

PART-I

(TO BE PUBLISHED IN EMPLOYMENT NEWS AND LOCAL DAILIES BY BUREAU OF OUTREACH & COMMUNICATION)

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**DRAFT ADVERTISEMENT NOTICE NO: _____****RECRUITMENT NOTICE FOR THE POSTS OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHHERMAN, & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND**

1. Applications invited for Central Recruitment of Defence Civilian Employees at Command level from eligible male/ female candidates of Indian citizenship, to reach Central Rect Agency, HQ PH & HP (I) Sub Area, PIN – 901207 C/o 56 APO by Ordinary/Registered/Speed post. Trade wise vacancies alongwith their level in their Pay Matrix, Pay Scale, Category wise distribution and minimum essential qualifications as per trade are given below:-

S No	Name of Posts	Pay Scale & Level	Minimum Essential Qualification	Categories					Total Vacancy	Earmark Vacancy for ESM
				UR	OBC	SC	ST	EWS		
(a)	Librarian	(Rs 35400 to Rs 112400). Level - VI	(a) Bachelor of Arts/ Science/ Commerce Degree (b) Bachelor of Library Science Degree	01	-	-	-	-	01	-
(b)	Steno Grade-II	(Rs 25500 to 81100). Level - IV	12 th pass or equivalent	01	01	-	-	-	02	-
(c)	LDC	(Rs 19900 to Rs 63200). Level - II		01	02	01	01	01	06	02
(d)	Fireman	(Rs19900 to Rs 63200) Level - II	10 th class pass or equivalent.	02	-	01	-	-	03	-
(e)	Messenger	(Rs. 18000 to Rs. 56900). Level - I		07	04	01	-	01	13	04
(f)	Barber			-	01	-	-	-	01	-
(g)	Washerman			01	-	-	-	-	01	-
(h)	Range Chowkidar			01	-	-	-	-	01	-
(i)	Daftry			01	-	-	01	-	02	-

2. The above post is subject to all India service liability including field service.

3. Age limit and its relaxation for all posts:-

S. No	Cat	Age Relaxation	Remarks
(a)	UR & EWS	18 Yrs to 25 Yrs	
(b)	OBC	18 Yrs to 28 Yrs	
(c)	SC/ST	18 Yrs to 30 Yrs	
(d)	ESM	As per laid out policy in vogue	Ref to our online advertisement for calculation of age.
(e)	Central Govt Employees	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	

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4. Candidate will forward application properly sealed in an envelope to the address mentioned against the post applied for through Ordinary/ Registered /Speed Post. Application in person will not be accepted. Candidates are requested to super scribe the words "**APPLICATION FOR THE POST OF _____**" on top of envelope while sending the application form.
5. Last date for receipt of applications is 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the date of publication of the advertisement in the Employment News.
6. The date for determining the age limit shall be the closing date for receipt of application.
7. Photocopy of the following certificates to be attached alongwith application duly self-attested.
- (a) Four (04) Passport size photographs self-attested one pasted on the right corner of application and one on acknowledgement card and two attached with the application form..
- (b) Self-attested copies of following certificates will also be submitted with application:-
- (i) Educational qualification certificates.
 - (ii) Date of Birth certificates.
 - (iii) Caste certificates where applicable
 - (iv) Discharge certificate for Ex-servicemen where applicable.
 - (v) Aadhar Card.
- (c) Self addressed envelope affixing postal stamp of Rs. 25/-.
- Note:** Central Government Civilian employees must furnish "**No Objection Certificate**" from their employer/ office.
8. Incomplete/ ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.
9. To reduce the number of candidates for written examination for one category of post, screening of application will be carried out based on the percentage of marks obtained in the Examination mandated as essential QR.
10. It is clear that merely fulfilling the basic essential qualifications requirement does not automatically entitle a person to be called for Test / Interview. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection / rejections will be final.
11. It is also made clear that no. of posts/ vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated fully or partially by the appointing authority at any stage due to administrative or any other reasons.
12. The question paper of written test (Objective type) will be in bilingual i.e English & Hindi as under:-

Subject	Remarks
General Intelligence & Reasoning	Librarian: The standard of question will be as per B.A. standard basis. LDC and Steno Grade II: The standard of question will be as per 12 th standard basis. # Not applicable for Steno Grade II. Fireman/ Messenger/ Barber/ Daftry/ Washerman/ Range Chowkidar: The standard of question will be as per 10 th standard basis.
General Awareness	
General English	
Numerical Aptitude #	

13. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

14. No TA/DA is admissible. Candidates will make their own arrangement for lodging/boarding during the test.

15. **It is advised that all the applicants must refer to our online advertisement for more details about the recruitment process.**

16. Application format and the postal address of which the application is to be sent are as under:-

To
Central Recruiting Agency
PH & HP (I) Sub Area
Pin-901207
C/o 56 APO

APPLICATION FOR THE RECRUITMENT OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHHERMAN, & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND

- 1. Post applied for (fill only one post) _____
- 2. Name of Candidate (in block letters) _____
- 3. Father's Name _____
- 4. Mother's Name _____
- 5. Date of Birth: _____
- 6. Gender _____

DD	MM	YYYY

Affix recent passport size photograph duly self attested

7. Age as on last date prescribed for receipt of application.
Years Months Days

8. **Address for Correspondence:-**

House No. _____ Street/ Village _____
 Post Office _____ Tehsil _____
 Distt _____ State _____ Pin Code _____

9. **Permanenet Address:-**

House No. _____ Street/ Village _____
 Post Office _____ Tehsil _____
 Distt _____ State _____ Pin Code _____

10. **Educational Qualification**

Ser No	Qualification	Name of School/ College	Name of Board/ University	Percentage of Marks obtained (upto two decimal, example 50.60)

Note: Attach Self Attested Mark Sheet of all education qualification.

11. **Category for which applied (please tick one):-**

UR	OBC	SC	ST	EWS

12. If applied for the reservation for **Ex-Servicemen:-**

- (a) Date of enrolment (in Army/Navy/Air force): _____
- (b) Date of Retirement: _____
- (c) Total Service: _____ Years _____ Months _____ Days.
(Attach copy of discharge certificate)

13. Whether registered with any Employment Exchange: Yes/No _____
(If yes, mention Registration Number and name of employment exchange)

14. Whether employed in Central Govt Service? Yes/ No _____
If yes, mention service details as under:

Name of Employer	Office Details	Name of the Post	Date of Appointment

15. Mobile No _____ Email-ID _____

DECLARATION

16. I hereby certify that above particulars mentioned in the application are true and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement of the advertisement, my candidature/ appointment is liable to be cancelled / terminated. I agree that department has the right to transfer/ post me to anywhere in India.

Dated : _____
Place : _____

(Signature of candidate)

FOR OFFICE RECORDS ONLY

1. Application received on: _____
2. Application accepted / rejected: _____
3. Reason for rejection: Underage/ Overage/Documents incomplete /Photo or documents not attested / any other reason to be specified _____
4. Index No. _____ Date of Test _____

ACKNOWLEDGEMENT CARD

1. Name
2. Date of Birth
3. Father's Name
4. Name of the Post
5. Correspondence Address : -
House No /Street/Village Tehsil State Dist.....
Post Office Mobile No..... E-mail
6. Date of reporting for Test.....
7. Venue for Test

Affix recent
passport size
photograph
duly self
attested

day - 10202/11/0002/2223