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सैनिक स्कूल/ Sainik School
अमरावतीनगर/ Amaravathinagar
उदुमलपेट तालुक/ Udumalpet Taluk
तमिलनाडु/ Tamil Nadu – 642102

No.SSA/75/A Sep 2026

Roll No.
Name:

CALL LETTER FOR ATTENDING THE SELECTION PROCESS FOR THE POST OF COUNSELLOR – CONTRACTUAL BASIS

1. Reference your application submitted for the post of COUNSELLOR **– Contractual Basis** at Sainik School Amaravathinagar.

2. You are hereby required to report at **0800 hrs on 25 September 2026** at the **Old Academic Block Office (near the Entrance Gate), Sainik School Amaravathinagar**, for **Document Verification**. Candidates reporting after the stipulated time will be disqualified and no representation in this regard will be entertained. Requests for change of date or time will not be considered

DOCUMENT VERIFICATION – PRELIMINARY ELIGIBILITY CHECK

3. Document Verification shall be the first and mandatory stage before entering the selection process. Candidates are required to bring the following documents/items **in original along with one set of self-attested photocopies** for Document Verification:

3.1 Printed copy of this Call Letter.

3.2 Aadhaar Card or any other valid Government-issued Photo Identity Card.

3.3 Matriculation/10th Certificate and Mark Sheet or Date of Birth certificate in original as proof of your Date of Birth.

3.4 Candidates must produce all original certificates/documents in support of the Essential Educational Qualification prescribed in the Advertisement for the post applied for, including the relevant degree/diploma/course completion certificate, all prescribed mark sheets/semester-wise mark sheets, provisional certificate (where applicable), and any other document required to establish that the prescribed qualification has been duly completed. Candidates who fail to produce satisfactory original documentary evidence establishing the prescribed Essential Qualification at the time of Document Verification shall be declared ineligible and shall not be permitted to proceed further in the selection process. No subsequent submission of documents or request for consideration shall be entertained.

3.5 Caste Certificate, wherever applicable.

<u>During II Phase of selection process</u>; Candidates who qualify in the First phase will be considered for further evaluation. At this stage;

3.6 The Selection Committee will verify the **desirable qualifications** and **experience**, if any, as prescribed in the advertisement. Only those qualifications

and experience supported by valid documentary evidence produced at the time of verification shall be considered.

4. Only candidates whose documents are found to be in order and who are declared eligible during Document Verification will be permitted to enter the selection process and appear for the Written Test. Mere issuance of this Call Letter shall not be construed as confirmation of eligibility or entitlement to participate in the selection process.

5. The Document Verification Committee reserves the right to seek additional documents and verify the authenticity of any certificate, qualification, experience or other claim made by the candidate. **Failure to establish eligibility through satisfactory documentary evidence shall render the candidate ineligible for further participation in the selection process.**

SELECTION PROCESS

6. Candidates who successfully clear **Document Verification** will be permitted to enter the selection process. The selection process shall consist of the following **three phases**. The marks and weightage for the selection process shall be as follows:

Examination	**Subject**	**Marks**	**Weightage**
Ist Phase	Written Test	100 Marks	50%
IInd Phase	Class Demonstration	100 Marks	30%
IIIrd Phase	Interview	100 Marks	15%
	Higher Qualification & Experience	50 Marks	05%

PHASE-I : WRITTEN TEST

7. The Written Test will be conducted in **English** and shall comprise both **OMR-based objective /descriptive questions**, as applicable. The patterns for question paper is as appended below :-

Ser. No	**Subject**	**Marks**	**Remarks**
(i)	General Knowledge	15 Marks	A candidate will be required to score minimum 33% marks to qualify for the next step of the selection process, i.e., skill/ Trade test. However, the minimum required marks may be increased upto 50% by the Board of Officers to shortlist the candidates for the next step of selection process.
(ii)	General English	15 Marks	
(iii)	Basic Maths	10 Marks	
(iv)	Subject Test of appropriate level	60 Marks	
	Total	100 Marks	

8. Candidates shall bring an **Exam Pad and Black Ball Point Pen** for the Written Test.

9. Candidates will be shortlisted for the **Class Demonstration** strictly on the basis of their performance in the Written Test and in accordance with the prescribed selection

procedure. The decision of the Selection Board regarding shortlisting shall be final and binding.

