

**MINISTRY OF DEFENCE**  
**20 MOUNTAIN DIVISION ORDNANCE UNIT, PIN 909020, C/O 99 APO**  
**RECRUITMENT NOTICE NO 01-04-2015 to 31-03-2016, 01-10-2011 to 31-03 2012**

1. Applications are invited from eligible Indian Citizens for the following posts in Pay Band of Rs. (Pay band + Grade pay) plus other allowances as admissible to Central Government Employees.

Ser No.	Name of post	Pay scale	Minimum Essential qualification	Physical measurement/ Physical endurance test & Written test	Categories				Total vacancies	Remarks
					UR	SC	ST	OBC		
1.	Tradesman Mate	Pay Rs.18,000/- pm plus other allowances	(i) Matriculation pass or equivalent from a recognized Board. <b>OR</b> Industrial Training Institute pass Certificate from a recognized institute.  (ii) Knowledge of Hindi.	<b>Physical Test</b> Mandatory to pass physical test as decided by Board of Officers for recruitment.  <b>Written Test</b> Only pass candidates of physical test will appear in written test.	01	01	-	01	03	
2.	Fireman (PH) (HH)	Pay Rs. 19900/- pm plus other allowances	(i) Matriculation or equivalent  (ii) Knowledge of Hindi	Must be physically fit and capable of performing strenuous duties and mandatory to pass the tests specified below :- <b>Physical Measurement (qualifying) :-</b> (i) Height without shoes . 165 cms. (ii) Chest (unexpanded) - 81.5 cms. (iii) Chest (on expansion) - 85 cms. (iv) Weight 50 kgs (Minimum)  <b>Physical Endurance Test:-</b> (i) Carrying a man/weight (Fireman lift) of 63.5 Kgs weight to a distance of 183 meters within 96 seconds. (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump). (iii) Climbing 3 meters vertical rope using hands and feet. (iv) Run 1.6 km in 6 Min.  <b>Written Test:-</b> Only pass candidates of physical test will appear in written test.	01	-	-	-	01	Vac reserved for Physically Handicapped category (Sub category Hearing Handicapped not less than 40% of disability only. 100% disability not approve for the post of Fireman.)

**Note:-** Candidates failing in the endurance/physical tests will not be allowed to undergo further process of selection. No of above mentioned post can be increased/decreased due to any changes in PE/WE or availability of vacs as per NAC.

2. The above posts are subject to all India Service Liability including field service.
3. Age limit and its relaxation

S.No.	Category	Age Limit	Age relaxation	Remarks
(a)	UR	18 yrs to 25 yrs	Nil	
(b)	OBC	18 yrs to 28 yrs	3 Years	
(c)	SC	18 yrs to 30 yrs	5 Years	
(d)	PH (UR)	18 yrs to 35 yrs	10 Years	PH person should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt hospital certifying the disability. <b>The disability certificate should be as per performa in annexure- 1.</b>

**Note- I :** \* Degree of disability for reservation PH : Only such persons would be eligible for reservation in service/posts who suffer from not less than 40 per cent of relevant disability. 100% disability cannot be appointed for the post of **FIREMAN**.

**Note- II:** Female candidates are not eligible to apply for the post of Fireman.

4. Candidates will forward application properly sealed, in an envelope to the address mentioned against the post applied for, through Ordinary / Registered / Speed Post. Application in person will not be accepted. Candidates are requested to superscribe the words "**APPLICATION FOR THE POST OF (CATEGORY )**" on the top of envelope while sending the application form to The Commanding Officer , 20 Mtn Div Ord Unit, PIN . 909020, C/o 99 APO. The above sentence, if not superscribed on envelope, same will not be accepted. The envelope should clearly mention the senders name and complete address at the reverse.

5. **Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News (including the date of publication).** No application will be entertained after closing date i.e. 21<sup>st</sup> days from the date of publication of this advertisement notice.

6. CO, 20 Mtn Div Ord Unit will not be responsible for any postal delay. No intimation will be given for the application rejected due to non fulfillment of desired conditions.

7. The crucial date for determining the age limit shall be the closing date for receipt of application i.e, 21 days from publication in Employment News.

8. **Place of work:** 20 Mtn Div Ord Unit, C/o 99 APO subject to All India Service Liability incl field. **NRS of the unit Binnaguri.**

9. All applications received will be scrutinized by this unit and all applications with incomplete/incorrect/inappropriate information and also those with incomplete supporting documents will be rejected. All candidates whose applications are found correct will be sent a call letter to appear in the test on the given date no candidates without a call letter/acknowledgement card will be permitted to attend physical test/written test. Written exam will be based on matriculation level.

10. All candidates with valid call letters will arrive at the place of test one hour before the given time on the day of the test. Candidates arriving late will not be permitted to take part in the test.

11. The photocopy of the following documents/ certificates to be attached along with application, duly **self attested** :-

(a) Two passport size photographs duly self attested, one on right corner of application and one on Acknowledgement Card/Call letter.

