application is posted before the due date. Applications received after the due date will not be accepted.
   2.5   Send it to the following address: -
      To
      The Principal
      Sainik School Sambalpur
      PO – Basantpur, PS – Burla
      Via – Chipilima
      Dist – Sambalpur, Odisha – 768025

3. **Reason for Rejection of Application**
   3.1   Not producing a valid category/caste certificate.
   3.2   Not producing essential qualification documents, educational certificates including all semester and final marks sheet, and experience certificates.
   3.3   Application received after the due date (i.e., after the last date).
   3.4   Name and post not mentioned in the application form.
   3.5   Failure to attach the hard copy of the fee payment receipt/screenshot with the application form.

4. **Application Fee Payment:**
   4.1   An application fee of ₹500 for OBC and UR candidates and ₹250 for SC/ST candidates are to pay fees online only. **Candidates must attach the payment receipt along with the application form.**

   Name of the A/c Holder   : Principal Sainik School Sambalpur
   Current A/c No   : 44375075187
   Bank Name   : State Bank of India
   Branch Code   : 017963
   IFSC Code   : SBIN0017963

   Signature of Candidate

*** जय हिन्द! ***