GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

HQ NORTHERN COMMAND AND HQ 71 SUB AREA

RECRUITMENT NOTICE 01/2021

APPLICATIONS ARE INVITED FROM ELIGIBLE INDIAN NATIONALS TO FILL UP FOLLOWING VACANCIES OF GROUP 'C' OF HQ NORTHERN COMMAND AND HQ 71 SUB AREA

Note : Please read general instructions carefully before filling up of Application Form. Non compliance of any one/ or more instruction(s) will entail outright rejection of application.

Name of Post	Pay Matrix Level & Pay in Rs.	Age (Years)	Qualification/Experience required	VACANCIES			
				Gen (UR)	SC	ST	OBC
Messenger	Level 1 (Rs. 18000-56900) in pay matrix	Between 18 and 25 years	Matriculation pass or equivalent from a recognised Board/ Institute.	03	01	01	-
Safaiwala	Level 1 (Rs. 18000-56900) in pay matrix	Between 18 and 25 years	Matriculation pass or equivalent from a recognised Board/ Institute.	-	01	01	-
Cook	Level 2 (Rs. 19900-63200) in pay matrix	Between 18 and 25 years	(a) 12th Class or equivalent from a recognised board or University. (b) Two years experience from a recognised Organisation or Undertaking in the trade. **OR** (a) Industrial Training Institute Pass Certificate as Cook from a recognised Institute. (b) Two years experience from a recognised Organisation or Undertaking in the trade.	01	-	-	-
Lower Division Clerk	Level 2 (Rs. 19900-63200) in pay matrix	Between 18 and 27 years	(a) 12th Class or equivalent from a recognised board or University. (b) Skill Test : A typing Speed of 35 wpm in English or 30 wpm in Hindi on computer. (Time allowed 10 Minute) (35 wpm and 30 wpm correspond to 10500 Key Depressions Per Hour/ 9000 Key Depressions Per Hour on an average of 5 key depression for each word)	02	-	-	01

Abbreviations: Gen (UR) - General (Unreserved), SC - Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, LDC - Lower Division Clerk.

Note :-

(a) Above vacancies are provisional and indicative of the number of vacancies and subject to change (increase/ decrease) at a later stage without any further notification as per govt orders issued from time to time.

(b) 10% of Posts are reserved for Ex-Servicemen and placed against the category which the individual belongs to.

(c) 5% of the vacancies can be filled for by the meritorious sports persons and placed against the category which the individual belongs to.

AGE LIMIT (INCLUDING RELAXATION)

1. (a) Age limit (For the post of Messenger, Safaiwala&Cook):-

(i) 18 to 25 yrs for UR Candidates.

(ii) 18 to 28 yrs for OBC Candidates.

(iii) 18 to 30 yrs for SC/ST Candidates.

(b) Age limit (For the post of Lower Division Clerk (LDC)) :-

(i) 18 to 27 yrs for UR Candidates.

(ii) 18 to 30 yrs for OBC Candidates.

(iii) 18 to 32 yrs for SC/ST Candidates.

2. **AGE LIMIT FOR**:-

(a) **Ex-Servicemen**. Resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made. No physical test will be conducted for Ex-Servicemen. On selection will be adjusted against respective category i.e. Gen/SC/OBC.

(b) **Meritorious Sports Persons**. The age limit is 18 to 30 yrs for UR, 18 to 33 yrs for OBC and 18 to 35 yrs for SC category. Meritorious sports persons should be in possession of certificate of the competition awarded by following authorities:-

(i) **International competition**. Secretary of the National Federation of the game concerned.

(ii) **National competition**. Secretary of the National Federation OR Secretary of the StateSports Association of the game concerned.

(c) Age relaxation for government servants up to 40 years as per instructions or orders issued by the Central Government from time to time.

(d) No age relaxation is admissible to SC/ST/OBCcandidates applying against unreserved posts.

3. **The lower/ upper age limits prescribed for the post i.e. cut off date will be 21 days from the date of publication of this advertisement i.e. the last date of receipt of application by the appointing authority**.