(b) Self Attested copies of following certificates will also be submitted with application:-

- (i) Education qualification certificate including Admit card & Marks sheet.
- (ii) Date of Birth Certificate.
- (iii) Caste Certificate where applicable.
- (iv) Aadhar Card
- (v) Pan Card

(c) Self addressed envelope affixing postal stamp of Rs.25/-.

12. Application form to be strictly as per the format published in the advertisement.

13. Candidates to apply for only one category of reservation. If a candidate applies for two different categories of same post his candidature will be cancelled. For example applying separately from both SC and UR quota for vac of Tradesman Mate is liable for rejection.

14. Candidates are required to get original supporting documents at the time of physical endurance/written test as required in the application form. In case a candidate fails to bring the document in original at the time of test, he shall not be considered for the test.

15. Registration of application is no guarantee of employment.

16. Any attempt by any candidate to influence the selection process will result in disqualification of the candidate from taking any further part in the selection process, besides disciplinary/legal proceeding by civil police.

17. **Short-listing:** The number of candidates may be reduced due to administrative constraint in screening of applications for written examination on the basis of percentage of mark obtained in the examination of essential qualification. A bench mark will be fixed depending on the number of applicants. No weightage will be given for additional/higher qualification (other than those prescribed in the recruitment rules). All candidates meeting the bench marks will be invited for further test. The administration reserves the right to fix a cut-off bench mark for selection.

**Note –III:** Central Government Civilian employees must furnish “**No Objection Certificate**” from their employer/Office at the time of the test else their candidature will be cancelled.

18. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for tests. 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 the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Appointing Authority at any stage, due to administrative reasons.

19. **Candidates have to specifically mention the category to which they belong to i.e. (Gen, SC, OBC).** Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the tests.

20. **Conduct of Physical Endurance / Physical measurements tests :-**

(a) Conduct of Physical Tests will be completed prior to written Test.

(b) Physical measurements like height, weight, chest where reqd for the post as stipulated will be taken prior to commencement of the other physical tests. Candidates who get rejected in physical measurements will not be allowed to participate in any of the remaining tests.

21. The question papers of written test (objective type) will be bilingual i.e. English & Hindi as under:-

Subject	No of Questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours	The standard of questions will be of matriculation/ Intermediate as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

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

23. No TA/DA is admissible. Duration of tests can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test.

24. **Own Risk :-** Candidates will appear for physical test/endurance test at their own risk. Any injury/accident/death if any sustained by the candidates during tests, authorities will not be held responsible nor any compensation will be paid.

25. **Probation period:-** The selected candidates will be on probation for two years. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character and antecedent/education certificate with date of birth/caste certificate/Physical handicapped certificate and Medical fitness examination. Appointed will be made permanent only after the successful completion of two years of continuous service on probation.

26. **Date & Time of test:-** Date and time of the Physical tests/ Examination will be intimated later on through call letter to candidates whose application and particulars are found correct and in order as per the shortlisting based on merit of basic educational QR.

27. **Warning:-** All applicants are warned to be careful from the self styled agents and also requested to report to the Commanding Officer of unit against any malpractice seen/observed by them.

28. Any dispute in the Recruitment will be settled within jurisdiction of Jalpaiguri Court.

Unit : 20 Mtn DOU  
Station : C/o 99 APO

Dated : 16 Feb 2018

S/d-xxxx  
(Alok Gupta)  
Col  
Commanding Officer  
20 Mtn Div Ord Unit

**PART – I**

To

The Commanding Officer  
20 Mtn Div Ord Unit  
PIN- 909020  
C/o 99 APO

Affix recent passport size photograph duly self attested
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**APPLICATION FOR RECRUITMENT**

**Rect notice No 01-04-2015 to 31 -03-2016,  
01-10-2011 to 31-03-2012**

1. Post applied for \_\_\_\_\_
2. Name of the candidate (in block letters) \_\_\_\_\_ ..
3. Father's Name \_\_\_\_\_ .

4. Date of Birth

DD		MM		YY			

5. **Correspondence Address:-**  
House No/Street/Village \_\_\_\_\_ .  
Post Office \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin code \_\_\_\_\_ ..

6. **Permanent Address:-**  
House No/Street/Village \_\_\_\_\_ .  
Post Office \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin code \_\_\_\_\_ ..

7. Educational qualification

S.No.	Qualification	Name of School/College	Name of Board/University	% of marks obtained

8. Category for which applied:  
(a) Caste applied for

<b>UR</b>	<b>SC</b>	<b>OBC</b>	(please tick one)

(b) % of disability:

<b>PH(HH)</b> <b>(Not less than 40%)</b>

9. Whether registered with any employment exchange? Yes/No \_\_\_\_\_ .  
(If yes, give details as under):-

10. Whether employed in Central govt services? Yes/No \_\_\_\_\_ .  
(If yes, give details as under):-

(a)

Name of employer	Office address	Name of the post	Date of appointment

(b) NOC letter No and date : \_\_\_\_\_ .

