

**RECRUITMENT NOTICE**

**Recruitment of GP 'C' Civilian Defence Employees at Territorial Army Group Headquarters Southern Command, Pune- 411001**

1. Applications are invited from eligible male/female candidates for one post each of **Lower Division Clerk (LDC) & Multi Tasking Staff (Peon)** at Territorial Army Group Headquarters Southern Command, Pune. Application duly completed in all respect alongwith photocopies of certificate/testimonials in support of **Age, Educational Qualification, Experience, Profession, Caste, Character, Domicile** and recent passport size photographs (5 cm x 3.5 cm) duly attested should reach this Group Headquarters within 30 days from the publication date of this advertisement: -

Ser No.	Name of Post	Pay Scale	Category	Number of post (s)	Age limit	Essential Qualification & Desirable Qualification
(a)	Lower Division Clerk (LDC)	Level-02 of 7th CPC (Rs. 19900-63200) + allowance as per prevailing rule	Open / Unreserved	01 (One)	18 to 25 years (Relaxable for Government servant upto 40 years as per order/ instructions issued by the Central Govt as per gazette notification dt 21 Apr 2012.	(i) 12th pass or equivalent from a recognized education board or university. (ii) Skill Test norms- English Typing @ 35 WPM or Hindi Typing 30 WPM on computer.
(b)	Multi Tasking Staff (Peon)	Level-01 of 7th CPC (Rs. 18000-56900) + allowance as per prevailing rule	Open / Unreserved	01 (One)	18 to 25 years (Relaxable for Government servant upto 35 years as per order/ instructions issued by the Central Govt as per gazette notification dt 26 Nov 2011.	(i) <b>Essential:</b> Matriculation pass or equivalent from recognized university. (ii) <b>Desirable:</b> One-year experience in the trade.

**Note:-** Pay Scale and requisite criteria for eligibility is subject to amendments or as per the latest policies on the subject issued by the Govt. of India.

2. **One candidate can apply for only one post under any one category. Applications received from same candidate for both posts are liable to be rejected.**

3. Application should be submitted on plain paper (A-4 size) neatly handwritten or typed as per prescribed format given below alongwith attested copies of education and other qualification certificates, proof of age, (Birth certificate issued by Municipal Corporation/ Gram Panchayat/Antonment Board, if not mentioned in matriculation certificate), two self addressed envelopes duly affixed postage stamp of Rs. 20/- in an envelope superscribed as **APPLICATION FOR THE POST OF MULTI TASKING SERVICE/ LDC STAFF (NON TECHNICAL) GROUP 'C' VAC**. The application should be sent to **Territorial Army Group Headquarters Southern Command, Opp ASI, Mundhwa Road, Ghorpadi, Pune-411001**. Application received after due date i.e. (17 Nov 24) will be rejected without intimation to the applicant (**The date will be mentioned on receipt of concurrence of competent auth**).

4. In case large number of applications are received, the department reserves the right to screen applications on the basis of percentage of marks obtained in the exam of essential qualification so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle the individual to be called for written test/skill test whenever applicable. Candidates will be intimated separately for appearing in the exam. Only those candidates who are so informed are allowed to appear for exam.

**Scheme of Examination**

5. A written test (Multiple Choice Question (MCQ)) will be conducted with questions of level of Class 10th/12th as commensurating with minimum essential education qualification required for respective post. Candidates appearing for written test may also be subjected to skill/practical test, wherever (applicable for LDC only). Medium of written test will be Hindi/English only.

6. Central Government civilian employees must furnish "No Objection Certificate (NOC)" from their employer/office at the time of the written test / skill test (as applicable else their) otherwise their candidature will be cancelled.

7. Incomplete/ Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible and selected candidates will be called for the written examination and other tests.

8. The written examination will consist subjects namely, General Awareness, General Intelligence and Reasoning, Quantitative Aptitude and English. There will be negative marking for each wrong answer details of which will be intimated to all candidates in written at the time of the examination.

**Warning**

9. Obtaining support for his candidature through unfair means shall render the applicant/ candidates disqualified.

10. If a candidate is found resorting to any irregular or improper means in connection with his candidature for the selection and any other reason as observed by the Board of Officers, an appropriate legal action shall be taken against it.

11. Candidates are also warned against giving any fees/ charges to any person/ agents at any stage of this recruitment. In case, the same is discovered/ found the candidate will be rejected and be liable for legal action.

12. All candidates are required to beware of touts and agents and are also requested to inform Territorial Army Group Headquarters Southern Command, Pune if any such person (s) found approaching any candidate.

13. Merely fulfilling the basic selection parameters does not automatically entitle an applicant for tests nor obtaining passable marks renders a candidates entitled to selection. Final selection shall be subject to merit list, verification of character and relevant documents etc.

**Note:-**

14. No TA/DA is admissible to the candidates for the selection/appearing for written test and Skill test.

15. Format of application is as under:-

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC) & MULTI TASKING STAFF (PEON)**

To,	_____	Affix recent passport size photograph duly attested
	_____	
	_____	

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC)/MULTI TASKING STAFF (PEON)(NON TECHNICAL) GROUP 'C' DR VAC**

Respected Sir,	
1.	I submit this application for the post of _____
2.	Name in full (block letters) : _____
3.	Father's Full name : _____
4.	Mother's Full name : _____
5.	Date of Birth (both in words & figures) : _____
6.	Age as on date of application : _____ Years, _____ Months & _____ Days
7.	Nationality : _____
8.	Religion and Caste : _____
9.	Qualification : _____
	(i) Educational
	(ii) Technical
10.	Employment Registration Card No. and Date with District, if any. : _____
11.	Permanent Residential Address with PIN Code : _____
12.	Correspondence Address with PIN Code : _____
13.	Mob No. : _____
14.	E-Mail ID : _____

**DECLARATION**

I, \_\_\_\_\_ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false/ incorrect or being detected ineligible before or after the written/aptitude/interview, my candidature is liable to be rejected or any misstatement/discrepancy detected after my appointment my service are liable to be terminated accordingly.

Date:

(Signature of the applicant)

Enclosures:

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