PHASE-II: CLASS DEMONSTRATION

10. Candidates shortlisted after the Written Test will be required to demonstrate their **classroom teaching skills in a live classroom environment**. The **topics prescribed for the Class Demonstration are given below**. Candidates are required to come **fully prepared for taking a class on any one of the prescribed topics**.

Topics for Class Demonstration

10.1 POCSO Act – Recognising, Preventing and Reporting Child Sexual Abuse
10.2 Developing Mutual Respect and Dignity among Boys and Girls
10.3 Managing Failure, Disappointment and Setbacks

11. The Class Demonstration will be conducted for **students of Classes X to XII**. Candidates are required to come prepared for taking a class of **40 minutes/20 minutes duration**, as directed by the Selection Board. Candidates shall come prepared with a **well-prepared lesson and m**ay use suitable teaching aids/teaching-learning materials and appropriate technology, wherever permitted, to support the classroom demonstration.

PHASE III: INTERVIEW

12. Candidates shortlisted for the Interview will appear before the **Selection Board**.

13. The Interview will carry **100 marks** and shall have a weightage of **15%** in the final selection.

HIGHER QUALIFICATION & EXPERIENCE

14. Higher qualification and relevant experience, as claimed by the candidate and found admissible on verification, will carry a maximum of **50 marks** and shall have a weightage of **05%** in the final selection.

15. Candidates claiming marks for higher qualification and experience shall produce the relevant **original certificates/documents** in support of their claim at the time of Document Verification.

16. The final merit will be prepared on the basis of the prescribed weightage of **Written Test, Class Demonstration, Interview and Higher Qualification & Experience**, subject to fulfilment of all prescribed eligibility conditions.

GENERAL INSTRUCTIONS

17. This Call Letter is issued solely for attending **Document Verification** and, if found eligible, the subsequent selection process. It **does not confer any right or guarantee of selection** to the post.

18. The decision of the Selection Board regarding eligibility, shortlisting, assessment and selection shall be final, subject to the applicable rules and approval of the competent authority.

19. Only candidates will be permitted inside the School premises during the selection process. Parents, relatives and accompanying persons will not be allowed entry.

20. The selection process is scheduled to commence on **25 September 2026** and may continue up to **26 September 2026** for shortlisted candidates. Candidates are advised to make necessary arrangements and remain available during the entire period from **25 September 2026 to 26 September 2026**, as subsequent stages may be conducted during this period.

21. No TA/DA will be admissible for attending the selection process. Candidates shall make their own arrangements for travel, boarding and lodging.

22. Amaravathinagar is situated approximately **90 km south-east of Coimbatore and 21 km from Udumalpet** . Amaravathinagar is a rural location with limited facilities and no lodging arrangements are available within the School premises. Candidates are advised to arrange accommodation, if required, at nearby towns such as **Udumalpet, Palani or Pollachi**.

23. Any attempt to furnish false information, suppress material facts, impersonate another person, or influence the selection process in any manner shall result in **immediate disqualification** and such further action as deemed appropriate by the School authorities.

24. Candidates are advised to regularly visit the **School website** for any updates, notices or instructions relating to the selection process. No separate communication shall be made regarding any change or additional instructions.

25. Candidates are required to download the attached Proforma regarding Educational Qualification and Experience, duly fill in all the columns in all respects, and bring the completed Proforma along with all the original certificates/documents mentioned therein at the time of reporting for the selection process, without fail. Candidates shall ensure that all details furnished in the Proforma are supported by valid original documentary evidence, including degree/diploma certificates, course completion/provisional certificates, year-wise/semester-wise mark sheets and experience certificates, as applicable. Only those educational qualifications and experience supported by valid original documents produced at the time of Document Verification shall be considered.

Sd/-

(Kaushok Nandini Arun)
Lt Col
Vice Principal
For Principal

Encl: Two Proforma’s for Educational & Experience.