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Azadi Ka
Amrit Mahotsav

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ONE EARTH - ONE FAMILY - ONE FUTURE

Sainik School Bhubaneswar
सैनिक स्कूल भुवनेश्वर

PO: Sainik School / पोस्ट - सैनिक स्कूल
Dist-Khurda / जिल्ला - खोरधा
Odisha / ओडिशा PIN-751005

SSB/ORG/119

०९ Feb 2026

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**CALL LETTER FOR WRITTEN TEST:
RECRUITMENT OF COUNSELLOR (CONTRACTUAL) UNRESERVED**

Dear Candidate,

1. Reference your application for the post of Counsellor (Contractual) in Sainik School Bhubaneswar.
2. Your candidature is provisionally considered. You are required to report to this School and appear before the Selection Board as per the following schedule:-

S No	Date	Time	Activity
(a)	26 Feb 2026	0800 h	Reporting at Sainik School Bhubaneswar
(b)		0830-0930 h	Documents Verification
(c)		0945-1045 h	Written Test after documents verification
(d)		1230-1300 h	Declaration of Written Test Result and Verification of the Answer Sheets by the Candidates
(e)		1430 h	Reporting of the shortlisted candidates (qualified in the written test) at Sainik School Bhubaneswar
(f)		1500h onwards	Skill / Proficiency Test and Interview only for the short listed candidates
(g)	27 & 28 Feb 2026	0830 h onwards	Skill / Proficiency Test and Interview only for the short listed candidates

3. You are required to bring ORIGINAL copies of Certificates / Testimonials relating to your Education Qualification, Statement of Marks, DoB Certificate (Matriculation), Experience and other related Certificates. In case, you are already employed, you have to submit a 'No Objection Certificate' from your present employer. **Please note that the candidates need to score at least 33% marks in the Written Test to get short listed for the Skill / Proficiency Test and Interview.** Those who fail to secure 33% marks in the Written Test will not be allowed to participate in the Skill / Proficiency Test and Interview. 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. If required, you may be asked to stay at Bhubaneswar for more than three days at your own arrangements (26, 27, 28 Feb 2026 & 02 Mar 2026-Reserve Day).
4. Sainik School Bhubaneswar is located in Bhubaneswar near Utkal University, Vani Vihar just 2 km away from the National Highway. The distance of the School from Biju Patnaik International Airport is about 10 km and from Bhubaneswar Railway Station is 8 km.
5. This is only a call letter for appearance in the selection test and is no way guaranteed your selection for the above post. No TA/DA will be admissible.
6. Canvassing in any form will render disqualification of your candidature.

Yours sincerely,

(Pankaj Kumar)
Colonel
Principal



Contd...P2.

IMPORTANT INSTRUCTIONS

1. The selection process envisages:-

(a) **Written Test [Max Marks 100 (Weightage 50%)].** Written test will be of 1 hour duration (approx) and will carry 100 marks (Weightage 50%). 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 will consist of the following:-

Ser	Subject	Marks
(i)	General Knowledge	15
(ii)	General English	15
(iii)	Basic Maths	10
(iv)	Subject test of appropriate level	60
Total		100

(b) **Class Demonstration [Max Marks 100 (Weightage 30%)].** Candidates who secure minimum requisite marks (33% or 50% in case the Board of Officer decides so) in the Written Test are eligible for Class demonstration. Candidates should come prepared for taking a class of 10-15 minutes duration for students of Class X / XI / XII on the following topics:-

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|--------------------------|-----------------------------------|
| (i) Character Education. | (ii) Communication / Soft Skills. |
| (iii) Anxiety. | (iv) School bullying. |
| (v) Career. | (vi) Conflict Resolution. |
| (vii) Management | (viii) Preventive Healthcare. |
| (ix) Goal Setting. | (x) Academic Achievement. |
| (xi) Decision Making. | (xii) Social Skills. |
| (xiii) Self Esteem. | |

The Class Demonstration will consist of the following:-

Ser	Subject
(i)	Checking of Class Arrangement
(ii)	Preparation and use of lesson plan
(iii)	Defining aim/methodology (progressive teaching & organizing ability)
(iv)	Training air & their use
(v)	Effective use of Chalk Board & Smart Board
(vi)	Expression
(vii)	Class activity
(viii)	Relevance of subject matter
(ix)	Use of Question-Answer Technique
(x)	Motivation of students
(xi)	Confidence of Teacher
(xii)	Assimilation Technique
(xiii)	General Impression
(xiv)	Feedback from student

(c) **Interview [Max Marks 100 (Weightage 15%)].**

(d) **Higher Qualification & Experience [Max Marks 50 (Weightage 5%)].**

2. Answer Sheets of the Written Test would be shown to the candidates after evaluation. These can be seen within 7 days of evaluation of the written test. No request will be entertained thereafter. In case, any candidate is not able to be physically present to see his / her Answer Sheet then the candidate may forward a written request to the School from his / her registered email id within 5 days of declaration of result of the written test and make payment of Rs 50/- into School Bank Account, i.e. PRINCIPAL, SAINIK SCHOOL BHUBANESWAR, UNION BANK OF INDIA, Branch: CHANDRASEKHARPUR, BHUBANESWAR, Account No: 450501010028108, IFS Code: UBIN0545058. A scanned copy of the candidate's own Answer Sheet will be provided within two days of the receipt of such request subject to payment of requisite fee.

IMPORTANT

All the candidates provisionally shortlisted are required to bring all the original certificates pertaining to their Date of Birth, Educational Qualification, Caste, Experience, No Objection Certificate, etc. In case of failure to produce the requisite documents in original at the time of documents verification, they will not be allowed to appear in the written test.