



**DEFENCE SERVICES STAFF COLLEGE  
WELLINGTON (NILGIRIS) – 643 231, TAMIL NADU**



Date of publication of Advt: 02 Sep 2023

Last date for receipt of application: 23 Sep 2023

1. The Commandant, Defence Services Staff College, Wellington invites applications from eligible Indian citizens for the following Group 'C' Civilian posts:-

Ser No	Name of Posts	Pay Level (as per 7 <sup>th</sup> CPC Pay Matrix)	No of Vacancies & Reservations (Subject to change)						Age
			Total	UR	OBC	SC	ST	EWS	
(a)	Stenographer Grade II	Level 4 Rs 25500-81100/-	04	02	01	01	--	--	18 – 27 yrs
(b)	Lower Division Clerk	Level 2 Rs 19900-63200/-	07	03	02	01	-	01	18 – 27 yrs
(c)	Civilian Motor Driver (Ordinary Grade)	Level 2 Rs 19900-63200/-	05*	03	-	01	01	--	18 – 27 yrs
(d)	Sukhani	Level 2 Rs 19900-63200/-	01	01	-	-	-	-	18 – 25 yrs
(e)	Fireman	Level 2 Rs 19900-63200/-	16 <sup>#</sup>	08	04	02	01	01	18 – 27 yrs
(f)	Cook	Level 2 Rs 19900-63200/-	03	03	-	-	-	-	18 – 25 yrs
(g)	Technical Attendant – Printing Machine Operator	Level 1 Rs 18000-56900/-	01	01	--	--	--	--	18 – 25 yrs
(h)	Multi Tasking Staff – (Office and Training)	Level 1 Rs 18000-56900/-	07 <sup>@</sup>	02	-	02	02	01	18 – 25 yrs

\* One vacancy earmarked for Ex-Servicemen (ESM).

# Three vacancies earmarked for Ex-Servicemen (ESM).

@ Two vacancies [01 x Autism / intellectual disability/specific learning disability/mental illness/multiple disabilities and 01 x Visually Handicapped (VH)] earmarked for Persons with Benchmark Disabilities(PwBD).

2. **Educational Qualification & Experience for the above posts:-**

(a)	Stenographer Grade II	(a) 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University; and (b) Skill Test Norms: <b>Dictation:</b> 10 Minutes @ 80 words per minute <b>Transcription:</b> 50 minutes (English) or 65 minutes (Hindi) (On Computer)
(b)	Lower Division Clerk	(a) 12 <sup>th</sup> Class pass from a recognized Board or University; and (b) Skill Test: A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed - 10 minutes).
(c)	Civilian Motor Driver (Ordinary Grade)	(i) 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University; (ii) Must possess the civilian driving license for heavy vehicles. (iii) Two years experience from a recognized Organisation or Undertaking in driving heavy vehicles.
(d)	Sukhani	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; (ii) Certificate in swimming from a recognized Organisation or Undertaking. (iii) Good sailing knowledge and two years experience of small boats. (iv) Proficient in handling out Board Motors. OR Ex-Sailors of the rank of leading Seaman and above of the Indian Navy.

(e)	Fireman	<p>(i) Matriculation or equivalent examination from a recognized Board;  (ii) Must possess the civilian driving licence for heavy vehicles.  (iii) Certificate of minimum six months duration in use and maintenance of first aid, fire fighting appliances and trailer fire pumps from recognised Organisation or Undertaking.  (iv) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Note below:-  <b>Desirable:</b>  One year experience in the trade.  <b>Note:</b> Test as to physical fitness etc, are as under:-  (aa) Height without shoes : 165 cms provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribes.  (ab) Chest (un-expanded) : 81.5 cms  (ac) Chest (on-expansion) : 85 cms  (ad) Weight : 50 Kgs (minimum)  (ae) Endurance Test:-  (aaa) Carrying a man (fireman list of 63.5 Kgs to a distance of 183 metres within 96 seconds)  (aab) Clearing 2.7 meters wide ditch landing on both feet (long jumps).  (aac) Climbing 3 meters vertical rope using hands and feet.</p>
(f)	Cook	<p>(i) 12<sup>th</sup> Class or equivalent from a recognized Board or University; and  (ii) Two years experience from a recognised Organisation or Undertaking in the trade.  OR  (i) Industrial Training Institute Pass Certificate as Cook from a recognised Institute.  (ii) Two years experience from a recognised Organisation or Undertaking in the trade.</p>
(g)	Technical Attendant – Printing Machine Operator	<p>Industrial Training Institute Pass Certificate in Printing Machine Operator from a recognised institute.  (OR)  (i) Matriculation pass or equivalent examination from a recognised Board / Institute.  (ii) At least one year experience of working as Printing Machine Operator from a recognised Organisation.</p>
(h)	Multi Tasking Staff – Office and Training	<p>Matriculation pass or equivalent from a recognized Board/Institute.  <i>[MTS trade involves all fatigue nature of duties, few of which are cleaning, sweeping of toilets/work area, loading, un-loading, shifting of goods, gardening, feeding and cleaning of horses, night watchman, etc].</i></p>

