

SAINIK SCHOOL IMPHAL (MANIPUR)
(Under Sainik Schools Society, Ministry of Defence)
RECRUITMENT OF STAFF

1. Sainik School Imphal (Manipur) functioning under Sainik Schools Society, Ministry of Defence invites applications for the under-mentioned post:-

Sl	Name & Nature of Post	Eligibility	Pay / Salary & Age Limit	Reser- vation Category
(a)	Mess Manager (01 Post) Regular	<u>Essential Qualification:</u> 1. Matriculation or equivalent. 2. At least five years' experience of running a catering organization independently in the civil, in the Defence Services or in any other similar organization. 3. Ability to maintain Mess Accounts. <u>Desirable:</u> (i) Diploma / Degree in catering from a recognized Institution. (ii) JCO or equivalent from catering trade or with more than 05 years catering experience.	Pay-Level 05 (Rs 29200- 92300) Age- Between 18 to 50 years as on 01 Mar 2025.	Unreserved (UR)

2. **Application Fee:** Demand Draft for **Rs 500/- drawn in favour of Principal, Sainik School Imphal**, payable at Imphal. Application fee can also be deposited online at the School's Bank Account i.e. Bank of India, Lamlong Branch, IFSC Code – BKID0005064, Account Number – 506420110000001. Online payment receipt to be attached with the application.

3. **How to Apply:** - Eligible candidates may apply to the Principal, Sainik School Imphal, P.O. Pangei Yangdong, Imphal East – 795114, Manipur in the prescribed format available at the school's website (<https://ssimphal.nic.in>) along with attested copies of certificates and testimonials, a passport size photograph, bio-data including working telephone / mobile number, e-mail ID along with a self-addressed envelope with stamp of Rs. 30/-. Applications received after the due date or without supporting documents or prescribed application fee or not in the prescribed format will be rejected without any intimation.

4. **Last Date for Receipt of Applications will be 28 Feb 2025.** The school will not be responsible for any postal delay and no claim will be entertained in this regard.

5. The school administration reserves the right to cancel the vacancy due to any administrative / policy reasons.

6. Only shortlisted eligible candidates will be called for the recruitment test. Candidates will have to make their own arrangements for boarding and lodging during their stay at Imphal. No TA/DA will be admissible for attending the examination.

7. **Selection Process:** Written Test, Skill Test and Interview. The candidates securing minimum essential marks / short listed in the written test only will be permitted to take part in further selection process.

8. Selection will be carried out purely on merit basis. Any candidate indulging in solicitation for selection will be disqualified.

Date: 08 Feb 2025

Sd/-xxxxxxx
Principal, Sainik School Imphal

SAINIK SCHOOL IMPHAL

APPLICATION FOR THE POST OF MESS MANAGER (UNRESERVED-01)

Photo

1. Name in Full (in block letters) _____

2. State of Domicile _____ 3. Date of Birth _____

4. Permanent Address:

5. Address for communication:

Vill.....

Vill

Post Office

Post Office

District

District

State

State

Pin -

Pin -

Mobile No.

Mobile No.

E-mail

6. Nearest Railway Station: _____

7. Category (UNRESERVED)_____

8. Education Qualification: _____

9. Additional Qualification:_____

10. Previous Experience:_____

11. Father's Name: _____

12. Sex: _____

13. Details of DD / NEFT /Online payment_____

DECLARATION

I certify that the details given above are correct in all respects to the best of my knowledge & belief.

Date:

Signature:

Name:

CONDUCT OF WRITTEN TEST, SKILL TEST AND INTERVIEW

1. The following tests will be conducted to assess the candidates for the post of Mess Manager:-

(a) **Written Test.** Written test approx 1 hour duration and Maximum marks 50 will be conducted. A candidate will be required to score minimum 33% marks to qualify for the next step of the selection process. However, the minimum required marks may be increased upto 50% by the Board of Officers to limit the number of candidates for the next step of the selection process. The written test should consist of the following:-

Ser	Subject	Marks
(i)	General Knowledge	5 Marks
(ii)	General English	10 Marks
(iii)	Basic Maths	10 Marks
(iv)	Subject test of appropriate level	25 Marks
Total		50 Marks

(b) **Skill / Proficiency test and Interview.** All candidates who qualify in the written test will appear in Skill / Proficiency test consisting of 50 marks. The Skill / Proficiency test for Mess Manager will comprise the following.-

SKILL TEST				
Ser	Designation	Skill Test	Marks	Total
(a)	Mess Manager	(i) Drafting of Letter (ii) Stores management to include preparation of Issue/ Receipt Voucher and maintenance of Stock Ledger etc (iii) Preparation of Statement of Case for procurement of stores / carrying out of works	20	50
		(i) Practical knowledge of Fire Fighting drills, (ii) Layout of Mess, (iii) Layout of Stores	10	
		Interview to check knowledge of (i) Security Orders (ii) GFR / GeM (iii) any other topic / topics as decided by the Board of officers (iv) Child Psychology (v) Culinary acumen	20	