

**(ADVERTISEMENT FORMAT)**  
**DIRECT RECRUITMENT OF CIVILIAN GROUP 'C' HQ WESTERN COMMAND**

(i) Application from eligible Indian Citizens are invited for the posts as indicated below:-  
 Application form as duly completed in all respects alongwith all requisite documents, duly self attested, should reach **MH Jalandhar Cantt** within **45 days** from the date of publication of this advertisement in the employment news.

Sr. No	Name of post/Unit	No. of Posts	UR (Un-reserved)	SC (Scheduled caste)	ST (Scheduled tribes)	OBC (other backward classes)	EWS (Economic weaker section)	ESM Quota (Ex-Service men)	PH (Physically Handicaped)	Pay Matrix	Age	Qualification
01	Barber	02	02	0	0	0	0	01 for UR - ESM	0	L-1	18-25 Yrs	<b>Essential:</b> Matriculation pass or equivalent from recognized board with proficiency in barber's trade job <b>Desirable:</b> One year experience in the trade
02	Chowkidar	11	08	01	0	0	02	01 for (UR-ESM) & 01 for SC or EWS-ESM)	01 HH (Hearing Handicaped)	L-1	18-25 Yrs	<b>Essential:</b> Matriculation pass or equivalent from recognized board <b>Desirable:-</b> Conversant with the duties of the respective trades with one year's experience in the trades
03	Cook	04	02	0	0	01	01	01 for (UR or OBC-ESM)		L-2	18-25 Yrs	(i) Matriculation or equivalent and (ii) Must have knowledge of indian Cooking and Proficiency in trade.
04	Statistical Assistant	01	01	0	0	0	0	0		L-5	18-25 Yrs	<b>Essential:</b> (i) Degree of recognized university with Economics or statistics or Mathematics as a subject (ii) Two years experience in statistical work/research in govt office/Commercial concern. <b>Desirable</b> (i) knowledge of compilation methods and statistical techniques in statistical work. Working knowledge of record Machine
05	Tradesman Mate	08	05	01	01	0	01	01 for (UR-ESM) & 01 for ST - ESM or EWS-ESM)	01 OH (Orthopaedic Handicaped)	L-1	18-25 Yrs	<b>Essential</b> Matriculation pass or equivalent from recognized Board. <b>Desirable:</b> Conversant with the duties of respective trades with one year's experience
06	Washer-man	12	09	0	01	01	01	01 for (EWS - ESM & 02 for (UR-ESM)		L-1	18-25 Yrs	<b>Essential</b> Matriculation pass or equivalent from recognized Board. (i) Must be able to wash military/Civilian clothes thoroughly well
07	Safaiwali	27	15	04	0	04	04	0	01 VH (Visually handicaped)	L-1	18-25 Yrs	<b>Essential:</b> Matriculation pass or equivalent from recognized Board. <b>Desirable:</b> Conversant with the duties of respective trades with one year's experience
	<b>Total</b>	<b>65</b>	<b>42</b>	<b>06</b>	<b>02</b>	<b>06</b>	<b>09</b>	<b>09</b>				

The above mentioned trades are for the units as per the posts earmarked to those units i.e. :- BH Delhi, MH

Ambala, MH Amritsar, MH Kasauli, MH Palampur, MH Yol, SHO Jalandhar, HQ WC (Med), 172 MH, MH Jalandhar, MH Patiala, CH (WC), 167 MH, Army hospital RR, MH Bakloh, MH Shimla

Note :- Abbreviation used : UR- Unreserved , SC-Scheduled caste, ST –Scheduled Tribes, OBC-Other Backward Casted, EWS- Economically Weaker Sechion, PH-Physically Handicaped.  
(Note- 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 prescribd by the Govt of India.)

2. Place and date of examination will be intimated later.

3. The candidates will be put through a selection process. Selection will be made as per existing Govt . Rules and regulatlions, Selection will be made strictly on the basis of merit in the written exams and quality in the still/trade test if any.

