

# 71 SUB AREA /HQ NORTHERN COMMAND

## Recruitment Notice 01/2017

Applications are invited from eligible Indian Nationals to fill up following vacancies: Group "C" (Erstwhile Group "D")

Note : Please read instructions carefully before filling up of Application Form. Non completion of any one / or more instruction(s) will entail outright rejection of application.

Name of Post	Pay Matrix Level & Pay Rs.	Age (Years)	Qualification /Experience required (Essential / Desirable)	Category				
				Gen (UR)	SC	ST	OBC	Total Posts
<b>Lower Division Clerk (For Male /Female Candidates)</b>	PML-02 (19900-45700) Rs. 19900/- PM	18-25	(a) 12th Class or equivalent qualification. (b) Must pass English Typing @ 35 w.p.m. on computer (35 words per minute corresponding to 10500 KDPH on an average of 5 key depressions for each word (Ref.	01	-	-	-	01
<b>Civilian Motor Driver (Ordinary Grade)</b>	PML-02 (19900-45700) Rs. 19900/- PM	18-27	(a) Matriculation or equivalent. (b) Must possess the civil driving license for heavy vehicle and have two years experience on driving such vehicles.	12	24	-	06	42@ (10% of Total Vac i.e. 04 posts reserved for Ex-Servicemen)
<b>Vehicle Mechanic</b>	PML-02 (19900-45700) Rs. 19900/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Capable of reading number and names of tools and vehicles both in English and Hindi. (c) One year experience of trade.	01	01	-	-	02
<b>Cleaner</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Should be proficient in trade.	01	01	-	01	03
<b>Camp Guard/Chokidar</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Should be proficient in trade.	-	01	-	-	01
<b>Safaiwala</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) Matriculation or equivalent. (b) Conversant with duties of the trade with one year's experience in the trade.	01	-	-	-	01
<b>Labour</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) 10th Standard pass or equivalent.	06	01	-	06	13
<b>Fireman</b>	PML-02 (19900-45700) Rs. 19900/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Should be proficient in trade.	13	04	03	05	25
<b>Cook</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Should be proficient in trade.	01	-	-	-	01
<b>Lab Assistant</b>	PML-01 (18000-41100) Rs. 18000/- PM	18-25	(a) 10th Standard pass or equivalent. (b) Should be proficient in trade. (c) Should have experience in working in a Lab or Chemical or Drug factory for a period of atleast one year.	01	-	-	-	01

Abbreviations: Gen (UR) – General (Unreserved), SC - Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes.

Note :-

- Weightage for written test will be 100% and physical and practical test will be only qualifying in nature for all posts.
- All posts applicable for only male candidate except for LDC.
- Above vacs are provisional and indicative of the number of vacancies and subject to change (increase/decrease at a later stage without any further notification.
- 10% of posts are reserved for Ex-Servicemen and placed against the category which the individual belongs to.
- 5% of the vac can be filled by for the meritorious sports persons and placed against the category which the individual belongs to.

1. **Age Limit (For the post of LDC, Cleaner, Safaiwala, Cook & Camp Guard) :-**

- 18 to 25 yrs for UR Candidates.
- 18 to 28 yrs for OBC Candidates.
- 18 to 30 yrs for SC Candidates.

2. **Age Limit (For the post of Civilian Motor Driver (Ordinary Grade)) :-**

- 18 to 27 yrs for UR Candidates.
- 18 to 30 yrs for OBC Candidates.
- 18 to 32 yrs for SC Candidates..

3. **Age Limit for:-**

(a) **Ex-Servicemen:** Resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made. No physical test will be conducted for Ex-Servicemen. On selection, Ex-Servicemen will be adjusted against respective category i.e. Gen/SC/OBC.

(b) **Meritorious Sports Persons:** The age limit is 18 to 30 yrs for UR, 18 to 33 yrs for OBC and 18 to 35 yrs for SC category. Meritorious sports persons should be in possession of certificate of the competition awarded by following authorities :-

(i) **International Competition :** Secretary of the National Federation of the game concerned.

