

RECRUITMENT NOTICE - HQ SCHOOL OF ARTY, DEVLALI

Post	No of Posts (Age limit)	Reservation	Age Limits	Pay Level in the Pay Matrix & Education Qualifications
Accountant	01	01 for General	General-18 to 25 years	Pay Level-5, Pay Matrix-Rs 29,200-92,300 Essential: Intermediate / 12 th Passed / Senior Cambridge Higher Secondary School Certificate or any equivalent qualification.
LDC	07	02 for Scheduled Caste (SC)	SC-18 to 30 years	Pay Level-2, Pay Matrix-Rs 19,900-63,200 Essential: (i) 12 th class pass from recognized Board or University, (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer/25 words per minute and 30 words per minute corresponds to 10500/9000 key depressions per hour on an average of 5 key depressions for each word
		01 for Ex-serviceman (ESM)		Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years.
		04 for General	General-18 to 25 years	
Boot Maker	01	1 for General	General-18 to 25 years	Pay Level-2, Pay Matrix-Rs 19,900-63,200 Essential: (i) 10 th class pass from recognized Board, (ii) Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.
MTS (Gardener)	01	1 for General	General-18 to 25 years	Pay Level-1, Pay Matrix- Rs 18,000-56,900
MTS (Safaiwala)	04	01 for Scheduled Caste (SC)	SC-18 to 30 years	Essential: 10 th class pass from recognized Board.
		01 for Persons with Disabilities (PwD) Or Orthopedically Handicapped (OH)	PwD General-18 to 35 years PwD OBC-18 to 38 years PwD SC / ST-18 to 40 years	Desirable: Conversant with the duties of the respective trades with one year's experience in the trade.
MTS (Watchmen)	01	01 for General	General-18 to 25 years	
		01 for Scheduled Caste (SC)	SC-18 to 30 years	

Note - Dependent of Defence Service Personnel: Dependents of Defence personnel killed in service or severely disabled (50% disability & more who have become unfit for employment with their disability attributable to military service), whether during war or peace time may apply by attaching relationship certificate of Records Office / Zila Sanik Welfare Office along with the application.

Important Instructions to the Candidates / Applicants :-

- Service Liability:** The above post are being filled by Direct Recruitment on the basis of all India Service Liability including Field Service. 2. **Address for Sending of Applications:** Interested candidates should send their applications in prescribed format, To: The Commandant, HQ School of Arty, Devlali Nask (Maharashtra) Pin Code 422 401 in sealed envelope. The candidates must clearly subscribe "Application for the post of _____ Category i.e SC, ST, OBC, PwD (OH, HH), ESM, MSP or Gen etc should be written on the envelope. Separate application in separate envelopes should be sent for each post. 3. **Last Date for Receipt of Applications:** Last date for receipt of application will be 21 days from the date of publication of advertisement in the newspapers. In case candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Sub-division of Jammu and Kashmir State, Lehaval and Spiti District of Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep closing date of application shall be 28 days from the date of publication of advertisement. However, the crucial date for determining the age limit for all shall be 21 days from the date of publication of advertisement. No application will be entertained after last date for receipt of applications. Selling of application format published by the Unit / Est authorities, is prohibited. This advertisement will also be placed at the www.indianarmy.nic.in and National Career Service (NCS) Portal of the Ministry of Labour & Employment. 4. **Requirement of Self-attested Documents:** Self-attested photocopies of relevant educational documents; caste certificate in prescribed proforma, OBC caste certificate with latest Non Creamy Layer certificate/experience certificates, Disability certificate / issued by Central / State Govt. Medical Board consisting of at least three members out of which at least one shall be a specialist in the field of assessing Orthopedic/Hearing disability (i.e. 40% and above), No Objection Certificate for Central Govt employees etc and colour passport photograph duly self-attested by the applicant pasted on the application should be enclosed. Incomplete and unsigned applications will be rejected. Original certificates / Documents should not be sent with the application. These should be produced only in the time of written test. Typing test and skill test when called for otherwise candidates will be rejected straight away. Establishment is not responsible for loss of original documents. 5. **Points for Selection of Applicants During Screening:** - (a) Application not signed by the candidate. Photographs / documents not self-attested by the candidate. (b) The candidate is found to be overage/underage for the vacancy applied for. (c) Class 10th / 12th Mark Sheet not found attached with the application form. (d) Caste certificates as applicable, in prescribed proforma from the competent authority, OBC caste certificate with latest Non Creamy Layer certificate not found attached with the application. (e) The application pertains to a vacancy/post not advertised. (f) The candidate is lacking the requisite qualification for the vacancy he has applied for. (g) Form of the application is not as published in the advertisement. (h) Date of Birth proof not enclosed. (i) The application does not match the trade vacancy applied for. Application not found enclosed. (j) Documents supporting Ex-serviceman status / Person with Disability (PwD) MSP category not attached. (k) The candidate has applied in anticipation of his / her discharge from service. (m) Supporting documents for the post applied for not found enclosed. Incomplete application / submission. (n) More than one application submitted by the candidate for the same post or more than one post applied for in the same application. (o) Furnishing of false, inaccurate or dubious information and submission of false / tampered documents. (p) Cheating on application form in any manner and/or bringing any influence, political or otherwise, will result in disqualification. (q) In case the candidates found using unfair means or adopting any malpractice in the selection process. In any other document irregularity or reasons so observed by the Board of Officers. 6. **Age Limit:** Crucial date for determining age limit for all candidates, including the candidates of the Employment Exchange and Zila Sanik Welfare Office shall be closing date of applications. 7. **Meritorious Sports Persons Candidates:** List of authorities competent to award certificates on eligibility for recruitment of Meritorious Sports Persons in the order of following preference:-

