

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
ADVERTISEMENT NOTICE NO : 1083/MISC/A4
39 GORKHA TRAINING CENTRE, VARANASI

EMPLOYMENT NOTICE

1. Applications are invited for the following post (s) from citizen of India, who are fulfilling the requisite qualifications/ specifications as mentioned below on plain paper duly typed or neatly handwritten in the prescribed format only. Applications duly completed in all respect alongwith a self-addressed registered envelope duly affixed with minimum Rs 25/- postal stamp with all the requisite documents, duly self-attested should be addressed to the **Presiding Officer, Civilian Direct Recruitment, Application Scrutiny Board, 39 Gorkha Training Centre Varanasi Cantt, District - Varanasi, State- Uttar Pradesh, PIN-221002:-**

Name of Post	Pay Scale & Level	Essential Qualification	Categories					Total Vacancy	Remarks	
			UR	OBC	SC	ST	EWS			
HQ UB Area & Station Headquarter Bareilly										
Steno Grade-II	(Rs 25500 to 81100) Level – IV	12 th pass or equivalent	01	-	-	-	-	01	-	
LDC	(Rs 19900 to Rs 63200). Level – II		01	01	-	-	-	02	01 vacancy for Station HQ Bareilly	
Messenger	(Rs. 18000 to Rs 56900) Level - I	10 th pass or equivalent	-	01	-	-	-	01	-	
Draftari			01	01	-	-	-	02	-	
Safaiwala			01	01	-	-	-	02	-	
Cook	(Rs. 18000 to Rs 56900) Level - I	(i) 10 th class or equivalent from a recognized board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.	01	-	-	-	-	01	-	
DY JAG, HQ Central Command, Lucknow										
LDC	(Rs 19900 to Rs 63200). Level – II	12 th pass or equivalent	01	-	-	-	-	01		

2. 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.

3. 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.
4. Last date for receipt of application is **26 Oct 2023, (02 Nov 2023** in case of candidate of Andaman & Nicobar and Lakshadweep).
5. 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.
6. 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 application :-
- (b.i) Educational qualification certificates (Matriculation onwards).
- (b.ii) Medical Certificate from a registered medical practitioner for physical fitness.
- (b.iii) Birth certificates (Matriculation certificate/Mark sheet in which date of birth is mentioned can be produced in lieu).
- (b.iv) Caste certificates where applicable (OBC/SC/ST).
- (b.v) Income and asset certificate only for Economically Weaker Section (EWS).
- (b.vi) Aadhar Card and one ID proof.
- (b.vii) Residential Certificate.
- (b.viii) Experience/Proficiency Certificate duly Signed and Stamped by issuing Authority (Where applicable).
- (b.ix) Certificate/undertaking for employment at HQ UB Area, Station HQ Bareilly & Dy JAG HQ Central Command, Lucknow or anywhere in INDIA (Please see sample of certificate at website www.indianarmy.nic.in).
- (b.x) Call letter (Please see sample of call letter at website www.indianarmy.nic.in).
- (b.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.
- (b.xii) Central Government Civilian employees must furnish "**No Objection Certificate**" from their employer/office.
7. 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.
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. 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.
10. 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.
11. **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 12 th standard basis.
General Awareness	Messenger / Safaiwala / Cook / Draftari
General English	The standard of question will be as per 10 th standard basis.
Numerical Aptitude #	Note : #Numerical Aptitude is not applicable for Steno Grade- II.

12. **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.

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. In case of large number of applications received for the post, screening of applications on the basis of percentage of Marks obtained in the exam of essential qualification for the post will be carried out to reduce the number of candidates to a reasonable limit and a ratio of 1:50 for the post will be maintained. A benchmark percentage may be fixed by Board depending upon number of applications received. No weightage will be given for additional/ higher qualification (other than prescribed minimum qualification).
16. 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.
17. Application format and the postal address of which the application is to be sent are as under:-

To
Presiding Officer, Civilian Direct Recruitment
Application Scrutiny Board
39 Gorkha Training Centre
Varanasi Cantt
District : Varanasi
State : Uttar Pradesh, PIN-221002

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

1. Post applied for (fill only one post) :

2. Name of Candidate (in block letters) :

3. Father's/Husband Name :

4. Mother's Name :

5. Date of Birth :

DD	MM	YYYY

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

Affix Latest
Passport size
photograph
duly self
attested

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

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 :
Place :

*Thumb Impression

(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 :

Affix recent
Passport size
photograph
duly self
attested