

## DRAFT ADVERTISEMENT

### RECRUITMENT OF DEFENCE CIVILIAN : HQ 22 MOVEMENT CONTROL GROUP, GUWAHATI

1. Applications are invited from eligible Indian Nationals for the following Posts; as per format given below on plain paper :-

Ser No	Name of Post	No of Vacancies #	Category	Scale of Pay	Age Limit *	Essential Qualification
(a)	Multi Tasking Staff (Non Technical) (Safaiwala)	01	Unreserved	Level-1	18 to 25 Yrs*	Matriculation or equivalent from recognized Board
(b)	Mess Waiter	01	Unreserved	Level-1		<b>Essential :</b> Matriculation or equivalent from recognized Board <b>Desirable :</b> One year experience in the trade
(c)	Cook	01  01	Unreserved  Other Backword Class	Level-2		<b>Essential :</b>  (i) Matriculation or equivalent from recognized Board  (ii) Must have knowledge in Indian Cooking & proficiency in trade

2. **\*Age Limit and relaxation.** The prescribed age limit for the above post is between 18-25 years as on closing date of receipt of application. Necessary age relaxation as per existing Government Order for Schedule Caste/Schedule Tribe/Other Backword Class/Ex-servicemen is applicable.

3. **Place of Posting.** The posts are presently located at **Behrampur (Orissa), Zuluk (Sikkim), Thangu (Sikkim) & Guwahati (Assam)**. However, all the posts carry All India Service liability & selected individuals are liable to be posted anywhere in India.

4. **Screening of the Applications.** In case, the large number of applications is received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualification so as to reduce the applicants called for written test/ trade test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/ trade test. Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for written test/ trade test.

5. **Documents required to accompany the Applications.** Photocopies of following documents self attested should accompany the application forms :-

- (a) Matriculation/ 10<sup>th</sup> Pass Certificate.
- (b) Birth Certificate.
- (c) Caste Certificate (wherever applicable).
- (d) Educational Qualification Certificate.
- (e) Two self addressed envelopes affixed Rs 5/- postal stamp.
- (f) Two latest passport size photographs.
- (g) No Objection Certificate from present employer (if the applicant is already a Government Servant).

Candidates must carry the Originals of all the above documents while appearing for examination for verification.

6. **Scheme of Examination.** A written test will be held which will have questions of the level of Class 10<sup>th</sup>. Candidates appearing for written test would also be subjected to practical/ trade test wherever applicable.

7. **Last date of receipt of Application.** The last date for the receipt of application would be 21 days from publication of the advertisement in Employment News. Applications received after due date will not be entertained.

8. **Submission of Applications.** Applications completed in all respects as per the proforma attached and accompanied by requisite documents as stated above should be addressed/ sent to Group Commander, HQ 22 Movement Control Group, PIN-900328, c/o 99 APO on or before 21 days of the date of publication of the advertisement in the Employment News.

9. **Place of Written/ Practical/ Trade Test.** The written test, practical/ trade test would be held at 51 Sub Area, Narangi Cantt, Guwahati (Assam). Candidates should come prepared to stay for two-three days for completion of the recruitment process. Candidates have to make their own arrangements for boarding/ lodging during the period of stay. No Travelling Allowance/Dearness Allowance would be paid to candidates called for the examination.

10. **Call letter for Examination.** Shortlisted candidates would be intimated the date, time and venue for conduct of written examination, practical/ trade test. Only candidates who receive call letters are required to appear for the examination alongwith the call letters received. This department is not responsible for any postal delay that may occur.

11. Applications which are incomplete in any respect not accompanied by requisite documents are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department.

## APPLICATION FORMAT

Self attested  
Passport Size  
Photographs

1. Post applied for \_\_\_\_\_
2. Name (in block letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
4. Date of Birth(dd/mm/yy) \_\_\_\_\_ : \_\_\_\_\_
5. Age as on (closing date of Application) \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_ Days
6. Educational Qualifications \_\_\_\_\_
7. Category (UR/OBC/SC/ST/ESM) \_\_\_\_\_

8. (a) Correspondence Address :-

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- (b) Permanent Address :-

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9. I hereby certify that :-

(a) I am not involved in any criminal case and no proceedings Criminal/ Civil are pending/ contemplated against me in any court of law.

(b) The above particulars are true and correct to the best of my knowledge and belief. If any particular is found to be incorrect and false at any stage my selection/ appointments/ services are liable to be terminated without notice.

Date :

(Signature of Applicant)

Place :

Documents attached :-

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2. Birth Certificate.
3. Caste Certificate (wherever applicable).
4. Educational Qualification Certificate.
5. Two self addressed envelopes affixed Rs 5/- postal stamp.
6. Two latest passport size photographs.
7. No Objection Certificate from present employer (if the applicant is already a Government Servant).