

# HQ Dakshin Maharashtra Sub Area, Pune

**Recruitment of Civilians Defence Employees at HQ Dakshin Maharashtra Sub Area, Pune.** Applications are invited from eligible male/ Female candidates in the prescribed format from the in Citizens for the following posts alongwith photocopies of Certificate! Testimonials in support of education qualification, Caste and two recent passport size photographs (5 cm c 3.5 cm). Details vacancies are as under:-

Sr. No.	Name of Post	Pay Scale	No. of Posts	Category	Age Limit	Qualification	Syllabus
1	Steno Gde II	Level -4 in the Pay Matrix (25,500 +Other Allowances)	01	OBC	18-28 years	(a)12 <sup>th</sup> Pass or equivalent from recognized Board or University. (b) Dictation 80 words per minute. © 65 mts (Eng)on Manual typewriter, 50mts (Eng) on Computer	On the basis of required Education Qualification for the post.
2	Lower Division Clerk	Level-2 inthe PayMatrix (19,900 + Other Allowances)	01	OBC	18-28 years	(a) Class 12 <sup>th</sup> Pass of equivalent from recognized Boardor University (b) English typing @ 35 words per minute on computer	

Note:

- (a) The Selection Board has full right to reject applications which will be found incomplete in respect.  
(b) The right to shortlist candidates for the test lies with the Selection Board based on benchmark in terms of percentage of marks in Matriculation/12<sup>th</sup> Class Merely, fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

© Application completed in all respect as per the Proforma given accompanied by required docum (Self-attested photocopy & One photograph only and a self-addressed envelope with postal stamp of Rs 25/- stated should reach through registered post only to **The Establishment Officer, HQ Dakshin Maharashtra Sub Area, Pune-411001**" within 30 days from the date of publication of this Advertisement. Application received thereafter (i.e 31<sup>st</sup> day) will not be considered.

(d) Area of Employment is HO Dakshin Maharashtra Sub Area, Pune.

(e) All India Service Liability.

(f) Location of test will be at Pune. No TA/DA will be paid to candidates called for the exam.

(g) For more information, Establishment Officer, HQ Dakshin Maharashtra Sub Area may pl be contacted **7020600511**

## Application Form (To be filled in English only) Post Applied for \_\_\_\_\_

1. Full Name of the candidate  
(in capital letters)
2. Father's/Husband's Name
3. Sex
4. Date of birth (in Christian era)  
and present age (Year & Months)
5. Nationality
6. Permanent address
7. Correspondence Address with PIN Code
8. Religion/Caste
9. Educational Qualification
10. Telephone/Mobile No (if any)

Affix passport  
size photo duly  
attested by  
Gazetted Officer