PROBATION PERIOD AND SERVICE LIABILITY

4. All posts are temporary and will be permanent subject to successful completion of probation period of **two years in special cases maximum four years from the physical date of appointment**. Services of persons not found upto the minimum acceptable limit/ not found fit during probation period can be terminated.

5. **All defence civilian personnel will be governed by "All India Service Liability Rules" and Field Service Rules 1957", which will entail transfer of candidates while in service to anywhere in India including peace or field area**.

PHYSICAL/ PRACTICAL & WRITTEN TEST

6. The Board of Officer(s) will be detailed to conduct physical and practical tests. No separate marks will be allowed for the practical/ physical tests as these will be only of ' **Qualifying'** nature. Selection to Gp 'C' posts will be made solely based on marks obtained by the applicants in the written test subject to qualifying in the practical/ trade/ physical tests, as applicable.

7. **Own Risk Clause**. The Department will not **(WILL NOT)** be responsible for any injury sustained by candidates while undergoing physical/ practical/ endurance test during recruitment procedure and neither will be liable to pay any compensation. Applicants will also be made to sign indemnity bond to this effect on arrival at the Centre.

8. PHYSICAL TEST

(a) **For All Trades**. Physical Tests will be carried out as decided by The Board of Officers and will be common for all trades to maintain commonality/ transparency of the tests. Candidates will be disqualified immediately on failing to qualify any of the event and will not **(WILL NOT)** be permitted to appear in next event/ subsequent tests. The candidates will be immediately escorted out of unit premises/ test venue.

9. **Written Test**. The written test will form overall merit. The written test will comprise of four parts as per the details mentioned below. The Question-Paper-cum-Answer Sheet of Written Test will be bilingual i.e. in English and Hindi. However, the questions in the portion of English language will be in English and to be answered in English only.

(a) **For All Trades**.

Paper	Subject (All parts will be objective Multiple Choice Type)	No of Questions	Marks	Negative Marking	Total Duration
Part-I	General Intelligence	25	25	0.25 marks for each wrong answer	2 hrs
Part-II	English Language	50	50		
Part-III	Numerical Aptitude	25	25		
Part-IV	General Awareness (including trade specific questions)	50	50		
	Total	**150**	**150**		

(b) Syllabus for**Messenger**and**Safaiwala**will becommensurate to educational standard of 10th Class or Equivalent and for **Cook** and **Lower Division Clerk (LDC)**will be 12th Class or Equivalent.

(c) Written Test Part-I, II, III& IV Details

(i) **Part-I**. General Intelligence : It would include questions of both verbal and non- verbal type. The test will include questions on analysis, similarities and differences, space visualisation, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **Part-II**. English Language: In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his/ her writing ability would also be tested.

(iii) **Part-III**. Numerical Aptitude: This paper will include questions on problems relating to Number System, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentage, Ratio and Proportion, Average, interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(iv) **Part-IV**. General Awareness : Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of the current events and of such matters of everyday observation. The test will also include questions related to India and its neighbouring countries, Sports, History, Culture, Geography, Economic scene, General Polity including IndianConstitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

10. Selection will also be subject to the following conditions :-

(a) Medical Fitness tests issued by Govt Hospital.

(b) Verification of Character and Antecedents.

(c) Verification of SC/ST/OBC status (Belonging / Not belonging to creamy layer)

(d) Verification of Education Qualification Certificates & Experience Certificates for Cook only.

(e) Verification of all Certificates/ document from issuing Authority.

11. Verification of all documents mentioned at Para 10(b) to (e) are required to be verified by issuing authority within 90 days of initial dispatch of letters to various departments/ agencies etc for document verification. In case any/ some/ all such letters drew no response within this stipulated time the candidature of the candidate(s) will stand cancelled. 90 days time is sufficient for dispatching reminders & leveraging provisions of RTI Act 2005.

12. It may be noted that document verification is just another stage in the selection process. Merely being called for verification of documents does not indicate that his/ her name will also appear in the final merit list. Candidature of a candidate may be cancelled at any stage of the recruitment in case of violation of necessary instruction/ conditions/ eligibility.