Sr No	Competition	Authority / Awarding Certificate	Form in which certificate is to be awarded
(a)	International Competition	Secretary of the National Federation of the Game concerned	Form-1
(b)	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned	Form-2
(c)	Inter-University Tournament	Dean of Sports or other officer in overall charge of sports for the University concerned	Form-3
(d)	National / Sports / Games for Schools	Director or additional / joint or Deputy Director in overall charge of sports / games for Schools in the Directorate of Public Instruction / Education of the State	Form-4
(e)	Physical Efficiency Drive	Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare, Govt of India	Form-5

Note: Specimens of the Forms 1, 2, 3, 4 & 5 referred above may be downloaded from DoPT website <http://www.person.in> in the dynamic form. Old No 140151/76-Est. (D) dated 04 Aug 1980.

8. The candidate/s applicant must furnish a self-attested copy of "No Objection Certificate" from their employer / Offices along with their application, else their candidature / application will be cancelled. 9. The SC/ST/OBC candidates who apply against unreserved post are not to be given age and other concessions meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-à-vis the general candidates are not to be counted towards SC/ST/OBC quota. 10. To reduce the number of candidates for one category of post for written examination, screening of applications on the basis of percentage of marks obtained in the examination for essential qualification may be carried out. A benchmark percentage may be fixed depending on the number of applications. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules. All candidates meeting the benchmark mark will be allowed to appear in the written examination. 11. Recruitment Board will not be responsible to pay any compensation in case of injury/death of a candidate during and after the tests. Decision of Recruitment Board will be final in all matters. The recruitment board will not undertake any responsibility for sending a reply to the candidates, if not selected. No T/A/D is admissible. The candidates will have to make their own arrangements for lodging and meals during the selection process. The decision of the Authority regarding selection / rejection will be final. It is also made clear that the numbers of posts / vacancies are tentative and recruitment process can be cancelled / suspended / terminated by the Commandant at any stage due to administrative reasons. The numbers of vacancies given above are tentative and may increase or decrease at the time / stage of recruitment process, due to administrative reasons. All the candidates are warned to be careful from the self-styled agents / touts and also requested to report the same to Apointing Authority against any malpractice observed by them. 13. The candidates appointed as "Multi-Tasking Staff" will perform the duties, as per Charter of Duties. **MTS** received via Arty Directorate (Arty-109) letter No A / 10017 / S / GC / Arty-109 dated 25 Oct 2011. Duties of Arty Lascares are loading and unloading of stores, items and ammunition etc. 14. **Verification of Documents / Certificates:** The appointment is provisional and is subject to the educational certificate and caste certificate being verified through proper channel. If the verification reveals that your claim of educational certificate and caste certificate is false, your services will be terminated forthwith, without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate / document. 15. The Question Papers of all written tests will be bilingual i.e. English and Hindi. The candidates are allowed to attempt all questions in the language of their choice on the correct question paper. However, the questions meant to assess proficiency in English Language will be in English only. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for tests. 16. **Place of Test:** The written test and typing test, skill test etc will be held at HQ School of Arty, Devlali (Maharashtra). 17. Skill tests will only be of qualifying nature and candidates are advised to use their own resources for preparation based on marks obtained by the applicants in the written test only subject to qualifying in the skill tests. The details of written test / skill tests are as under:

Sr No	Post	Written Test (Qualifying in Nature)	Skill Tests (Qualifying in Nature)
(a)	Accountant	Yes	Yes
(b)	LDC	Yes	Yes
(c)	Boot Maker	Yes	Yes
(d)	MTS (Gardener)	Yes	Yes
(e)	MTS (Safaiwala)	Yes	Yes

18. **Syllabus for Written Examination for Recruitment to the Post of Accountant and LDC is as follows:** - (a) **General Intelligence:** It would include questions of verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. (b) **English Language:** In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested. (c) **Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc. (d) **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline. **Note:** For Vh candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/ Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

Post	No of Posts (Age limit)	Reservation	Age Limits	Pay Level in the Pay Matrix & Education Qualifications
Range Lascaer	06	01 for Scheduled Caste (SC)	SC-18 to 30 years	
		01 for Scheduled Tribe (ST)	ST-18 to 30 years	
		01 for Other Backward Class (OBC)	OBC-18 to 28 years	
		03 for General	General-18 to 25 years	Pay Level-1, Pay Matrix- Rs 18,000-56,900
Arty Lascaer	06	01 for Scheduled Caste (SC)	SC-18 to 30 years	Essential: 10 th class pass from recognized Board.
		01 for Ex-serviceman (ESM)	Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years.	Desirable: Conversant with the duties of the respective trades with one year's experience in the trade.
Washerman	05	01 for Meritorious Sports Person (MSP)	MSP OBC-18 to 30 years MSP SC / ST-18 to 33 years MSP SC / ST-18 to 35 years General-18 to 25 years	
		01 for Scheduled Caste (SC)	OBC-18 to 28 years	
		01 for Persons with Disabilities (PwD) Hearing Handicapped (HH)	PwD OBC-18 to 35 years PwD OBC-18 to 38 years PwD SC / ST-18 to 40 years	
		01 for Ex-serviceman (ESM)	Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years.	Essential: (i) 10 th class pass from recognized Board. (ii) Must be able to wash the military / Civilian clothes thoroughly well.
		01 for General	General-18 to 25 years	
Total	32			

Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline. **Note:** Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Board of Officers / Establishment at their discretion, will be called for skill test. Provided that candidates belonging to SC, ST, OBC, Ex-serviceman and PwD may be called for the Skill Test by the Board of Officers by applying relaxed standards if the Board of Officers is of the opinion that sufficient number of candidates of these categories are not likely to be called for the skill test on the basis of general standards in order to fill up the vacancies reserved for these categories (i.e. SC, ST, PwD, Ex-serviceman & OBC). **Note-1:** Central Government civilian employees must furnish "No objection Certificate" from their Employer / Office at the time of the skill test in the event of their final selection for the relevant post through the examination, they will be released by their Office for joining the new post / service else their candidature will be cancelled. **Skill Test for LDCs: [Skill Test will be Taken on Computer]:** * Typing Test will be of Qualifying in nature. * English Typing @ 35 w.p.m. (Time allowed 10 Minutes). * Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes). * (35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour / 9000 Key Depressions Per Hour on an average of 5 key depressions for each word.) * Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination, will have to indicate his / her choice for the Skill Test Medium separately in the Application Form. 19. **Written Examination Syllabus for Multi-Tasking Staff (Non Technical).** This syllabus will also be followed in respect of all Op C (First five Op C) civilian posts i.e. MTS (Gardener, Safaiwala, Watchman), Arty Lascaer, Range Lascaer, Boot Maker and Washerman - Time Allowed (General Candidates): 2 Hours. Time Allowed (Visually Handicapped): 2 Hours 20 mins. **Question Paper:** Objective Type. **Negative Marking:** 0.25 marks for each wrong answer. **Topics:** Questions of General Intelligence and Reasoning will be non-verbal including the functions Attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. (a) **General Intelligence & Reasoning (25 Qs. 25 Marks):** It would include question of non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory discrimination observation relationship concepts, figure classification, arithmetical number series verbal and non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. (b) **Numerical Aptitude (25 Qs. 25 Marks):** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc. (c) **General English (50 Qs. 50 Marks):** The questions will be of 10th Standard Candidate's understanding of the basics of English Language its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc and writing ability would be tested. (d) **General Awareness (50 Qs. 50 Marks):** The questions will be of 10th Standard Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of a 10th Standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline. **Note:** For Vh candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/ Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

FORMAT FOR APPLICATION

To, The Commandant, HQ School of Arty, Devlali - 422 401

Colour photograph self attested

APPLICATION FOR THE POST OF _____ CATEGORY _____

- Please refer to Notice published in _____
- Name in full (in BLOCK letters) _____
- Father's Name _____
- Nationality _____
- Date of Birth (self-attested copies of School Leaving or matriculation cert or birth cert be attached) _____
- Present age as on closing date of receipt of applications. _____ Years _____ Months _____ Days
- Caste and Religion _____ (Self-attested copy of cert in proof of Caste be attached)
- Educational Qualification with self-attested copy of cert in proof of Education: -
(a) Percentage of marks in 12th std for Accountant & LDC _____
(b) Percentage of marks in 10th std for Boot Maker, MTS (Gardener, Safaiwala, Watchman), Arty Lascaer, Range Lascaer & Washerman _____
(c) Choice / option for Medium (English or Hindi) for typing test for LDCs : _____
- Experience (if any) _____
- Address for communication with PIN Code and Telephone Number : _____
- Whether Meritorious Sports Person (MSP) or not : _____
- Whether Ex-Serviceman, if yes, please furnish the details (Date of Entry in Armed Forces, Date of Discharge, Number of years service rendered) and enclose a copy of discharge certificate duly attested: _____
- Whether Dependent of Defence Service Personnel, if yes, please furnish the details and enclose a copy of Battle casualty certificate and relationship certificate issued by the Competent authority, duly attested by the Records Office / Zila Sanik Welfare Office of respective location : _____

Date of Entry in Armed Forces	Date of casualty	Battle casualty / Disability certificate	Relationship (Wife/Son/Daughter)

- Persons with Disabilities (PwD) will furnish following details and enclose a copy of disability certificate issued by Civil Surgeon, duly attested :-
Type of Disability _____ Percentage of Disability _____
- Whether employed in Central Government Services, Name of Employer _____ Name of Post _____ Pay Scale _____ Date of Appointment _____ Total service as on closing date of application _____ if yes, give following details :-

DECLARATION

I, Mr / Mrs / Smt / Miss _____ hereby declare that all the statements made in the application are true, complete and correct and based on the best of my knowledge and belief. In the event of any information being found false, incomplete and incorrect or being detected ineligible before or after the written / Practical / Skill test, my candidature / appointment is liable to be cancelled / terminated.

Dated : _____

(Signature of the applicant)