COMMAND HOSPITAL, EASTERN COMMAND

DIRECT RECRUITMENT OF CIVILIAN GROUP 'C' IN AMC UNITS

1. Applications from eligible Indian Citizens are invited for the posts as indicated below:-

S No	Name of the post	No of Posts	Category wise distribution							Pay Matrix	Age
			UR	SC	ST	OBC	EWS	ESM Quota	PH		
(a)	Barber	09	04	05	-	-	-	01	0	Level -1	18-25 Yrs
(b)	Chowkidar	12	03	01	02	06	-	04	1 (ID)	Level -1	18-25 Yrs
(c)	LDC	03	02	-	01	-	-	01	0	Level -2	18-25 Yrs
(d)	Safaiwali	35	13	06	02	09	05	-	1 (VH)	Level -1	18-25 Yrs
(e)	Health Inspector	18	18	-	-	-	-	03	1 (HH) 1 (OH)	Level -4	18-27 Yrs
(f)	Cook	3	3	0	0	0	0	1	0	Level -2	18-25 Yrs
(g)	T/Mate	8	7	0	0	0	1	3	1 (VH)	Level -1	18-25 Yrs
(h)	Ward Sahayika	53	22	7	6	9	9	0	1 (OH) 1 (ID)	Level -1	18-25 Yrs
(j)	Washerman	17	7	2	1	4	3	2	1 (HH)	Level -1	18-25 Yrs

Note:

(a) Abbreviation used : UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribes, OBC- Other Backward Caste, EWS- Economically Weaker Section, ESM Quota- Ex-serviceman Quota, PH- Physically Handicapped, VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped, ID- Intellectual Disability.

(Disability of a person should not be less than 40% or as per Govt of India order till last date of application. Disability certificate should be issued from the competent authority as prescribed by the Govt of India)

(b) Pay Matrix Level-1 (Rs 18000-56900), Level-2 (Rs 19900-63200) &Level-4 (Rs 25500-81100)

(c) **Relaxation of Age/Fee/Medical Examination/ Standard of suitability**:- Any kind of relaxation of any candidate will be as per DoP& T orders till last date of application

(d) Safaiwali and Ward Sahayika post is only for Female candidate.

2. Qualification for the above posts are as under:-

Ser No	Name of the post	Qualification
(a)	Barber	**Essential:** Matriculation pass or equivalent from recognized Board with proficiency in barber's trade job. **Desirable**: One year experience in the trade.
(b)	Chowkidar	**Essential:** Matriculation pass or equivalent from recognized Board. **Desirable**: Conversant with the duties of the respective trade with one year experience in the trade.
(c)	LDC	(i) 12th Class or equivalent qualification from a recognized board or University. (ii) English typing @ 35 wpm on computer Or Hindi typing @ 35 wpm on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.
(d)	Safaiwali	**Essential:** Matriculation pass or equivalent from recognized Board. Desirable: Conversant with the duties of the respective trade with one year's experience in the trade.
(e)	Health Inspector	**Essential:** (i) Matriculation or equivalent qualification. (ii) Sanitary Inspector Course Certificate from a recognized Institute. Desirable: One year experience as Sanitary inspector in any Central or State Government office or private organization of repute.
(f)	Cook	(i) Matriculation or equivalent (ii) Must have knowledge of Indian Cooking and Proficiency in trade
(g)	Tradesman Mate	**Essential** : Matriculation pass or equivalent from recognized board. **Desirable** : Conversant with the duties of the respective trades with one year's experience in the trade.
(h)	Ward Sahayika	**Essential** : Matriculation pass or equivalent from recognized board. **Desirable** : Experience as Dai in family wing of civil Hospital or three years experience in trade of Dai in a Government department
(j)	Washerman	(i) Matriculation pass or equivalent from recognized board. (ii) Must be able to wash military/Civilian clothes thoroughly well.

3. Place and date of examination: will be intimated later.

4. The candidates will be put through a selection process. Selection will be made as per existing Government Rules& regulations and selection will be made strictly on the basis of merit in the written exams and qualifying in the skill/trade test if any.