(ii) **National Competition :** Secretary of the National Federation OR Secretary of the State Sports Association of the game concerned.

(c) Age relaxation upto five years is available for candidates who have originally been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989 or as per Govt. Policy/Orders as applicable. Photocopy of certificate to this effect issued either by District Magistrate concerned within whose jurisdiction the candidate is ordinarily residing or other authority designated in this behalf by the Govt. of Jammu & Kashmir be attached with Application and original one to be produced at the time of Interview.

(d) Age relaxable for government servants for the post of LDC, Cleaner & Cook upto the age of 40 years in the case of Gen/UR candidates and upto 45 years in the case of candidates belonging to the SC/OBC category and for the post of

**Safaiwala upto the age of 35 years as per orders or instruction issued by the Central Government from time to time.**

(e) No age relaxation is admissible to SC/OBC candidates applying against unreserved posts.

4. The lower/upper age limits prescribed for the post i.e. cutoff date will be 21 days from the date of publication of this advertisement i.e. the last date of receipt of application by the appointing authority.

**PROBATION PERIOD**

5. All posts are temporary be permanent after successful completion a probation period of two years from the physical date of appointment.

6. Candidates after selection will be subject to All India Service Liability Rule, Field Service Rules and Army Act 1950. **(All India Liability – candidates can be transferred to anywhere in India including field area transfer liability).**

7. Selection will be subject to the performance of candidates in the under mentioned tests :-

(a) **Test Paper, Stds and Marking System:** The Board of Officers(s), so detailed, shall test the candidates appearing for following tests and mark the candidates as under :-

Ser No.	Test	Timings/ Benchmark	Pass Marks Min. 33%	Max. Marks
(i)	Physical Endurance Test (Not applicable for the post of LDC & Ex-Servicemen) (aa) 1.6 Kms Run (ab) Bent Knee Sit-Ups (ac) Chin-Ups (ad) 9" Ditch	7 mins 15 Nos 04 Nos Qualify	Pass / Fail (Qualifying in Nature)	None of these tests carry any marks towards selection.
(ii)	Written Test	2 hours	33	100
(iii)	Practical Test	-	Pass/Fail	Pass/Fail

8. This HQ will not **(WILL NOT)** be responsible to pay for any damages in case of injury/death to / of any candidate during various tests / interview and thereafter.

9. Physical Tests will be carried out as laid out above in sequence. Candidates will be disqualified immediately on failing to qualify any of the event given above and will not **(WILL NOT)** be permitted to appear in next event / subsequent tests. The candidate will be immediately escorted out of unit premises / test venue.

10. **Written Test:** The written test will comprise of four parts as per the details mentioned below and the Question-Paper-cum-Answer Sheet of Written Test will be bilingual i.e. in English and Hindi, However, the questions on the portion of English language will be in English only. Candidates scoring min. 33% marks in each part will be considered pass.

Continued

(a) For Lower Division Clerk (LDC)

Table with 7 columns: Paper, Subject (All parts will be objective Multiple Choice Type), No. of Questions, Marks, Minimum Marks, Negative Marking, Total Duration. Rows include Part-I to Part-IV and a Total row.

(b) For CMD (OG), Cleaner, Safaiwala, Cook, Vehicle Mechanic, Camp Guard, Fireman, Labour & Lab Assistant.

Table with 7 columns: Paper, Subject (All parts will be objective Multiple Choice Type), No. of Questions, Marks, Minimum Marks, Negative Marking, Total Duration. Rows include Part-I to Part-IV and a Total row.

(c) Syllabus for LDC (Commensurate to Educational Standard of 12th Class or Equivalent)

(d) Syllabus for CMD (OG), Cleaner, Safaiwala, Cook, Vehicle Mechanic, Camp Guard, Fireman, Labour, Washerman & Lab Assistant (Commensurate to Educational Standard of 10th Class or Equivalent)

(e) Written Test Part-I,II,III & IV Details.