### **General Instructions for applicants**

3. **Age limit:** Age for all posts is mentioned in the table 1. The crucial date for determining age limit is the last date of application (i.e. 23 Sep 2023).

4. **Age Relaxation.**

- (a) Relaxable by three years for OBC and five years for SC and ST candidates, ten years for Persons with Benchmark Disabilities (PwBD) (*15 years for SCs/STs and 13 years for OBCs*) and Ex-Serviceman who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.
- (b) Departmental Employees:- 40 years for general categories and 45 years for SC/ST.
- (c) OBC/SC/ST candidates applying against UNRESERVED POST are not entitled to any relaxation in age limit, experiences etc.

5. **Last Date for Receipt of Application is (23 Sep 2023).**

6. **How to apply:**

- (a) Eligible candidates can apply to any of the above posts subject to vacancies and qualifications.
- (b) No Objection Certificate is required for persons working in Central Government as permanent employee with minimum three years of regular service.
- (c) In case of Ex-Serviceman, self-attested photocopy of discharge book is to be submitted alongwith the application.
- (d) The following documents should be attached with the application form and should be arranged in the following order:-
- (i) Application form to be filled in English duly signed and affixed photograph to be self-attested.
  - (ii) Acknowledgment Cards to be filled and affixed photograph to be self-attested.
  - (iii) Self-attested copies of Aadhaar Card, 10<sup>th</sup>, 12<sup>th</sup> Std Mark Sheet & Diploma/ITI/ certificates, OBC/SC/ST/EWS certificate/PwBD certificate/Discharge Book, Driving License, Experience certificate, as applicable.
  - (iv) Self addressed envelope of 10x22 cms with Rs 22/- postage stamp to be pasted.
- (e) Applicants to mention clearly on the envelope "APPLICATION FOR THE POST OF \_\_\_\_\_" and addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231. Tamil Nadu.**

7. **Mode of Selection:**

- (a) All applications will be scrutinised in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.
- (b) The eligible candidates will be required to appear for written test. The written test will be based on minimum educational qualification.
- (c) The written test consists of (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness (v) Trade Specific.
- (d) The question cum answer paper will be English and Hindi.
- (e) The requisite number of candidates will be shortlisted and called for skill/physical test wherever applicable based on merit/category in the written test.

8. **Other Instructions:**

- (a) Application received after due date will not be considered. DSSC will not be responsible for any kind of postal delay.
- (b) Pre-scrutiny of the application in terms of age limit, minimum qualifications, documents and certificates will be carried out by the DSSC before calling the suitable candidates for the written test/skill test.
- (c) The venue for written test / skill test is DSSC, Wellington.
- (d) No TA/DA will be paid to attend written test/skill test.
- (e) Selected candidates will be required to serve anywhere in India.
- (f) Mere submission of application(s) does not entitle candidates to be called for test. Depending on the number of applications received, the number of candidates will be restricted for the test based on the marks obtained in the minimum essential qualification of exam prescribed for the post(s).
- (g) Separate applications should be submitted for each post.

9. No interim correspondence with regard to the status of application(s) will be entertained.

10. The recruitment process can be canceled / suspended / terminated without assigning any reasons. The decision of Appointing Authority (Commandant, DSSC) will be final and no appeal will be entertained.

