

INSTRUCTIONS TO CANDIDATES

- The Candidate must be a good worker and a Manager. Aspiring to be only a Manager need not apply.
- The Candidate must know the work atleast to the minimum level and have intention to learn and grow.
- Only the bread winners need apply and not others.
- Must be honest, dedicated and loyal.
- Candidates with abroad experience – PLEASE EXCUSE.
- Temperamentally should adjust both with Subordinates and Superiors. Should have the attitude to train the Subordinates and obey the Superiors.
- Should have the mentality to be 24 hours worker and identify himself as part of the SSM Family.
- The Candidate should possess good conduct and character – Non Smoker – Non alcoholic and with good virtues.
- The Candidate should possess reasonably a good health and should not be a sickly person.
- The Candidate should have good command over English. Medium of Instruction in school level must be in English.
- The selection process will be purely on merit and the Candidate may have to attend more than ONE interview in the process of filtration and short- listing.

- The selected candidates will have to surrender their original certificates of qualification on proper acknowledgement and the same will be returned on satisfactory completion of the probation period - 2 Years.
- The selected candidate who possess all the required qualities will be well taken care and held on highest pedestal.
- The selected Candidates will be given extensive training in the respective area of work to provide psychological comfort in the new working atmosphere.
- The starting salary itself will be good and during the period of service if the candidate is found to be exemplarily good will be well rewarded with salary, perks and promotion.

FORM FILLING INSTRUCTION

“*” marked fields are mandatory.

1. **Name:** Applicant Name is to be entered here. This field is Mandatory. You cannot enter numbers or special characters other than „full stop“ as initial separator.
2. **Date of Birth:** This field is Mandatory. Please select birth date of the Applicant using the drop down calendar.
3. **Age:** Once you have selected “Date of Birth”, the age will be calculated automatically and displayed in the next field.
4. **Gender:** You will be allowed to click on one of the radio buttons either Male or Female.
5. **Present Residential Address:** Enter your present Residential Address.
6. **Permanent Address Change :** If the Permanent Address is same as in the “Present Residential Address”, click on the check box which is to the left of “Same as Above”. Then the address will be automatically copied in this field.
7. **Qualification:** You have to enter the relevant details such as Medium, Year of Passing and Name of the School & Location for X Std and XII Std followed by a table of grids to enter the maximum marks and the marks scored on each subject. If you have to enter more subjects for X STD as well XII Std, click on the “Add New Row” button. You will now be able to enter more rows.
8. **Higher Education:** You can enter the details in the table of grids provided. To fill in the columns “Education Type” and “Class of Pass” click on the arrow for a drop down box to appear and select the required option from the respective drop down boxes. If you want to add more rows to the table click on the “Add New Row” button. Please enter only Numbers followed in the “Percentage of Marks” filed.
9. **Doctorate:** Under this, you can enter Discipline, University and the Year in which Doctorate was awarded as applicable for you.
10. **Highest Qualification:** Enter the Highest of the qualifications. This is a mandatory field.
11. **Experience Details:** You have an option to fill more than 5 entries by clicking on the “Add New Row” button. You can click on the arrow in the column “Nature of Assignment” to select and fill in the column from the drop down list of options displayed.
12. **Total Years of Experience:** Enter the completed number of years of experience in this column
13. **Present Employment Status:** You can click on either of the radio buttons to say if you are employed or not.
14. **If Employed:** If you have selected the option “Employed”, you will be able to type in the following fields namely, Name of Institution/Organization, Present Gross Salary and Reason for Change.
15. **If Unemployed:** If you have selected the Option “Unemployed”, you will be able to type in the “Last Drawn Salary” field only.
16. **Marital Status:** You can select either of the two options “married” or “Unmarried”. If you have selected the Option “Married”, you will be able to type in the following fields namely, Name of the Spouse, Occupation, Designation, Institution and Annual Income. Instead if you have selected the Option “Unmarried”, you will not able to type in these fields.
17. **Details of Family Members including applicant’s children:** If you need to add more number of rows, click on the “Add New Row” button.

18. **If the place of living is far away from the proximity zone of SSM, will the candidate be willing to shift the residence within the proximity Zone, if selected for appointment:**
You can select either “yes” or “no” by clicking in any one of the radio buttons provided for that.
19. **Mobile No:** You can only enter numbers and following special characters (“+” and “-”).
For Example +91-9841234567
20. **Phone No:** You can only enter numbers and following special characters (“+” and “-”).
For Example 044-98768580
21. **Email ID:** This field is Mandatory. This Email ID should be with standard format with @ sign and a dot (.). For Example., ramesh123t76@gmail.com
22. **If Selected, Mode of Commutation to Office:** You can select either one of the options given in the radio button provided for that.
23. **If Selected, probable duration of continuation in service:** Please fill in any one of the three options given, by clicking on the respective radio buttons.
24. **Any other Point the candidate wishes to mention:** You can type in any information you wish, in this field.
25. **Expected Salary:** Mention number followed by PM or PA to indicate, if the number mentioned is per month or per annum.

After entering all details click on “SUBMIT” button. Once your Registration is successful, please note down the “Ref.ID.”, displayed at the center of the Form for any future reference.