(i) Part I - General Intelligence : It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making...

(ii) Part II - 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.

(iii) Part III - 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, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(iv) Part IV - General Awareness: Questions will be designed to test the ability of the candidates 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 aspects as may be expected of an educated person...

NOTE:-

(a) Only those candidates who secure the minimum qualifying marks i.e. 33% in the written examination, will be called for skill/practical test without disclosing their marks in the said test. Candidates failing to qualify the written test will not (WILL NOT) be permitted to appear in next event / subsequent tests and the marks obtained will not be disclosed to them either.

(d) Skill Test for LDCs: Typing test will be of qualifying nature only. English typing @ 35 w.p.m. OR Hindi typing @ 30 w.p.m. (Time allowed 10 minutes). Typing test will only be conducted for those candidates who qualify in the Written Examination.

11. Selection will also be subject to the following conditions :-

- (a) Medical Fitness tests.
(b) Verification of Character and Antecedents.
(c) Verification of SC and OBC status (Belonging / Not belonging to creamy layer)
(d) Verification of Education qualification certificates & Experience certificates.
(e) Verification of all Certificates/document from issuing Authority.

12. Verification of all documents mentioned at Para 11 (b) to (e) are required to be verified within 90 days of initial dispatch of letters to various departments/agencies etc. for document verification. In case any / some / all such letters draw no response within this stipulated time the candidature of the candidate(s) will stand terminated. 90 days time is sufficient for dispatching reminders & leveraging provisions of RTI Act 2005.

13. It may be noted that document verification is just another stage in the selection process. Merely being called for verification of documents does not indicate that his/her name will also appear in the final merit list. There may occur changes in the merit position including exclusion from the zone of consideration. Candidature of a candidate may be cancelled at any stage of the recruitment in case of violation of necessary instruction/conditions/eligibility.

CENTRE FOR TESTS

14. Document verification/tests will be held at 5471 ASC Bn (MT) [Erstwhile 5121 ASC Bn (MT)] (Nearest Railway Station, Pathankot Cantt / Pathankot, Punjab) or at a place decided and promulgated by Appointing Authority on dates mentioned in the Acknowledgement Card (Appendix B). Applicants should report to 5471 ASC Bn (MT) [Erstwhile 5121 ASC Bn (MT)] or as directed on the date and time of test/interview as mentioned therein. No separate letter will be issued for the same. Acknowledgement Card will be dispatched by Registered Post to only those applicants whose applications and all supporting documents are found complete and correct in terms of age, mandatory educational qualification and other parameters as mentioned above. Incomplete applications will be rejected and no correspondence will be made/entertained in this regard. Candidates not in possession of the Acknowledgement Card

will stand automatically disqualified. The tests will be conducted over a period of six to eight (6-8) days and candidates should be prepared for the same. No lodging and boarding or traveling allowance will be provided by this HQ.

How to Apply

15. Candidates fulfilling the conditions can submit their application only by REGISTERED / SPEED / ORDINARY POST as per the format given at Appendix 'A'. to 'B' in this advertisement and must attach duly attested photocopies of under mentioned documents from (a) to (g) as applicable duly attested. The photograph and document should be attested by the Serving Group A/B Gazetted Officer (as per DOP's Order No. S.O. 946(E) dated 09 Apr 2009) (www.persmin.nic.in/dopt.asp) alongwith the application. If applying for more than one post, separate applications in separate envelopes should be sent for each post. Original certificates are not (NOT) to be dispatched with application form, and should be brought in person on the day of the written test. Dispatch of original documents will entail outright rejection and this HQ will not be responsible any loss of original docus:-

- (a) Education Qualification Certificate.
(b) Caste Certificate (as per Appendix 'C' or Appendix 'D' as applicable).
(c) Discharge Certificate where applicable (for Ex-Serviceman).
(d) Birth Certificate.
(e) Heavy Motor Vehicle Driving Licence issued by RTO (for Civilian Motor Driver (OG) post only).
(f) Experience Certificate (Two years experience after obtaining valid Heavy Motor Driving Licence).
(g) Domicile Certificate.

