



SRI DASMESH ACADEMY

(A Residential Co-Edu. Public School Affiliated to CBSE Code-1630024)

SRI ANANDPUR SAHIB, DISTT. RUPNAGAR (PUNJAB)

TEL: 01887-232002, 232005

VACANCIES

1. Estate Manager
 2. Accounts Manager
 3. Clerk
 4. Physical Training Instructor (Female)
 5. Electrician, Tailor, Gardner, Ground-man, Sweeper, Estate Worker
 6. Apprentices (In the field of Accounts and House Keeping)
- QUOTATIONS by reputed Agencies for hiring SECURITY GUARDS & Installation of CCTV Cameras in a Residential Academy.
- Details are available on Academy Website [Sri Dasmesh Academy](http://SriDasmeshAcademy.com).
 - Send your Application & Resume at E-Mail: recruitmentsda1978@gmail.com

Last Date to apply August 1, 2025. Shortlisted Candidates will be called for Interview.



ਸ਼੍ਰੀ ਦਸਮੇਸ਼ ਅਕੈਡਮੀ

(ਰਿਹਾਇਸ਼ੀ, ਸਹਿ-ਸਿੱਖਿਆ, ਪਬਲਿਕ ਸਕੂਲ ਸੀ.ਬੀ.ਐਸ.ਈ ਕੋਡ-1630024)

ਸ਼੍ਰੀ ਅਨੰਦਪੁਰ ਸਾਹਿਬ, ਜ਼ਿਲ੍ਹਾ ਰੂਪਨਗਰ (ਪੰਜਾਬ)

ਟੈਲੀਫੋਨ: 01887-232002, 232005

ਤੁਰੰਤ ਲੋੜ ਹੈ

1. ਅਸਟੇਟ ਮੈਨੇਜਰ ।
2. ਅਕਾਊਂਟਸ ਮੈਨੇਜਰ ।
3. ਕਲਰਕ ।
4. ਪੀ.ਟੀ.ਆਈ (ਇਸਤਰੀ) ।
5. ਇਲੈਕਟ੍ਰੀਸ਼ੀਅਨ, ਦਰਜੀ, ਮਾਲੀ, ਗਰਾਊਂਡਮੈਨ, ਸਫ਼ਾਈ ਕਰਮਚਾਰੀ, ਅਸਟੇਟ ਕਰਮਚਾਰੀ ।
6. ਅਪ੍ਰੈਂਟਿਸ (ਅਕਾਊਂਟਸ ਅਤੇ ਹਾਊਸ-ਕੀਪਿੰਗ ਖੇਤਰ ਵਿੱਚ)
 - ਕੁਟੇਸ਼ਨ : ਰਿਹਾਇਸ਼ੀ ਅਕੈਡਮੀ ਵਿੱਚ ਸੁਰੱਖਿਆ ਗਾਰਡਾਂ ਦੀ ਭਰਤੀ ਅਤੇ ਸੀ ਸੀ ਟੀਵੀ ਕੈਮਰੇ ਲਗਾਉਣ ਲਈ ਨਾਮਵਰ ਏਜੰਸੀਆਂ ਤੋਂ ਕੁਟੇਸ਼ਨਾਂ ਮੰਗੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ।
 - ਹੋਰ ਵੇਰਵੇ ਅਕੈਡਮੀ ਦੀ ਵੈੱਬਸਾਈਟ [Sri Dasmesh Academy](http://SriDasmeshAcademy) 'ਤੇ ਉਪਲੱਬਧ ਹਨ।
 - ਯੋਗ ਉਮੀਦਵਾਰ ਵੇਰਵੇ ਸਹਿਤ ਆਪਣੀ ਅਰਜ਼ੀ ਅਤੇ ਰੈਜ਼ਿਊਮੇ recruitmentsda1978@gmail.com 'ਤੇ ਈਮੇਲ ਕਰ ਸਕਦੇ ਹਨ।

ਅਰਜ਼ੀ ਭੇਜਨ ਦੀ ਆਖਰੀ ਮਿਤੀ 1 ਅਗਸਤ, 2025 ਹੈ । ਚੋਣਵੇਂ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਹੀ ਇੰਟਰਵਿਊ ਲਈ ਬੁਲਾਇਆ ਜਾਵੇਗਾ।



SRI DASMESH ACADEMY

A Co-Educational Boarding cum Day Boarding School, Member of IPSC, CBSE Affiliated
Sri Anandpur Sahib, Distt. Rupnagar, Punjab-140116 (India)
Tel: 01887-232002, 232005, 230977
CBSE Affiliation No. 1630024, School Code 20050