5. Important instructions to the candidates/Applicants:-

Sr No	Important instructions
(a)	**Closed date of receiving of application will be 45 days from the date of publication of the advertisement.**
(b)	Unit/Establishment will not be responsible for any postal delay or failure.
(c)	Persons working in Central/State/Public Sector Undertaking must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.
(d)	New entrants to Government service, entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension Scheme (Known as New Pension scheme)
(e)	Number of posts is likely to change. No extra weightage will be given to additional/extra or higher qualification for recruitment.
(f)	It may also be made clear that merely fulfilling the basic selection criteria does not automatically entitle a person to be called for written or skill/trade test.
(g)	The posts carry the all India service liability i.e the individual can be posted anywhere in India.
(h)	All candidates must enclose self addressed Envelope and fee in the form of Postal order of Rs 100/- in favour of **"Commandant,Command Hospital (EC) Alipore, Kolkata- 700027"**and two recent passport size photos in addition to affixing in the application. Fee will be exempted as per Government of India provision. The postal order should be issued on or after the date of publication of advertisement. The application fee is non-refundable. However, Sponsored candidates by the local Employment Exchange, the ZilaSainik Welfare Office, Army welfare placement organization or any other Government of India Agency etc have to pay the fee.
(i)	Copy of all educational certificates, caste certificate, Copy of PPO & discharge book in case of Ex-servicemen will be attached after self attestation. For the purpose of Indian Nationality any one of the following document should also be enclosed with application. (i) Birth certificate (ii) Domestic/ Domicile Certificate (iii) Nationality Certificate (iv) Indian Passport (v) Permanent Residence certificate
(j)	If the number of application received in response to the advertisement is large and it will not be convenient or possible to arrange examination for all the candidates, the Unit, reserves the right to restrict the number of candidates to reasonable limit on the basis of either percentage of marks obtained in the prescribed qualification exam in advertisement or experience.

(k)	The candidates must clearly super scribe “Application for the post of ----------on the top of the Envelope and category in Capital letter. The reserved category candidate should also write their category on the left hand corner of the envelope.
(l)	Every applicant must apply separatelyfor each post.
(m)	Incomplete or unsigned application and without left/Right thumb impression or application not accompanied by self attested copies of certificate or application received at unit after the last date of receipt of application or without additional photographs duly self attested will be summarily rejected and No correspondence in this regard will be entertained.
(n)	The application can be filled by the candidates either in English/Hindi.
(o)	No boarding or lodging/expense on travelling for any post will be provided.Candidates must make their own arrangement.
(p)	Application will be accepted only through Registered Post or speed post. The application should be addressed to **The Commandant , Command Hospital (EC) Alipore, Kolkata- 700027**
(q)	Usage of unfair means during the exam will be considered as misconduct and will lead to disqualification of the candidature. There may be negative marking in the written exams.

6. Rejection: The following acts/omission would render a candidate/application disqualified.

(a) Furnishing of false inaccurate or tampered information
(b) Improper filling of application
(c) Any other reason as observed by the Board of officer
(d) Obtaining supports for his /her candidature through unfair means

7. **The crucial date for determining the age limit will be the closing date for receipt of application from the candidate i.e 45 days from the date of publication and extra 07 days (i.e 52 days from the date of publication) for candidate in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim,Ladak sub-division of Jammu and Kashmir state,Lahaul and Spiti District of pangi Sub-division of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep from the date of publication of the advertisement in Employment News**.

8. Unit will not be responsible for any injury which may occur during the written/physical/Trade test.

9. Some unscrupulous elements may approach you with the assurance of procuring appointment for you through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way.It is emphasized and reassured that selection test will be done on merit only in transparent manner.

10. Examination Paper and their distribution:-

Paper	Subject	No of Questions	Marks	Duration of Examination
Paper –I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Paper –II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper –III	General English (Objective Multiple Choice Type)	50	50	
Paper -IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

11. The question papers of the Written Test will be bilingual i.e English & Hindi. However, the question on the portion of English Language subject will be in English only. The question will be of 12th standard for the post of (**LDC)** and of 10th standard for the post of **Barber, Chowkidar, Safaiwali, Health Inspector, Cook, Tradesman Mate, Ward Sahayika and Washerman.** There may be negative marking also.