CENTRE FOR TESTS.

13. Original document verification will be held at the place decided and promulgated by HQ Northern Command/ HQ 71 Sub Area Nodal Officer on dates mentioned in the Admit Card (**Appendix B**). Applicants should report to the nominated centre as directed on the date and time of test as mentioned therein. No separate letter will be issued for the same. Admit Card will be dispatched by Speed Post to only those applicants whose applications, all supporting documents are found in order and correct in terms of age, mandatory educational qualification, other parameters as mentioned above. Incomplete applications will be rejected and no correspondence will be made / entertained in this regard. Candidates not in possession of the Admit Card will stand automatically disqualified. The tests will be conducted over a period of six toeight (6-8) days and candidates should be prepared for the same. No lodging & boarding or travelling allowance will be provided by this Department.

HOW TO APPLY

14. Candidates fulfilling the conditions can submit their application only by **REGISTERED/ SPEED/ ORDINARY POST** as per the format given at Appendix 'A' to 'B' in this advertisement. The photograph and photo copy of under mentioned documents duly self attested should be submitted alongwith the application. Original certificates are not (NOT) to be despatched with application form, and should be brought in person on the day called for test. (This Department will not be responsible for any loss of original documents) :-

(a) Education Qualification Certificate.
(b) Caste Certificate (For SC/ST/OBCissued by authorised Govt agency as applicable).
(c) Discharge Certificate where applicable (For Ex-serviceman).
(d) Birth Certificate issued by Birth / Death Registrar or Matriculation certificate issued by Education Board.
(e) Domicile Certificate.
(f) Aadhar Card.
(g) **Experience Certificate (For Cook only)** :-

(i) For Cook - (aa) 12th Class or equivalent from a recognised board or University.

(ab) Two years experience from a recognised Organisation or Undertaking in the trade.

OR

(ac) Industrial Training Institute Pass Certificate as Cook from a recognised Institute.

(ad) Two years experience from a recognised Organisation orUndertaking in the trade.

15. Candidates will enclose a **Self AddressedEnvelope, affixing Postal Stamps of Rs 45/-** alongwith the application required for dispatch of Acknowledgement / Admit Card (The candidates are required to super scribe on the top of envelop **"APPLICATION FOR THE POST OF "___" ALONGWITH SELF AND FATHER'S/ MOTHER'S NAME** (Specimen given as **Appendix 'C'**). Admit Card and Certificates self attested on A4 size plain papers as per **Appendix 'B'**. Application will not **(WILL NOT)** be entertained without **Appendix 'A' to 'C'** or not receipt of separate envelop duly affixed with postal stamps of Rs 45/- and after **closing date i.e 21 days from the date of publication of this advertisement notice in Employment News and/ or other Newspapers**. This Department will not be responsible for any postal delay and no application will be entertained after closing last date.

16. The application will be despatched in the name of **'The Presiding Officer, 5071 Army Service Corps Battalion (Mechanical Transport)'**, **PIN- 905071, C/o 56 Army Postal Office (APO)'**.

17. Individual who has furnished wrong information in the application form, false certificate to avail benefits/ reservation, false/ wrong information in the application form or who have fully or partially suppressed any material information shall be liable to cancellation of candidature at any stage of recruitment process and/ or termination of service at later stage, even if the candidate has been selected.

GENERAL INSTRUCTIONS

18. Before applying for the post, the candidates should ensure that he fulfils the eligibility and other criteria and is medically fit for the post applied. Recruitment authorities would be free to reject application for not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to termination from service if appointed.

19. No **(NO)** application will be accepted in person by hand or through any representative. The application must be posted to the addressee only under **REGISTERED/ SPEED POST/ NORMAL POST.** Application posted through Courier etc will not **(WILL NOT)** be accepted. The Department will not (WILL NOT) be responsible for any postal delay either in receipt of application or in dispatch of admit card.

20. No **(NO)** travelling allowance will be admissible for physical/ practical/ written tests. Candidates will make their own boarding / lodging arrangement for test.