Date : 02 Sep 2023  
Place : Wellington

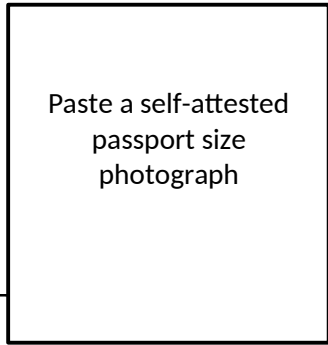
Colonel Adjutant  
DSSC, Wellington

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**ACKNOWLEDGMENT / ADMISSION CARD**

(Serial No 1 to 6 to be filled by the applicant) (Serial No 7 & 8 to be filled by DSSC)

1. Post applied for \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Aadhaar Card No: \_\_\_\_\_
5. Mobile No 1: \_\_\_\_\_ No 2 \_\_\_\_\_
6. E-mail address: \_\_\_\_\_
7. ROLL NO : \_\_\_\_\_.
8. Date and Time of Written Test: \_\_\_\_\_
9. Venue of Written Test: **DSSC, WELLINGTON.**
10. Instructions for written test will be forwarded alongwith this admission card.



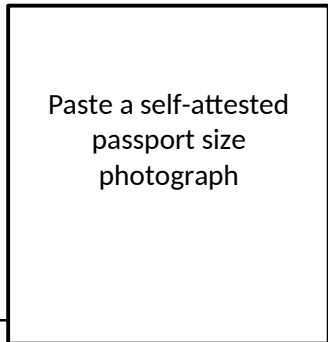
**Signature of Controlling Officer**

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**ACKNOWLEDGMENT / ADMISSION CARD**

(Serial No 1 to 6 to be filled by the applicant) (Serial No 7 & 8 to be filled by DSSC)

1. Post applied for \_\_\_\_\_
2. Name : \_\_\_\_\_
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4. Aadhaar Card No: \_\_\_\_\_
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**Signature of Controlling Officer**

**DEFENCE SERVICES STAFF COLLEGE, WELLINGTON**

**FOR OFFICE USE ONLY**

1. Index No: \_\_\_\_\_
2. Accepted / Rejected: \_\_\_\_\_
3. Reason for rejection: \_\_\_\_\_
4. ROLL NO: \_\_\_\_\_

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**

1. Name : \_\_\_\_\_  
[To be filled in Capital letters as per Matriculation (or) X Std mark sheet]

2. Father's / Husband's Name: \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_  
[Enclose Matriculation (or) X Std mark sheet]

4. Age as on last date for receipt of application: \_\_\_Yrs \_\_\_Months \_\_\_Days

5. Category for which applied : UR /OBC/SC/ST/EWS/ESM/PwBD (Tick one or more wherever applicable) [Enclose respective certificate copy & for ESM Discharge certificate copy & PwBD certificate copy]

6. Educational & Technical qualifications :  
[Enclose respective certificate copies]

Class	Year of passing	Marks obtained	Total Marks	Percentage	Remarks
10 <sup>th</sup> / SSLC / Matriculation					
12 <sup>th</sup> / HSC					
ITI/Diploma					
Under Graduation					
Post Graduation					
Typewriting					

7. Experience (if any) : \_\_\_\_\_  
[Enclose proof]

*Paste a self-attested passport size photograph*

8. In case, You are employed in Central Government as permanent employee, please provide following details:- **[No Objection Certificate to be enclosed]**

Date of Appointment: \_\_\_\_\_ Name of Post: \_\_\_\_\_

Present post held: \_\_\_\_\_ Present Pay & Level: \_\_\_\_\_

Name & Address of Office: \_\_\_\_\_

9. Mobile No or Contact Tele No: \_\_\_\_\_

10. Aadhaar Card No : \_\_\_\_\_  
**[Copy should be enclosed]**

11. Address for Correspondence (**IN CAPITAL LETTERS**):-

Address Line1 : \_\_\_\_\_

Address Line2 : \_\_\_\_\_

Taluk: \_\_\_\_\_ District: \_\_\_\_\_

Pin Code: \_\_\_\_\_ State: \_\_\_\_\_

12. Permanent Home Address (**IN CAPITAL LETTERS**)

(if different from Ser 12 above):- Same as above

Address Line1 : \_\_\_\_\_

Address Line2 : \_\_\_\_\_

Taluk: \_\_\_\_\_ District: \_\_\_\_\_

Pin Code: \_\_\_\_\_ State: \_\_\_\_\_

13. E-mail ID : \_\_\_\_\_

It is certified that the above particulars are correct and true to the best of my knowledge and belief and certificates submitted are genuine, if found false at any stage, my candidature/services may be terminated without notice and I will be liable for legal action/proceedings.

Place:

Date: Sep 2023

(Signature of the candidate)