11. Details of Aadhar Card , PAN card and Mobile No :-

Aadhar Card No	PAN Card No	Mobile No

12. **Details of ineligibility Criteria:-**

- (a) False documents/information or incomplete information in the application form.
- (b) Any other person appearing in the test in place of applicant (impersonation).
- (c) Application form incompletely filled including photograph attested docus etc.
- (d) Two or more applications filled for the same post by applicant.
- (e) Any other influence from outside or use of wrong procedure for acceptance of the application.
- (f) Candidate must ensure that no coloum is left blank or wrongly filled application not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates.
- (g) Person who has entered into or contracted a marriage with a person having a spouse living has entered into or contracted a marriage with person.

13. **Additional Information :-**

- (a) Have you ever been involved in any criminal case? Yes/No           .
- (b) Have you ever been arrested/ prosecuted? Yes/No           .
- (c) Have you ever been convicted by any Court? Yes/No           .
- (d) Is any case pending against you in any Court? Yes/No           .
- (e) Is any case pending against you in any Police Station? Yes/No           .
- (f) Have you been ever debarred from appearing any Examination by UPSC/Govt of India/ State Govt/ University/ Board or any other educational institution? Yes/No           .

### **DECLARATION**

14. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve All India Service Liability including field. I agree that the department has the right to transfer me anywhere in India. I agree that any injury/accident/death if sustained during the recruitment process, then the conducting authorities will not be held responsible nor will any compensation be paid to me. I agree that any dispute in the Recruitment will be settled within jurisdiction of Jalpaiguri Court.

(Signature of Candidate)

Dated:

Place:

**PART – II**

**ACKNOWLEDGEMENT CARD/CALL LETTER : 20 MTN DIV ORD UNIT**

**(To be filled up by the candidate)**

POST \_\_\_\_\_ (Category \_\_\_\_\_)

Affix recent  
passport size  
photograph duly  
self attested

1. Name \_\_\_\_\_

2. Father's Name \_\_\_\_\_ .

3. Correspondence address:-

House No/Street/Village \_\_\_\_\_

Post Office \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_

Pin code \_\_\_\_\_ ..

**(To be filled up to the Office)**

4. Application accepted/rejected and date of test if accepted \_\_\_\_\_

5. Reason for rejection \_\_\_\_\_ ..

6. Time of reporting for test \_\_\_\_\_ ..

7. Venue of test : **20 Mtn Div Ord Unit**

**Note : I** The candidate should bring the following on the date of test :-

- (a) Acknowledgement slip / Call letter in original for admission the test.
- (b) All Documents / Certificated in original.
- (c) Proof of identity (Voter ID Card/Aadhar Card /PAN Card / Driving License / Passport)
- (d) Pen, Pencil, Eraser & Clip Board (Writing materials) for Written Exam.

**Note-II** Physical test will be carried out.

INDEX NO \_\_\_\_\_

Signature of controlling officer

**PART III**

**(ONLY FOR OBC CATEGORY CANDIDATES)**

**DECLARATION**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
resident of village \_\_\_\_\_ /town/city \_\_\_\_\_ ..District \_\_\_\_\_ ..  
State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ . Community which is recognized  
as a backward class by the Govt of India for the purpose of reservation in service as per order contained in Department of  
Personnel and Training Office Memorandum No,36012/22/93-Estt/(SCT) dated 08 Sep 1993. It is also declare that I do not  
belong to persons/sections (Creamy Layer) mentioned in the column 3 of the Schedule to the above referred Office  
Memorandum dated 08 Sep 1993.

Date \_\_\_\_\_ .

**Signature of the applicant**

**Annexure-1**

(Name and Address of the Institute/Hospital)  
Certificate No \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent photograph  
of the candidate  
showing the  
disability duly  
attested by the  
Chairperson of the  
Medical Board

1. This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/Daughter of Shri/Smt \_\_\_\_\_ age \_\_\_\_\_  
Sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category:

A. **Hearing impairment**

- (i) D- Deaf
- (ii) PD- Partially Deaf

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re assessment of the case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Shri/Smt/Kumari \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties:-

- (i) F- can perform work by manipulating with fingers. Yes/No
- (ii) PP- can perform work by pulling and pushing Yes/No
- (iii) L- can perform work by lifting. Yes/No
- (iv) KC- can perform work by kneeling and crouching. Yes/No
- (v) B- can perform work by bending. Yes/No
- (vi) S- can perform work by sitting. Yes/No
- (vii) ST- can perform work by standing. Yes/No
- (viii) W- can perform work by walking. Yes/No
- (ix) SE- can perform work by seeing. Yes/No
- (x) H- can perform work by hearing/speaking. Yes/No
- (xi) RW- can perform work by reading and writing. Yes/No

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Member  
Medical Board

Countersigned by the  
Medical Superintendent/CMO/  
Head of the Hospital (with seal)

**DAVP/10202/11/0002/1819**