21. Application will be rejected by the Board of Officers straightway due to following reasons:-

(a) Incomplete, incorrect, wrongly filled, over writing, without signature, without photograph.
(b) Photograph with wearing cap and goggles / coloured glasses.
(c) Documents enclosed without self attestation.
(d) Applicant found under age/ over age on last date of receipt of application.
(e) Application can also be rejected for any other reason as observed by the Board of Officers.
(f) Application will be rejected if **"POST APPLIED FOR"** column **Self and Father's /Mother's** name is left blank on the envelop submitted by the candidate.
(g) Self Addressed Envelope, affixing Postal Stamps of Rs. 45/- if not attached.
(h) Any person found influencing, approaching/ bringing recommendations for recruitment or any other reasons as mandated by Board of Officers.

22. Date, time and place of test will be mentioned in the Admit Card. No separate letter except Admit Card will be issued. **At the time of test the candidates should be in possession of** original stamped Admit Card sent by the conducting unit and original certificates in support of age, educational qualification, experience, caste. Individuals who are not in possession of Admit Card or original certificates **will not be entertained and will be rejected on the spot by the Board of Officers**.

23. Candidates living / having more than one spouse are not eligible to apply for govt service. If such case(s) comes to light at later stage of recruitment or post appointment stage the appointing authority will terminate the service.

24. Candidates already employed in Centre / State Govt offices/ PSU should submit their application through proper channel duly submitting service certificate and **'No Objection Certificate'** from the employer issued after 01 Nov 2021.

25. All applications received willbe scrutinized/ screened by Board of Officers(s)**.** The Selection Board reserves the right to call for Test only screened-in-candidates and will not entertain any correspondence in this regard.

26. A select panel equal to the number of vacancies notified and based on the performance of candidates in written test and physical/ practical will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness test, Police verification, Education and Caste certificateverification before actual appointment. The reserve panel will be operated strictly as per merit, only in case, a candidate from the select panel refuses appointment or is disqualified. The reserve panel will not be eligible for any subsequent recruitment i.e. additional vacancies in the same year or next year. All the candidates in the select panel will be offered on appt by respective unit appointing authority subject to receiving of medical fitness test as per direction of appointing authority, verification by police and verification of all education and caste certificate before issue of appointment letter.

27. Candidates who apply against OBC category shall attach and produce “Other Backward Class” certificate applicable for Central Government service duly issued by the appropriate state authority and not the “Backward Class” Certificate.

28. HQ Northern Command/ HQ 71 Sub Area or the Officer nominated by him as the appointing authority reserves the right to withdraw the vacancies and terminate at later stage the appointment during the period of probation without assigning any reasons.

29. Medium of writing in application form and test will be in Hindi / English only.

30. The date of publication of this advertisement will be first day towards the accounting of number of days for submission of applications.

31. In case of unforeseen circumstances, the recruitment process can be cancelled/ suspended / postponed without assigning any specific reasons. The decision of HQ Northern Command/ HQ 71 Sub Area or the Officer will be final and no (NO) appeal will be entertained.

32. Recruitment will be carried out as per rules and regulations under Ministry of Defence. Any dispute with regards to the recruitment will be subject to jurisdiction of HQ Northern Command/ HQ 71 Sub Area.

33. SC/ST/OBC candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-a-vis the general candidates would not be counted towards SC/ST/OBC quota.

34. Ex-Servicemen and Meritorious Sportsmen will be selected first and will occupy the slot of SC/ST/OBC/Gen(UR). Reservation for rest of the category will be worked out after filling up vacancies for Ex-servicemen and Meritorious Sportsman.

WARNING:-

35. **All the candidates are warned to be careful ofself styled agents/ touts and also requested to report the same to the HQ Northern Command/ HQ 71 Sub Area or the CO/OC of unit conducting the tests against any malpractice seen/ observed by them**.

36. Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).

Appendix 'A'

FORM OF APPLICATION
(form should be either typed or filled in blue ink ball point pen only)
APPLICATION FOR THE POST OF .....
IN HQ NORTHERN COMMAND AND HQ 71 SUB AREA

Paste a passport size coloured photograph

1. Post applied for : _____

2. Name of the candidate : _____
(IN BLOCK LETTERS)

3. Father's / Mother's Name : _____

4. Date of Birth :_____/____/_____
(As per Birth Certificate or Matriculation certificate photocopy attach duly self attested).

