

RECRUITMENT TO GP 'C' CIVILIAN POSTS

APR 11 '15

1. Applications are invited for direct recruitment from Indian Nationals in sealed envelope for the following posts. The last date of receipt of applications is 01 January 2015:

| Address | Place of work | Posts | Vacancies | | | | |
|--|---------------|------------------------------------|-----------|----|----|-----|-------|
| | | | UR | SC | ST | OBC | Total |
| Army Headquarter Static Workshop EME, Pin-900106, C/o 56 APO | Delhi | EBR (Gp 'C') | 01 | - | - | - | 01 |
| | | MTS (Gp 'C') (Erstwhile Chowkidar) | 01 | - | - | - | 01 |

Note:- Candidates from other categories and Candidates which physical disability OL(One Leg Handicapped), BL (Both Leg Handicapped) and HH (Hearing Handicapped) may also apply.

2. Pay Scale, Minimum educational qualification, Experience and Age limit:

| S No | Post | Qualification |
|------|------------------------------------|--|
| (a) | EBR (Gp 'C') | Matriculation/Equivalent with minimum 70% marks. Knowledge of stitching, boot repair and leather work is desirable |
| (b) | MTS (Gp 'C') (Erstwhile Chowkidar) | Matriculation/Equivalent with minimum 70% marks. |

3. Pay Scale: Pay Band-1 Rs5200-20200+Grade Pay-1800/- (for EBR (Gp 'C'))
Pay Band-1 Rs5200-20200+Grade Pay-1800/- (for MTS Gp 'C' Erstwhile Chowkidar)

4. Age limit: 18 to 25 Years(See para 9).

5. **Age relaxation:-**

- (a) Government Servant - upto 35 years as per order/instruction issued by the Central Government.
- (b) Ex-servicemen- service rendered in Army, Navy and Air Force plus three years.
- (c) Ex-Servicemen having requisite education and retired from Armed Forces in the appropriate trade are eligible.

6. Posts mentioned above are subject to all india transfer liability and field service liability rules.

7. Application forms received as per attached format will only be accepted. Candidates will forwarded application properly sealed in envelope to the address mentioned against the post applied for through ordinary post only. Registered application will not be accepted. No application will be received by hand. Candidates are requested to super scribe the words "APPLICATION FOR THE POST OF....." on the top of the envelope while sending the application form. Separate application is required for each post.

8. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News.

9. The crucial date for determining the age limit shall be the closing date for receipt of application.

10. Photocopy of the following Documents /Certificates to be attached alongwith application duly attested by a Gazetted Officer.

- (a) Matriculation certificate/ Municipality Birth Certificate in support for date of birth.
- (b) Mark Sheet of the educational qualification mentioned against the post applied.
- (c) Discharge Certificate in case of Ex-serviceman.
- (d) NOC in original from their employer in case of Government Servant.

11. Candidates are expected to have good character and must have not been convicted by criminal court of law (Candidates will be required to furnish police verification certificate before being recruited).

Selection Procedure and Conditions

12. Recruitment will be carried out through a written examination, practical and interview. The written test will consist of reasoning, mathematics, English and general knowledge ability. Top 20 candidates based on merit in written and practical examinations will be called for interview for final selection.

13. In case of large number of applications, applicants will be screened based on the qualifying examination marks (Matriculate) and shortlisted candidates will be called for written examination.

14. Falsification of records/providing wrong information will render candidate ineligible for the post.

15. The selection will be provisional till verification of the supporting documents provided by the candidates. In case of any record found false, service will be terminated.

Note :-

16. Selected candidates will remain on probation for a period of two years from date of joining. Confirmation will be subject to their satisfactory performance during probation.

17. Original Certificate should not be sent with the application. These should be produced only at the time of interview.

18. Incomplete/illegible/ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination provided a self addressed envelope(4"x10") with postal stamp of Rs 5/- is enclosed with the application form.

19. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test/interview.

20. The number of vacancies is subject to change. Further the employer has the right to cancel or modify this notification without assigning any reason thereof.

21. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.

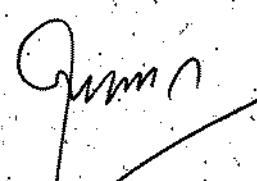
22. Syllabus for written test will be as per essential qualification mentioned against each posts.

23. No TA/DA is admissible. Duration of the test can be 02 to 03 days or more. Candidates will make their own arrangement for lodging/Boarding during the test/Interview.

24. The decision of appointing authority regarding selection/rejection will be final.

25. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reason at any stage.

Cont-3-



(Santosh Lekhak)
Lt Col
OIC Adm Gp
for Commanding Officer

FORMAT OF APPLICATION FORM

- 3-
1. Post applied for :
 2. Name (in full)(Mrs/Mr/Miss) :
(in Block letters)
 3. Father's Name/Husband Name :
(in Block letters)
 4. Date of Birth (Christian Era) & :
Age as on closing date of application
 5. Sex (Male/Female) :
 6. Nationality :
 7. Religion :
 8. Whether SC/ST/OBC/Gen :
 9. Permanent Address :
 10. Present Postal address(in full) :
For correspondence
 11. Whether Physically Handicapped :
(yes/No)
 12. Languages known :
 13. Academic qualification :

| |
|--|
| Affix recent passport size photograph duly attested by serving Gazetted officer |
|--|

| Exam passed | Board/Univ | Year | Div & % of Marks |
|-------------|------------|------|------------------|
|-------------|------------|------|------------------|

14. Experience : (a) Name of the Employer (b) Designation of post (c) Pay scale
(d) Nature of duties (e) Period of employment from..... to
15. Are you prepared to be posted any where in India (Yes/No)
16. Extra curricular activities.

DECLARATION

I solemnly declare that the statements made by me in this form are correct to the best of my Knowledge and belief. In the event of my information being found false/incorrect or ineligibility being detected at any stage of the selection process or subsequently, my candidature will automatically be cancelled.

(Thumb impression
Of the candidate)

(Signature of the candidate)

Cent - 4 -

Place :
Date :

- 4 -

**ADMIT CARD FOR RECRUITMENT TO THE POST OF MULTI TASKING STAFF(ERSTWHILE
CHOWKIDAR)/EBR**

1. Name (in block letters) :
2. Full address for communication (with Pin code) :
3. Post applied for :

Affix recent
passport size
photograph
duly attested
by serving

Thumb impression of the candidate

Signature of the candidate

FOR OFFICE USE

4. Date of Examination :
5. Date Interview :
6. Roll Number :
7. Report at 09.00 hrs at Army HQ Static Wksp EME, Delhi Cantt-10 alongwith original certificates and writing materials.
8. **Location** :- Near inside Hospital (R & R), Dhaula Kuna, Delhi Cantt-10

Signature of the Controlling Officer

Note : 1. Admit card should be submitted in duplicate duly filled in S.No. 1, 2 & 3 by the applicant. Admit card received without signature and thumb impression of the applicant will be summarily rejected.

2. All documents/testimonials in original regarding Date of Birth, Category, Qualification Experience etc. will have to be produced at the time of the Examination/interview, failing which the candidature is likely to be cancelled.

3. Admit cards to be submitted on separate A4 Sheet.

clerk 1003/11/0038/1415