REQUIREMENTS

S. No.	Name of the Post	No. of Vacancies	Desirable Qualification & Experience
01	Estate Manager	01	<p><u>Educational Qualifications:</u></p> <ul style="list-style-type: none">Graduate in any discipline (especially in management, civil/electrical engineering, or administration)Diploma or certification in Estate Management / Facility Management / Civil Maintenance <p><u>Desirable:</u> 3 to 5 years of relevant experience in:</p> <ul style="list-style-type: none">Supervising building maintenance, housekeeping, gardening, and security staffManaging repairs, cleanliness, and overall upkeep of campus/propertyCoordinating with vendors, electricians, plumbers, and other maintenance workersHandling store inventory related to estate supplies <p><u>Preference:</u> Retired SDE/JE, PWD/CPWD</p> <ul style="list-style-type: none">Experience in educational institutions, hostels, or large campuses is preferredEx-servicemen with experience in logistics, infrastructure, or estate duties.
02.	Accounts Manager	01	<p><u>Educational Qualifications:</u> M.Com./B.Com., MBA in Finance, CA (Inter) / ICWA (Inter)</p> <p><u>Desirable:</u> 2 to 5 years of experience in:</p> <ul style="list-style-type: none">Daily accounting and book keepingKnowledge of Double Entry System/TallyPreparing balance sheets, income & expenditure statementsCoordinating with banks, auditors, vendors and departments <p><u>Technical Skills:</u></p> <ul style="list-style-type: none">Proficiency in:<ul style="list-style-type: none">Tally / ERP or other accounting software (Zoho / QuickBooks)MS Excel, MS Word and Google SheetsGST, TDS, and PF/ESI complianceFamiliarity with:<ul style="list-style-type: none">Budgeting and payroll processingVoucher Entry and ReconciliationAudit preparation and financial reporting <p><u>Preference:</u> Retired Bank Officer / Ex-serviceman</p> <ul style="list-style-type: none">Ability to correspond in English & PunjabiWork experience in educational institutions/offices/firms etc.

03	Clerk	01	<p><u>Educational Qualifications:</u> Graduate in any discipline (B.A., B.Com., B.Sc., etc.)</p> <p><u>Desirable:</u> 3 to 5 years of clerical or administrative experience</p> <ul style="list-style-type: none"> • Typing speed: Minimum 30–40 words per minute • Computer proficiency: i.e. MS Office (Word, Excel, Outlook), Email handling and file management, experience with office management software / ERP systems • Proficiency in Record maintenance (attendance, registers, files), Drafting letters and handling documentation, Assisting with admissions, exams, and general admin work <p><u>Preference:</u> Retired Bank Officer / Ex-serviceman.</p> <ul style="list-style-type: none"> • Work experience in schools, colleges, Universities or government / private offices
04	Apprentice (In the field of Accounts & House Keeping)	02	<p><u>Educational Qualifications:</u> 10 / 12th Pass , Certificate or Diploma in House Keeping / Hospitality Management / Accounting.</p> <p><u>Desirable:</u> Basic Knowledge of House Keeping procedure and protocol. Accounting Principle and Accounting software.</p> <p><u>Preference:</u> Work experience in schools, colleges, Universities or government / private offices</p>
05.	Physical Training Instructor (PTI)	01	<p><u>Educational Qualifications:</u> M.P.Ed. /B.P.Ed.</p> <p><u>Desirable:</u> 3-5 Years Work experience in schools, colleges, Universities</p> <p><u>Preference:</u> Only Female Candidate need to apply,</p>
06.	Electrician	02	<p><u>Educational Qualification:</u> Higher Secondary / Senior Secondary Pass/ ITI Certificate in Electrician Trade/ Diploma in Electrical Engineering</p> <p><u>Desirable:</u> 2 to 5 years of hands-on experience in:</p> <ul style="list-style-type: none"> • Electrical wiring, installations, and repairs • Maintenance of lights, fans, switch, boards generators, and circuit systems • Troubleshooting short circuits, fuses, overloads, etc. • Working with institutions/industries/building projects
07.	Ground-man	02	<p><u>Educational Qualification:</u> Middle/Matric Pass</p> <p><u>Desirable:</u> 3-5 year Experience</p> <ul style="list-style-type: none"> • Physically fit and active • Marking and maintenance for all
08.	Gardener, Tailor, Sweeper, Estate Worker, General Helper	09	<p><u>Educational Qualification :</u> Middle /Matric Pass</p> <p><u>Desirable :</u> Physically fit and active</p>

09.	Quotation for Security Guard	--	Security Agency having valid documents to provide Security Guards male & females for entire Campus of Residential Academy spread over about 150 Acres in Tarapur at ANANDPUR SAHIB. HAVING CLASS ROOMS, ADMINISTRATIVE BLOCK, Mess, Hostels, Playgrounds & Residential Areas of Staff. RATES PER SECURITY GUARD with breakup be provided.
10.	Quotation for CCTV Camera Installation	--	Similarly reputed Firm having experience in installation of CCTV Security Cameras over the Campus may submit quotations. Category of Cameras with specifications and rates be given. Installation charges and Display Boards or Panel rates be provided. Entire area is proposed to be covered in a phased manner.

NOTE :

- It is a Residential Academy. Free Accommodation will be available in the Campus.
- The maximum age limit is 18 to 38 years as on 01.08.2025. For all Vacancies, the age limit to apply in the Category of Ex-Serviceman/ Retired officer will be 45 to 65 years.
- Salary will be fixed as per the rules and regulations of the Academy.
- All the general employees irrespective of their noted assignment when not doing their specific duties for which they have been employed, they will be required to undertake cleaning of bushes etc. during vacation, during functions, visits of dignitaries and routine maintenance for proper upkeep of the areas of responsibility.

**PRINCIPAL
SRI DASMESH ACADEMY**