5. Age as on **last date of receipt of application**
for the vacancy published : (Years_____Months_____Days_____)

6. Identification Mark : _____

7. Address for Correspondence:-

House No/ Street/ Village_____Post Office _____

Tehsil_____Distt_____

State_____Pin Code _____

8. Permanent Address :-

House No/ Street/ Village_____Post Office : _____

Tehsil :_____Distt :_____

State :_____Pin Code: _____

9. For intimation/ despatch of Admit Card/ result of various tests):-

(a) E-mail address : _____

(b) Mobile No 1 .....2._____

10. Caste (Gen (UR)/SC/ST/OBC) :_____
(Attach photocopy duly self attested) (**Applicable for SC/ST/OBC Candidates only**)

11. Category for which applied (Gen(UR)/SC/ST/OBC) : _____

12. Education Qualification : _____
(Attach photocopy duly self attested).

13. **Experience Certificate** :-

(i) For Cook - Two years experience from a recognised Organisation or Undertaking in the trade.

14. I am willing to accept the under mentioned terms and conditions governed by all defence civilian personnel as applicable:-

(a) 'All India Service Liability Rules'.
(b) 'Field Service Liability Rules'.
(c) Army Act 1950, for discipline purpose vide Army Order No 141/72, revised Army Order No 51/2001/DV (Applicable for defence civilian of Civil GT unit only).

15. Domicile Certificate (Photocopy attach duly self attested)

16. I do here declare that all particulars furnished by me above are correct and true to best of my knowledge and belief. I understand that in the event of any particulars or information given by me is found false or incorrect at any stage my candidature is liable to be rejected or cancelled at any stage.

17. I also declare that I am not involved in any criminal case pending with judiciary. My candidature may be rejected or employment terminated straightway at any stage, if found otherwise.

LEFT HAND THUMB IMPRESSION (FOR MALE)

Date : _____ (Signature of the candidate)

FOR OFFICIAL RECORDS ONLY

1.	Received on	
2.	Accepted/ Rejected	
3.	Reasons for rejection	Underage/ Overage/ Incomplete Documents/ Any other reason to be specified
4.	Index No	

Presiding Officer

Appendix 'B'

ADMIT CARD

(form should be either typed or filled in blue ink ball point pen only)
(In duplicate)

TO BE FILLED IN BY CANDIDATE

Paste a passport size coloured photograph

1. Post applied for _____

2. Name _____

3. Date of Birth_____Age _____

4. Father's / Mother's Name _____

5. Category : SC/ST/OBC/Gen(UR) _____

6. Address for Correspondence
(To be filled same as per Column 7 of application form (Appx 'A'))

House No/ Street/ Village_____Post Office : _____

Tehsil :_____Distt :_____

State :_____Pin Code: _____

7. For intimation / despatch of Admit Card / result of various tests):-

(a) E-mail address : _____

(b) Mobile No 1._____2._____

8. Identification Mark _____

Note :- Certified that the above details are correct and filled by me.

(LEFT HAND THUMB IMPRESSION FOR MALE) (Signature of candidate)

FOR OFFICE USE (NOT TO BE FILLED IN BY THE CANDIDATE)

9. Index No _____

10. Date and Time of Physical / Practical / Written test _____

11. Venue of Physical / Practical / Written test

_____

12. Candidate should report to above venue at_____hrs on _____ alongwiththe original documents / Certificates as mentioned in Para 14 (How to Apply) of the advertisement.

13. Production of this letter in original is mandatory for entry. Entry will be denied in case not produced or reported late on above given date & time.

(Signature of Presiding Officer/ OIC Recruitment Cell)

Chest No
(To be filled on reporting of individual)

Appendix 'C'

REGISTERED POST

Application for the post of "_____".

To,

_____
_____
_____
_____
_____

Davp-10603/11/0003/2122