

RECRUITMENT NOTICE/ INSTRUCTIONS

RECRUITMENT OF GP 'C' CIVILIAN DEFENCE EMPLOYEES AT UNITS UNDER HQ SOUTHERN COMMAND

1. Recruitment of civilian defence employees at units under HQ Southern Command will be held for eligible Male/Female candidates who are citizen of India. The details of categories for which the candidates will be screened for, Name of Post, No of Vacancies, Scale of Pay and Qualitative Requirements are mentioned below :-

No	Name of Post	No of vacs	Category	Scale of Pay	Age limit	Essential Qualification & Desirable Qualification
(a)	MTS (Messenger)	13 (01 X ESM in horizontal reservation)	UR-09 ST-01 SC-01 OBC-01 EWS-01	Level-01 of 7 th CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per applicability at Para 2)	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One year experience in the trade.
(b)	MTS (Daftary)	03	UR-01 OBC-01 EWS-01	Level-01 of 7 th CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per applicability at Para 2)	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One year experience in the trade.
(c)	Cook	02	UR-02	Level-02 of 7 th CPC (Rs 19900-63200)+ Allowance as per rule	18-25 Years	(i) Matriculation pass or equivalent from recognized university (ii) Must have knowledge of Indian cooking and proficiency in trade.
(d)	Washerman	02	UR-02	Level-01 of 7 th CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One year experience in the trade.
(e)	Mazdoor	03	UR-02 OBC-01	Level-01 of 7 th CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per applicability at Para 2)	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One year experience in the trade.
(f)	MTS (Gardener)	01	UR-01	Level-01 of 7 th CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One year experience in the trade.

Note:-

(a) **UR**-Un Reserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Class (Non Creamy Layer), **EWS**-Economically Weaker Section, **ESM**-Ex-Servicemen.

(b) The post are presently located at **Pune, Mumbai, Devlali, Ahmednagar**.

2. Age Limits and its relaxation:-

Ser No	Category	Age Limit	Remarks
(a)	UR	18 yrs to 25 yrs	
(b)	OBC	18 yrs to 28 yrs	
(c)	SC/ST	18 yrs to 30 yrs	
(d)	ESM	Service rendered in Army/ Navy/ Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit ie 25 yrs prescribed for the post by more than three yrs	

3. The crucial date for determining the age limit shall be the closing date for receipt of application.

4. Application for the above posts are being taken online only. One candidate can apply for only one post under any one category/ reservation. Applications received from same candidate for different posts are liable to be rejected.

5. The above post are subject to all India Service liability including field service.

6. 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 full filling the basic criteria does not entitle the individual to be called for written test/ skill test whenever applicable. Candidates would be intimated separately for appearing in the exam. Only candidates who are intimated are required to appear for exam. One Candidate can apply for only one category/ reservation. Applications received from same candidate to different posts are liable to be rejected.

7. **Scheme of Examination**. A written test will be held which will have questions of the level of Class 10th/12th/ITI as per essential educational qualification of respective post. Candidates appearing for written test would also be subjected to skill/ practical test (applicable for cook/ washerman only) if shortlisted, wherever applicable. Medium of written test will in Hindi/ English only.

8. The SC/ST/OBC candidates who apply against gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

9. Certificate of experience in the trade where experience is desirable be produced along with the applications.

10. Photocopy of the following documents/Certificate to be attached along with the application duly self-attested.

- (a) Passport size photographs duly self-attested.
- (b) Education qualification certificate.
- (c) Date of Birth Certificate.
- (d) Caste Certificate where applicable.
- (e) EWS certificate for EWS where applicable.
- (f) Discharge certificate for Ex-Servicemen where applicable.

11. **Place of Written Test/Skill Test.** The written test will be held at GRC Kamptee Military Station and skill test (for shortlisted candidates ie Cook and Washerman post only) will be held at Arty Centre Nashik Road Camp. Candidates should come prepared to stay for two-three days for completion of the process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. **No TA/DA would be paid to candidates called for examination.**

12. **Note.** Central Government civilian employees must furnish “No objection certificate” from their employer/ office at the time of the **written test/ skill test** as applicable else their candidature will be cancelled.

13. 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 further tests.

14. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that number of posts/ vacancies are tentative and recruitment process can be cancelled/suspended/ terminated by the HQ Southern Command at any stage, due to administrative reason.

15. The written examination will consist of General Intelligence, Reasoning, General Awareness, English Language & Comprehension. Skill test will be conducted only for those candidates who obtain qualifying marks in the written examination (the standard of question will be 10th and 12th as applicable).

16. **Tradesman Only.** Call letters for skill test will be issued only to shortlisted candidates, for post of Cook/Washerman only

17. Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.

18. In the event of their failure to produce original/ essential documents after skill test, the candidature is liable to be rejected. Documents relating to essential education /higher education/experience certificate will be checked after skill tests. The original Caste certificate/ Character certificate as applicable will be checked after the skill tests.

19. If the candidate produces false certificate/fabricated documents inaccurate or tampered information then he will be disqualified/ dismissed from service, if appointed inadvertently.

20. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

21. Obtaining support for his candidature through unfair means shall disqualify the candidature.

22. Candidate 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 then application will be rejected.

23. Any legal cases arising out of this recruitment will be subject to Pune district court jurisdiction.

24. **Warning.** All candidates are warned to be careful from the self-styled agents and also requested to inform Headquarters Southern Command, Pune against any malpractice seen/observed by them.

(a) The selection board has full right to reject applications, which will be found incomplete in any 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 /12th Class. Merely, fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

(c) Age limit and relaxation: Age relaxation for the above categories, will be as on closing date of receipt of application.

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