

## **SAINIK SCHOOL SAMBALPUR (ODISHA)**

### **SELECTION PROCEDURE FOR THE POSTS OF UDC AND DRIVER**

#### **ON REGULAR BASIS**

1. Reference is made to public notice dated 19 Aug 2025 regarding dates of written test/skill/trade test for the posts of UDC and Driver on regular basis in Sainik School Sambalpur.
2. Selection procedure / pattern of the exam is as appended below:

Selection procedure for the posts of UDC and Driver			
S. No	Stage		Marks
(a)	<b><u>Stage-I.</u> Written Test for 50 marks (MCQ pattern Exam) - 01 hour</b>		50
	(i)	General Knowledge - 05 marks	
	(ii)	General English - 10 marks	
	(iii)	Basic Mathematics - 10 marks	
	(iv)	Subject test of appropriate level - 25 marks	
(b)	<b><u>Stage-II.</u> Skill Test (UDC) - 50 marks</b>		50
	(i)	Typing Test (English) in Ms Word/ <b>online software (40 WPM)</b> - 10 marks	
	<b>(Note: Those who qualify in the English typing test minimum 40 WPM is eligible for further rounds in skill test)</b>		
	(ii)	Typing Test (Hindi & Regional Language using online Tools/Ms word - 10 marks	
	(iii)	Typing Test to check knowledge of typing various symbols used in Mathematics/Science Subjects in Ms Word - 10 marks	
	(iv)	Preparation of Excel Sheet as required for Results preparation etc - 10 marks	
	(v)	Filing of documents in files/dossiers etc - 10 marks	
(c)	<b><u>Stage-II.</u> Trade Test (Driver) - 50 marks</b>		50
	(i)	Traffic Sign Test - 10 marks	
	(ii)	Identification of various parts of vehicles, change of wheels with spare wheel (Stepney), installation of Battery etc., - 10 marks	
	(iii)	Driving Test - 30 marks	

3. **Admit Cards / Hall tickets** of all the shortlisted candidates are available on school website. candidates can download admit card and affix **recent passport size photography and report to the school** on the date mentioned above along with the admit card.

4. **The final merit list will be based on performance of candidate in written test, Skill Test/Trade test (as applicable).**
5. **Candidates to bring all the documents for the essential/desirable qualification as per the advertisement published, in original at the time of document verification on the day of exam, failing which the candidature will not be allowed to take the exam.**
6. **No TA / DA will be paid for attending the Written Test and skill test / trade test. No accommodation will be provided by the school.** The candidates will have to make their own arrangements for accommodation and messing to appear for the examination as per the time line given. However, lunch will be provided to the candidates on payment basis.
7. (a) **Nearest Railway Station:**
  - (i) Hirakud (10 km)
  - (ii) Sambalpur (20 km)  
(b) **Nearest Airport** - Jharsuguda (70 km)
8. **Individual are advised to carry clipboard and necessary writing materials including books/reference books for class demonstration and lesson plans. School will not provide any material for the examination.**
9. **It is advised to all the candidates to plan their move well in advance as per the exam schedule.**
10. For any query you may contact school no: 9692200674 between 1000hrs to 1300hrs only on all working days.

SSSBP/1006/MO/RECT/2025

Place/Date: Sambalpur 22 Aug 2025

Sd/-

Principal, Sainik School Sambalpur

