

Government of India Ministry of Defence

Advertisement Notice No: 1152/2/CRA

Recruitment Notice for the Posts of Steno Grade II, LDC, Fireman, Messenger, Range Chowkidar, Mazdoor, Gardener, Safaiwala, Cook & CSBO Grade-II 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 / Transgender / Any other Category Candidates of Indian citizenship, to reach Central Recruiting Agency, HQ PH & HP (I) Sub Area, Ambala Cantt., District - Ambala, State - Haryana, PIN - 133001 by Ordinary/Registered/Speed post. Trade wise vacancies along with their level in their Pay Matrix, Pay Scale, Category wise distribution and minimum essential qualifications as per trade are given below:-

Name of Post	Pay Scale & Level	Essential Qualification	Categories					Total Vacancy	Earmark Vacancy for ESM
			UR	OBC	SC	ST	EWS		
Steno Grade-II	(Rs. 25500 to 81100) Level - IV	12th pass or equivalent	01	-	-	-	-	01	-
LDC	(Rs. 19900 to Rs. 63200) Level - II		01	-	-	-	-	01	-
Fireman	(Rs. 19900 to Rs. 63200) Level - II	10th class pass or equivalent.	02	-	-	-	-	02	-
Messenger	(Rs. 18000 to Rs. 56900) Level - I		07	04	02	01	01	15	03
Range Chowkidar			01	-	01	-	-	02	-
Mazdoor			02	01	-	-	-	03	-
Gardener			02	-	-	-	-	02	-
Safaiwala		01	01	-	-	-	01	03	
Cook	(Rs. 18000 to Rs. 56900) Level - I	(i) 10th class or equivalent from a recognized board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.	01	02	01	01	-	05	-

Name of Post	Pay Scale & Level	Essential Qualification	Categories			Total Vacancy
			OBC	ST	ESM	
CSBO Grade-II	(Rs. 21700 to Rs. 69100) Level - III	(i) 10th class or equivalent from a recognized board. (ii) Proficiency of handling Private Board Exchange (PBX) Board.	01	01	01	03

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 Limit	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 (Ex-Servicemen)	As per laid out policy in vogue	Ref to our online advertisement for calculation of age.
(e)	Central Govt. Employees (CGE)	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	Persons working in Central Govt. Employees (CGE) must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and they have no objection to release them in case of selection.

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. A candidate will apply only one application for any post. Multiple applications of a candidate will be rejected at the time of checking of applications. Applications received before publication of advertisement and after the closing date of application will neither be entrained nor be returned to the candidates.

5. Last date for receipt of application 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. The age relaxation will be applied only in case valid caste certificate is submitted.

7. Photocopy of the following certificates to be attached alongwith application duly self attested.

(a) Recent 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 photocopies of following certificates will also be submitted with the application:- (i) Educational qualification certificates (Matriculation onwards). (ii) Medical Certificate from a registered medical practitioner for physical fitness. (iii) Birth certificates (Matriculation certificate/Mark sheet in which date of birth is mentioned can be produced in lieu). (iv) Caste certificates where applicable (OBC/SC/ST). (v) Income and asset certificate only for Economically Weaker Section (EWS). (vi) Aadhar Card and one ID proof. (vii) Residential Certificate. (viii) Experience/Proficiency Certificate duly Signed and Stamped by issuing Authority (Where applicable). (ix) Certificate/undertaking for employment in units of Western Command or anywhere in INDIA (Please see sample of certificate at website www.indianarmy.nic.in). (x) Call letter (Please see sample of call letter at website www.indianarmy.nic.in). (xi) Discharge certificate only for Ex-servicemen and NOC from CO/OC of unit in case of serving personnel who are in last year of discharge/retirement duly countersigned by respective OIC Records. (xii) Central Government Civilian employees must furnish "No Objection Certificate" from their employer/office.

(c) One self addressed envelope affixing postal stamp of Rs. 25/- (Candidates applied for the post of Fireman must send Two self-addressed envelope affixing postal stamp of Rs 25/- on each).

8. Detailed Eligibility Criteria and application with mandatory undertaking/forms are available www.indianarmy.nic.in any future amendment/corrigendum in advertisement will be published at www.indianarmy.nic.in.

9. 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.

10. 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.

11. 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.

12. It is also made clear that number 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.

13. Written Tests. The question paper of written test (Objective type) will be in bilingual i.e English & Hindi as under:-

Subject	Remarks
General Intelligence & Reasoning	LDC and Steno Grade II: The standard of question will be as per 12th standard basis.
General Awareness	Fireman / Messenger / Safaiwala / Cook / Mazdoor /
General English	Range Chowkidar Gardner & CSBO Grade- II : The standard of question will be as per 10th standard basis.
Numerical Aptitude #	Note: #Numerical Aptitude is not applicable for Steno Grade- II.

14. Practical/Trade/Physical & Skill tests. These tests will be carried out as per instructions given in the call letter that is available at www.indianarmy.nic.in.

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

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

17. It is advised that all the applicants must refer to our online advertisement for more details about the recruitment process on www.indianarmy.nic.in.

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

To
Central Recruiting Agency
HQ PH & HP(I) Sub Area, Ambala Cantt.
District : Ambala,
State : Haryana
PIN : 133 001

APPLICATION FOR THE RECRUITMENT: _____ (Write Name of POST IN CAPITAL)
(One candidate fill only one application for any post. No Multiple Applications Accepted)

Reference Newspaper _____ Advertisement No. _____
dated _____

- Post applied for (fill only one post) : _____
- Name of Candidate (in block letters) : _____
- Father's/Husband Name : _____
- Mother's Name : _____
- Date of Birth: _____

DD MM YYYY

Affix latest passport size photograph duly self attested

6. Gender (Male / Female / Transgender / Any other Category) : _____
7. Age as on last date prescribed for receipt of application : Years _____
Months _____ Days _____

8. Nationality/Religions _____

9. Address for Correspondence (in BLOCK LETTERS):- House No. _____
Street/ Village _____ Post Office _____ Tehsil _____
District _____ State _____ PIN Code _____

10. Permanent Address:- House No. _____ Street/ Village _____
Post Office _____ Tehsil _____ District _____
State _____ PIN Code _____

11. Mobile No : _____ Email-ID : _____

12. Educational Qualification

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

Continued on page 29

Continued from page 28

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

13. Category for which applied (Please tick one) and Enclose Caste Certificate on Prescribed format:-

UR	OBC	SC	ST	EWS

14. If applied for the reservation for Ex-Servicemen (ESM):-

(a) Date of enrolment (in Army/Navy/Air force) : _____

(b) Date of Retirement _____

(c) Total Service: _____ Years _____ Months _____ Days.

(Attach copy of discharge certificate)

15. Whether registered with any Employment Exchange : Yes/No _____

(If yes, mention Registration Number and name of employment exchange)

16. 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

Note. Central Govt. Civilian Employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled.

17. Alongwith this application, I have enclosed all documents/certificates/ photographs as mentioned at Paragraph 7 of advertisement.

DECLARATION

18. 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, 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 :

*Left Thumb Impression

Place :

(Signature of candidate)

*Left Thumb Impression in case of male candidate and right thumb impression in case of female 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. Roll 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 _____
Post Office _____ Tehsil _____ State _____
Dist. _____ PIN _____
Mobile No. _____ Email _____
6. Date of reporting for Test _____
7. Venue for Test _____

Affix recent
passport size
photograph duly
self attested

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