

# MINISTRY OF DEFENCE

## SELECTION CENTRE NORTH, RUPNAGAR (PUNJAB)

1. Applications on the prescribed format as attached with this notice are invited for **Selection Centre North (SCN), Rupnagar (Punjab)** from Indian National eligible candidates for the posts details of which are given in Para 2 below. All the posts are covered under All India Service liabilities and the selected candidates will be posted at interim location at Kapurthala (Punjab) initially for few years and will be shifted to Rupnagar (Punjab) subsequently on completion of infrastructure. The applications should reach **Commandant, Selection Centre North, Old Cantt, Kapurthala Punjab-144601** within **21 days** from the publication of this advertisement in Employment News. **The date of written and skill tests of candidates who are found suitable after scrutiny of applications will be communicated to them separately through call letter.**

2. Details of posts and vacancies are as under in the following pay scales:-

Sr No	Name of post	Pay Scale	Minimum Essential Qualifications and Requirement	Skill test	Categories			Total Vacancies	Remarks	
					UR	SC	OBC			
(a)	Stenographer Grade II	5200-20200 Grade Pay - 2400	12 <sup>th</sup> & Skill Test *	-	03	01	01	05	* To Qualify for written. Dictation : 10 mts @ 80 wpm Transcription : 50 mts (Eng), 65 mts (Hindi) on computer.	
(b)	Painter	5200-20200 GP-1900	Matriculation & Certificate @	Skill Test	01	-	-	01	@ Certificate in the trade from a recognized institution.	
(c)	Cook	5200-20200 GP-1900	Matriculation & Proficiency #	Skill Test	04	02	01	07	# Must have knowledge of Indian cooking and proficiency in trade.	
(d)	LDC	5200-20200 GP-1900	12 <sup>th</sup> & Skill Test ^	-	03	-	-	03	^ To Qualify for written. English Typing @ 35 wpm on computer or Hindi Typing @ 30 wpm on Computer.	
(e)	Room Orderly	5200-20200 GP-1800	Matriculation /ITI Pass	Skill Test	06	03	02	11	Desirable – Conversant with the duties of trade.	
(f)	Multi Tasking Staff (MTS)	5200-20200 GP-1800	Matriculation	Skill Test	Vacancies			1. Must be Conversant with the duties of respective trade. 2. One year's experience in the trade.	Desirable	
	MTS (Matry)	5200-20200 GP-1800	Matriculation	Skill Test	UR	SC	OBC			Total Vacancies
	MTS (Messenger)	5200-20200 GP-1800	Matriculation	Skill Test	01	-	-			01
	MTS (Watchman)	5200-20200 GP-1800	Matriculation	Skill Test	03	02	01			06
	MTS (Safaiwala)	5200-20200 GP-1800	Matriculation	Skill Test	04	02	02			08
	MTS (Gardener)	5200-20200 GP-1800	Matriculation	Skill Test	04	02	02			08
<b>Total (Multi Tasking Staff)</b>					<b>13</b>	<b>07</b>	<b>05</b>	<b>25</b>		
(g)	Washer Man	5200-20200 GP-1800	Matriculation and Proficiency %	Skill Test	01	-	-	01	\$ Must have knowledge of trade. Must be able to wash military and civil clothes thoroughly well.	
(h)	Barber	5200-20200 GP-1800	Matriculation and Proficiency %	Skill Test	01	-	-	01	% Proficiency in Barber's trade job. One year experience in the trade is desirable.	
(i)	Grounds man	5200-20200 GP-1800	Matriculation and Skill Test +	-	03	-	-	03	+ Must be conversant with the duties of Grounds man.	
(j)	Masalchi	5200-20200 GP-1800	Matriculation and Skill Test -	-	03	01	-	04	- Should be conversant with the duties of Masalchi.	
(k)	Mess Waiter	5200-20200 GP-1800	Matriculation	Skill Test	06	02	01	09	One year experience in the trade is desirable.	
<b>Grand Total</b>					<b>44</b>	<b>16</b>	<b>10</b>	<b>70</b>		

3. Out of Total 70 vacancies as above, following vacancies are reserved for Ex Servicemen (ESM) / Physically Handicapped (PH)/ Sportsmen as under :-

Sr No	Category	Ex - Servicemen	Physically Handicapped	Sports men	Remarks
(a)	LDC	01	-	-	
(b)	Cook	01	-	-	
(c)	<b>Multi Tasking Staff</b>				
	MTS (Messenger)	01	01*	01	* Orthopedic Handicapped (OA/OL)
	MTS (Safaiwala)	01	01@	-	@ Hearing Handicapped
	MTS (Watchmen)	01	-	-	
(d)	Room Orderly	01	-	01	
(e)	Grounds man	-	-	01	
(f)	Mess Waiter	01	-	-	
<b>Total</b>		<b>07</b>	<b>02</b>	<b>03</b>	

