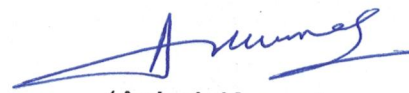


**Government of India
Ministry of Defence
(Sainik School Cell)**

Sub: SOP on Contractual Appointment in Sainik Schools- reg.

The matter regarding policy for selection of candidates in Sainik Schools for Ad-hoc (contractual) appointment of academic & administrative staff/ General Employees for three years was raised during 51st All India Sainik School Principals Conference.

2. In this regard, a SOP for Contractual staff for three years (copy enclosed) has been prepared in accordance with all the existing policies.
3. This issues with the approval of Competent Authority.



(Ashok Kumar)
Under Secretary

Principal-33 Sainik Schools
MoD I.D. No. 07(11)/SSS/2020

Dated 30.03.2026

SOP ON CONTRACTUAL APPOINTMENT IN SAINIK SCHOOLS

1. The aim of this SOP is to lay down policy for appointment of contractual staff within the framework of Sainik Schools Society Rules & Regulations 1997 .i.e.-
 - 1.1 Para 5.10.2, 5.10.3 and 5.25 of Sainik Schools Society Rules & Regulations 1997.
 - 1.2 Revised SOP for selection procedure for recruitment of staff in Sainik Schools issued vide SOP No. 7(11)/SSS/2020 Dated 12 Nov 2020.
 - 1.3 All policy letters issued on the subject from time to time.

2. This SOP provides a framework for the contractual engagement of staff at the Sainik School for 03 years period. Regarding this following guidelines to be followed for appointment of contractual staff in the school:-
 - 2.1 Applicable to all Academic and Administrative Staff/General Employees appointed under a contractual mode.
 - 2.2 Total contract duration will not in any case and under any circumstance exceed 03 years effective from date of appointment. However, on completion of 11 months from the date of joining of the employee there will be further extension of one year of the contract on the basis of performance review and institutional requirements by the Principal of the school.
 - 2.3 The contract will include a one-month break every year (i.e. after 11 months of service).
 - 2.4 Formal evaluation to be carried out by Vice Principal/ Administrative officers for academic/ adm staff respectively on quarterly basis followed by review by the Principal. For renewal after every year, a comprehensive assessment will be made covering all four quarterly reports.
 - 2.5 After the completion of contractual engagement of 03 years a fresh recruitment process to be conducted.
 - 2.6 In case of extension after evaluation and review, payment of remuneration resumes after 01 month break, for the next 11 months cycle, until the contact term ends.
 - 2.7 If during school vacation and break the contractual staff is not on active duty then they receive no pay/salary.


30/12/26

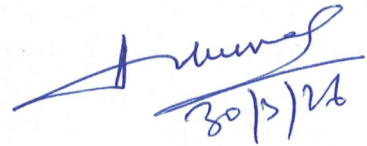
2.8 Upper limit age criteria for staff on contractual basis is to be increased to 50 years of age.

2.9 Staff of Sainik Schools engaged on contractual basis shall not have any claim or right for appointment on a regular basis. A person so appointed on a contractual basis shall, at the time of being engaged, execute a bond to the effect that he/she shall not claim for regularization for the service rendered in the Sainik School in contractual capacity.

2.10 The school administration must maintain proper records of each contractual staff's period of service (with dates), remuneration details and status (active/ break/ leave).

2.11 On exit (contract end/ termination of service), school shall compute emoluments as per central law and disburse within the legally permissible period.

3. This policy is to be followed in conjunction with other laid down terms & conditions as per Sainik Schools Society Rules & Regulations 1997 and policy letters issued thereon.


30/5/26