Note for Ex-servicemen -

- (i) Soldiers Served as Driver (MT): Civil heavy motor vehicle driving Licence and minimum two years experience certificate, discharge book mentioning experience as driver required alongwith above mentioned documents.
(ii) Soldiers Served as Soldier (GD): Civil heavy motor vehicle driving Licence and minimum two years experience certificate required alongwith above mentioned documents. Experience cert. issued by unit will be accepted.
(iii) Minimum two years heavy motor vehicle driving experience should be after the Date of issue of civil heavy motor driving licence.

16. Candidates will enclose a self addressed envelope, affixing postal stamps of Rs. 25/- alongwith the application required for dispatch of Acknowledgement / Admit Card if screened successfully so as to reach Commanding Officer, 5471 ASC Bn (MT) [Erstwhile 5121 ASC Bn (MT)], PIN: 905121 C/O 56 APO within 21 (TWENTY ONE) days from the date of publication of this advertisement. The candidates are required to superscribe on the top of envelope "APPLICATION FOR THE POST OF \_\_\_\_\_" ALONG WITH SELF & FATHER'S NAME. Acknowledgement/Admit Card and Certificate from Attesting Authority to be typed on separate A4 size plain papers as per Appendix 'B'. Application will not (WILL NOT) be entertained without Appendix 'B' or non receipt of separate envelope duly affixed with postal stamps of Rs. 25/- and after closing date i.e. 21 days from the date of publication of this advertisement notice in Employment News and/or other Newspapers. This HQ will not be responsible for any postal delays and no application will be entertained after the due date.

17. Individual who has furnished wrong information in the application form, false certificate to avail benefits / reservation, false/wrong information in the application form regarding relatives or who have fully or partially suppressed any material information shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service, if the candidate has been selected.

Appendix 'A'

FORM OF APPLICATION

(Form should be filled in only blue ink by ball point pen in own hand)

APPLICATION FOR THE POST OF \_\_\_\_\_ IN UNITS OF 71 SUB AREA / NORTHERN COMMAND

- 1. (a) Post applied for \_\_\_\_\_
(b) Have you also applied for any other post featured in this advt : (Yes/No) \_\_\_\_\_
Safaiwala/Lower Division Clerk/Cleaner/Cook/Civilian Motor Driver/Camp Guard/Labour/Fireman/Cook, Lab Assistant (If yes tick the post/posts applied for).
2. Name of the Candidate \_\_\_\_\_ (IN BLOCK LETTERS)
3. Father's Name \_\_\_\_\_
4. Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (As per Birth Certificate & attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B or equivalent) .
5. Age as on 01 Jan 2018 for receipt of application (Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_)
6. Identification Mark \_\_\_\_\_
7. Address for Correspondence :-
House No./Street/Village \_\_\_\_\_ Post Office \_\_\_\_\_
Tehsil \_\_\_\_\_ Distt \_\_\_\_\_ State \_\_\_\_\_
PIN Code \_\_\_\_\_
8. Permanent Address :-
House No./Street/Village \_\_\_\_\_ Post Office \_\_\_\_\_
Tehsil \_\_\_\_\_ Distt \_\_\_\_\_ State \_\_\_\_\_
PIN Code \_\_\_\_\_
9. Caste (Gen (UR)/OBC/SC) \_\_\_\_\_ (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B (applicable for OBC/SC candidate only) or equivalent .
10. Category for which applied (Gen/OBC/SC/Ex-Serviceman) \_\_\_\_\_
11. Education Qualification \_\_\_\_\_ (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B) or equivalent.
12. Experience Certificate (For the post of Safaiwala only) for one year with date of issue (must be after passing 10th class) (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B) or equivalent.
13. Civil Driving Licence (for the post of Civilian Motor Driver (OG) only) No. \_\_\_\_\_ dated \_\_\_\_\_ for heavy vehicle valid upto \_\_\_\_\_ (with date) issued by \_\_\_\_\_ (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B) or equivalent.
14. Driving Experience Certificate (for heavy vehicles) (for the post of Civilian Motor Driver (OG) only) for two years with date of issue (must be after the date of issue of Driving Licence & attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B or equivalent.