4. IMPORTANT INSTRUCTION TO THE CANDIDATES/ APPLICANTS:-

S No	IMPORTANT INSTRUCTIONS
(a)	Closed date for receiving of application will be 45 days from the date of publication of the advertisement
(b)	Unit /Est will not be responsible for any postal delay or failure
(c)	Persons working in Central/State/PSU must apply through proper channel alongwith 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 affixed Rs 25/- postal stamp and fee in the form of Postal Order of Rs 100/- in favour of <b>Commandant MH Jalandhar Cantt</b> 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, sponsor candidates by the local Employment Exchanges , the ZSWO Office Army Welfare placement Org or any other Government of India Agency etc have to pay the fee
(j)	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 documents must should also be enclosed with application (i) Birth Certificate (ii) Domisile Certificate (iii) Nationality Certificate (iv) Indian Passport (v) Permanent Residence certificate
(k)	If the number of application received in response to the advertisement is large and it will not be 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 in advertisement or experience
(l)	The Candidate must clearly superscribe "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.
(m)	Every applicant must apply separate for each post
(n)	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.
(o)	The application can be filled by the candidates either in English/Hindi.
(p)	No boarding or lodging/expenses on travelling for the post will be provided. Candidate must make their own arrangements.
(q)	Application will be accepted only through Registered post or speed post. The application should be addressed to <b>Commandant, Military Hospital Jalandhar Cantt. Pin- 144005</b>
(r)	Usage of unfair means during the exam will be considered the misconduct and will lead to disqualification of the candidature. There may be negative marking in written exams.

5. Rejection: The following acts/ omission would render a candidate/application disqualified:-
- Furnishing of false inaccurate or tempered information
  - Improper filling of application
  - Any other reason as observed by the Board of Officer
  - Obtaining supports for his/her candidature through unfair means

6. The crucial date for determining the age limit will be the closing date for receipt of application from the candidate be 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 Islands and Lakshadweep from the area of publication of advertisement of Employment News.

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

8. Some unscrupulous elements may approach you with the assurance of the 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 a transparent manner.

9. 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	

The question papers of 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 Degree standard for the post of (Statistical Assistant) and of 10<sup>th</sup> standard for the post of (Barber, Chowkidar, Cook, Tradesman Mate, Washerman, Safaiwali ). There may be negative marking also.

10. Relaxation of age/Fee/Medical Examination/Standard of suitability: Any kind of relaxation to any candidate of any category of will be as per DoP&T orders till last date of application.

APPLICATION FORM

Annexure "A"

Application for the post of \_\_\_\_\_

Ref Emp News Paper \_\_\_\_\_ Advertisement No. \_\_\_\_\_ dated \_\_\_\_\_

The Commandant  
Military Hospital Jalandhar Cantt  
Pin Code No 144005 (Pb)

Photo duly  
self  
attested

1. Full Name (in Block letters) (a) ( In Hindi) \_\_\_\_\_ ( In English) \_\_\_\_\_
2. Father's Name/Husband's Name ( In Block letters) \_\_\_\_\_  
Mother's Name (in Block letters) \_\_\_\_\_
3. Date of Birth (as per school Certificate) \_\_\_\_\_
4. Age as on last date of receipt of application \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
5. Category (Tick the correct option) (Gen /OBC/SC/ST/EWS/PH/ESM) ) \_\_\_\_\_ enclosed certificate)
6. (a) Nationality \_\_\_\_\_ (b) Religion \_\_\_\_\_
7. Address in full with PIN Code and Mobile Number :-

- (a) Communication Address : Villiage/ Mohalla/ House No \_\_\_\_\_  
Post office \_\_\_\_\_ Tehsil \_\_\_\_\_ Police Station \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
Mobile Number \_\_\_\_\_
- (b) Permanent Address : Villiage/ Mohalla/ House No \_\_\_\_\_  
Post office \_\_\_\_\_ Tehsil \_\_\_\_\_ Police Station \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
Mobile Number \_\_\_\_\_
- (c) E-mail ID \_\_\_\_\_

8. Details of Academic/Technical & Professional Qualifications.

Name of the Exam Passed	Year of Passing	Name of- Recognised University/Board of Examination	% of marks obtained	Division	Remarks

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

9. Experiencie/if any (Please attach certificate) \_\_\_\_\_
10. Whether Govt Servant. if yes. Give details of office address. Post held, pay scale and date of entry in Govt Service \_\_\_\_\_

Signature of candidate

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 hidden then my candidature will be cancelled immediately without any notice. If I am holding any post then my service will be terminated immediately without notice.

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

3. I am awared 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.

Signature of the Candidate  
Name \_\_\_\_\_

Encl : 1. Three self attested Photographs

2. Postal Order/DD in favour of 'Commandant' MH Jalandhar Cantt"  
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 the Candidate  
Name \_\_\_\_\_

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