Annexure 'A

APPLICATION FORM

Application for the post of _____

Ref EmpNews paper _____ Advertisement No_____Dated_____

To

The Commandant
Command Hospital (EC)
Alipore, Kolkata- 700027

Latest Photo

1. Full Name (in Block letters) (a) (In Hindi): _____
(in English) _____
2. Father's/Husband's Name (in Block letter_____
3. Mother's Name (In Block letters)_____
4. Date of Birth (as per School Certificate) _____
5. Age as on last date of receipt of application _____Year _____months_____days
6. Category (tick the correct option) Gen/OBC/SC/ST/ESM/EWS/PH_____(enclosed certificate)
7. (a) Nationality _____ (b) Religion _____
8. Address in full with PIN Code and Mobile Number:

(a) Communication Address: Village/Mohalla/House No _____

Post Office _____ Tehsil_____Police Station _____
District _____ State_____ Pin Code_____
Mobile Number _____

(b) Permanent Address: Village/Mohalla/House No _____

Post Office _____ Tehsil_____Police Station _____
District _____ State_____ Pin Code_____
Mobile Number _____

(c) E-mail ID _____

9. Details of Academic/Technical & Professional Qualification:

Name of the Exam Passed	Year of passing	Name of RecognisedUniversity/Board of examination	% of marks obtained	Division	Remarks

(Attested copies of certificate in support of above are to be enclosed)

10. Experience/if any (please attach certificate)_____

11. Whether Govt Servant, if yes, give details of office address, post held, Pay Scale and Date of entry in Govt Service _____

DECLARATION

1. I undertake that the above informations furnished is correct and true to the best of my knowledge. If at any stage it is found that informations furnished is wrong or important relevant information was hiddenthen my candidature will be cancelled immediately without any notice. If I am holding any post then my service will be terminated immediately without any notice.

(मैं जिम्मेदारी लेता/लेती हु की अपरोक्त दी गई जानकारी मेरी जानकारी के अनुसर पूर्ण सत्य है। और किसी भी वक्त ये पाया जाता है की अपरोक्त जानकारी गलत है या कोई महतपूर्ण जानकारी चुपई गई है तो मेरा/मेरी जिम्मेदारी तत्काल प्रभाव से रद्दकर कर दी जाएगी और अगर मैं पदस्थ हूं गायगी पदस्थ हूं तो मेरी सेवा तत्काल प्रभाव से बिना किसी सुचना के निरस्त कर दी जाएगी)

2. I can be transferred anywhere in India and I am ready to serve at the posted place willingly and without any condition.

(मुझे भारत में कहीं भी स्थानांतरित किया जा सकता है और मैं स्वेच्छा से और बिना किसी शर्त के तैनात स्थान पर सेवा करने के लिए तैयार हूं।)

3. I am aware and I have no objection that number of vacancies advertised for which I have applied can be abolished/decreased/increased without any notice before declaration of final result.

(मुझे पता है और मुझे कोई आपत्ति नहीं है कि विज्ञापित रिक्तियों की संख्या जिनके लिए मैंने आवेदन किया है, अंतिम परिणाम की घोषणा से पहले बिना किसी सूचना के समाप्त / घटा / बढ़ाया जा सकता है।)

Signature of Candidate
Name_____

Encl: 1. Three self Attested Photographs

2. Postal Order/DD in favour of _____

Postal Order/DD No_____& Date _____for Rs 100/-

3. Attested copies of certificate: ( ) sheets

(Left Thumb Impression of Male Candidate

Right Thumb impression in case of Female Candidate)

Signature of Candidate

Name_____

Appendix 'B'

Government of ……..

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION

Certificate No…….. Date……

Valid for the year…….

1. This is to certify that Shri/ Smt/ Kumari _____ Son/Daughter/Wife of _____ permanent resident of _____ Village/ street _____Post Office _____ District _____ in the State/ Union Territory_____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her family ** is below Rs 8 Lakh (Rupees Eight Lakh only) for the financial years_____. His/Her family does not own or possess any of the following assests***:-

(a) 5 acres of agricultural land and above;

(b) Residential flat of 1000 sq. ft and above;

(c) Residential plot of 100 sq. yards and above in notified municipalities.

(d) Residential plot of 200 sq. yard and above in areas other than the notified municipalities.

2. Shri/ Smt/ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photo of the applicant

Signature with seal of Office_____

Name_____

Designation_____

* Income covered all sources i.e. salary, agricultural, business, profession etc

** The terms "Family" for this purpose includes the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 yrs.

*** The property held by a "Family" in different locations or different places/ cities have been clubbed while applying the land or property holding rest to determine Economically Weaker Sections status. **DAVP Key No. -10605/11/0001/2223**