Continued



- \*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Orders, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Orders, 1962.
- \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964.
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Orders, 1967.
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Orders, 1968.
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Orders, 1968.
- \*The Constitution (Nagaland) Scheduled Tribes Orders, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Orders, 1978.
- \*The Constitution (Sikkim) Scheduled Tribes Orders, 1978.
- \*The Constitution (Jammu and Kashmir) Scheduled Tribes Orders, 1989.
- \*The Constitution (Scheduled Castes) Orders (Amendment), Act, 1990.
- \*The Constitution (Scheduled Tribes) Orders (Amendment), Act, 1991.
- \*The Constitution (Scheduled Tribes) Orders Second Amendment Act, 1991.

2. \*\*This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Shrimati\*..... Father/ Mother\* of Shri/Shrimati/Kumari\* ..... of village/town\*..... in the District/Division\*..... of the State/Union Territory\*..... who belong to the Caste/Tribe\* in the State/Union Territory\* ..... issued by the ..... dated .....

3. Shri/Shrimati/Kumari\* ..... and/or\* his/her\* family ordinarily reside(s) in village/town\* ..... of ..... District / Division\* of the State/Union Territory\* of .....

\* Please delete the words which are not applicable.

\*\* Applicable in the case of SCs, STs persons who have migrated from one State/UT

#### AUTHORITIES EMPOWERED TO ISSUE CASTE CERTIFICATE

(G.I., Dept. of Per & Trg., O.M. No. 36012/6/88-Estt.(SCT), (SRD, III) dated 24-4-1990) The undermentioned authorities have been empowered to issue Caste Certificates of verification:-

1. District Magistrate/ Additional District Magistrate/ Collector / Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
2. Chief Presidency, Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

#### Appendix 'D'

#### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

(G.I., Dept. of Per & Trg., O.M. No. 36033/28/94-Estt.(Res), dated 2-7-1997)

This is to certify that ..... son of ..... of village ..... District/ Division..... in the ..... State ..... Belongs to the ..... Community which is recognized as a Backward Class under \_\_\_\_\_

- (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC, dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.
- \*(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No 163, dated the 20th October, 1994.
- \*(iii) Government of India, Ministry of Welfare, Resolution No 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- \*(iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11th December, 1996.

Shri..... and/ or his family ordinarily reside(s) in the ..... District/Division of the .....State. This is also to certify that he/ she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt, (SCT), dated 8-9-1993.

**District Magistrate  
Deputy Commissioner, etc.**

**Dated :**

**SEAL**

\*Strike out whichever is not applicable.

**N.B. – (a)** The term, 'Ordinarily', used here will have the same meaning as Section 20 of the Representation of the People's Act 1950.

- (b)** The authorities competent to issue caste certificates are indicated below -  
**(i)** District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (ii)** Chief Presidency, Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii)** Revenue Officer not below the rank of Tehsildar ; and
- (iv)** Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

**Appx 'E'**

Extract of Dte General of Supply & Transport Quarter Mater General's Branch Integrated HQ of MoD (Army) letter No. 78855/DR/Q/ST-12 (Civ) dt 10 Nov 11.

**1 to 8 x-x-x-x-x-x**

#### Notification of Vacancies

9. Following the instructions issued by Department of Personnel and Training, vide their OM No. 14024/2/96-Estt (D) dated 18 May 1998, all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/Staff Section Commission, are to be notified to the local Employment Exchange. In addition, the vacancies are also required to be given wide publicity on an all India basis for which it is advised that the same may be published in the Employment News/Local Newspapers. Such recruitment notices are also to be displayed on the Notice Boards of the units concerned. A specimen copy of advertisement is attached as Annexure-1.

**10 to 23 x-x-x-x-x-x**

**davp 10602/11/0067/1718**