

~~BRAET~~
Recruitment Notice for the Post of Gp C Civilian Vacancies
HQ 54 Movement Control Group, Pin-900120, C/o 56 APO

Applications are invited from eligible Indian nationals for following Group 'C' posts; as per format given below on plain paper duly typed:-

Ser No.	Name of Post	No of vac(s) #	Category	Level in revised pay structure	Essential & Desirable Qualification
01	LDC	05	UR-1 OBC-4 (one post to be reserved for ESM)	Level-2	(i) 12 th class or equivalent qualification from a recognised Board or University. (ii) English Tping @ 35 w.p.m on computer. Hindi Typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word). Note : The skill test will be conducted on computer only.
02	Tally Clerk	01	SC	Level-2	(i) Matriculation or equivalent qualification from a recognized Board or University. (ii) Three year experience in Shipping work.
03	Cook	02	UR-1 OBC-1	Level - 2	(i) Matriculation or equivalent from recognized Board. (ii) Must have knowledge in Indian cooking & proficiency in trade
04	MTS (Safaiwala)	03	UR	Level-1	Essential: Matriculation or equivalent from recognized Board
05	MTS (Watchman)	01	UR	Level-1	Desirable: Conversant with the duties of the trade with one year experience in the trade

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06	Barber	01	UR	Level-1	Essential: Matriculation or equivalent from recognized Board with proficiency in Barber's trade job. Desirable: one year experience in the trade
07	Washerman	01	UR	Level-1	(i) Matriculation or equivalent from recognized Board (ii) Must be able to the wash Military/Civilian cloth thoroughly well.

Number of vacancies are likely change.

2. **Age limit and relaxation:-** The prescribed age limit for the above post is between 18-25 yrs. as on closing date of receipt of application. Necessary age relaxation as per existing Government Order for SC/ST/OBC, Ex-serviceman is applicable.

3. **Place of Posting:-** The posts are presently located at **Jodhpur, Raiwala(Dehradun), Mathura, Suratgarh, Mumbai & Chennai**. 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/practical and trade test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/practical and trade test. Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for exam.

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

- (i) Matriculation/10th Pass Certificate.
- (ii) Birth Certificate.
- (iii) Caste Certificate (wherever applicable).
- (iv) Educational Qualification Certificate.
- (v) Two self addressed registered envelopes affixed ₹ 5/- postal stamp.
- (vi) Two latest passport size photographs.
- (vii) NOC 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.

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6. **Scheme of examination**: A written test will be held which will have questions of the level of Class 10th. Candidates appearing for written test would also be subjected to /Practical/trade test wherever applicable.

7. **Last date for receipt of applications**: 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 reach **Group Commander, Recruitment Cell, HQ 54 Movement Control Group, Pin- 900120 C/o 56 APO** on or before 21 days of the date of publication of the advertisement in the Employment. Applicants are requested to super-scribe the words "**APPLICATION FOR THE POST OF _____**" on top of the envelope while sending the application.

9. **Place of Written/Practical/Trade test** :- The Written/ Practical/Trade test would be held at **HQ 54 Movement Control Group, Pin- 900120 C/o 56 APO**. 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 TA/DA 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 Physical/Written/Practical/Trade test. Only candidates who receive call letters are required to appear for the examination alongwith the call letters received. The 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.

12. **General conditions:-**

(a) Appointments are initially on a temporary basis.

(b) Department reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.

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Application Format

Self-attested
Passport
Size recent
Photograph

1. Post applied for _____
2. Name (in block letters) _____
3. Father's Name _____
Mother's Name _____
4. Date of Birth _____
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:-
(Complete address with Pin Code) _____

(b) Permanent Address:-
(Complete address with Pin Code) _____

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/appointment/services are liable to be terminated without notice.

Date:
Place:

(Signature of Applicant)

ACKNOWLEDGMENT/ADMISSION CARD

**Self
attested
Passport
size
photograph**

1. Post applied for _____
2. Name of candidates (in block letters) _____
3. Signature of Candidate _____

(For official Use only)

1. Your application is hereby accepted / rejected.

2. Index No.

3. Written Test (a) Date (b) Time
- (c) Place

Note :- Candidate to bring original documents in support of information submitted in the application on the date of written examination. Mobile phone is not allowed in defence area.

(Signature of Controlling Officer)

Handwritten signature 10610/11/0004/1617