4. **Age limit and Relaxation.**

Sr No	Category	Age limit	Remarks
(a)	UR	18 Yrs to 25 Yrs	Relaxable upto 40 years in respect of Government Servants for Categories at Serial Number 2 (a) to (e) and 35 years for categories at Serial Number 2 (f) to (l).
(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 plus three years resultant age should not exceed the maximum age limit of respective category.
(e)	Physically Handicapped	UR 18 to 35 Yrs OBC 18 to 38 Yrs SC/ST 18 to 40 Yrs	Physically 40% disability Handicapped persons are eligible and should be in possession of Medical Certificate issued by CMO / Civil Surgeon of a Govt Hospital Certifying the disability as per sample format attached. Rest of the qualification requirements for Physically handicapped is same as applicable for other categories.
(f)	Meritorious Sports Persons	18 to 30 Yrs 18 to 33 Yrs 18 to 35 Yrs	Persons who have represented a state in National/International competitions, university tournaments conducted by Inter-University Sports Board, State School Team in National Sports/Games conducted by AISGF, Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive, will qualify for meritorious sports person.

5. **To Determine Age.** Age calculation will be on last date prescribed for receipt of applications as per "The Employment News".

6. **No application will be accepted by courier or in person by hand or through any representative.** The application must be posted to the addressee **The Commandant, Selection Centre North, Old Cantt, Kapurthala, Punjab-144601** under **Registered Cover/Speed Post/Ordinary Post only.** The unit will not be responsible for any kind of postal delay/postal error. Candidates will fwd application properly sealed in an envelope to the addressee duly enclosed **'APPLICATION FOR THE POST OF** on the top of envelope while sending the application form.

7. Candidates fulfilling above conditions may submit their applications as per the format attached alongwith following documents with the application:-

- Affix two latest passport size photographs duly attested, one on right hand corner where space is provided for photograph on application and second on Call Letter.
- Copies of following documents duly attested:-
  - Education Qualification Certificate. (ii) Birth Certificate or Proof of Date of Birth. (iii) Caste Certificate where applicable.
  - Discharge Order for Ex-Serviceman where applicable. (v) Physically Handicapped certificate where applicable.
  - NOC for government servants where applicable.
- For Meritorious Sports Persons Only.** Meritorious sports persons should be in possession of original certificate of the competition awarded by the following and a copy of same should be attached with application:-
  - International Competition - Secretary of the National Federation of the game concerned
  - National Competition - Secretary of the National Federation or Secretary of the State association of the game concerned.
  - Inter-University Tournament - Dean of sports or other officer in overall charge of game of university concerned.
  - National Sports/Games - Director or Additional/Joint or for School Deputy Director in overall charge of sports/games in the Directorate of public institutions/education of the state.

8. Candidates will also enclose with the application a **self-addressed envelope duly affixing postal stamps of Rs 22/- for despatch of the Call Letter under registered letter/cover to shortlisted candidates.** The applications should reach **Commandant, Selection Centre North, Old Cantt, Kapurthala Punjab-144601** within **21 days** from the publication of this advertisement in Employment News. The date of the Monday of the week for which 'Employment News' is published will be taken as date of publication. **The covering letter/envelope should be marked with "APPLICATION FOR THE POST OF (Name of the post)." "No application will be entertained after closing date i.e. 21 days from the date of publication of this advertisement notice in Employment News."**

9. Test will be held for various categories of trade at various places in the state of Punjab to include Kapurthala, Jalandhar, Beas, Amritsar and Ferozpur on suitable dates mentioned in the Call Letter in respect of shortlisted candidates. Applicants should report to the unit responsible for conduct of test for the specified trade at the place and time as mentioned above clearly in the Call Letter. The individuals should be in possession of Call Letter sent by this unit alongwith identity proof and all original documents for verification. On reporting individuals who are not in possession of Call Letter or proof of identity or original documents will not be entertained.

10. Merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test. To be eligible to be called for written examination for one category of post, screening of applications will be carried out for correctness of various documents, age etc. To restrict the large number of candidates, the percentage of marks obtained in the examination mandated as essential qualitative requirement will be considered and cut off percentage category wise will be applied.

**Notes:-**

- Central Government civilian employees must furnish 'No Objection Certificate' from their employer/office at the time of reporting, failing which their candidature is liable to be cancelled.
- Please note that incomplete applications like without affixing photograph, mismatching photographs, or without enclosing attested copies of educational certificate, date of birth and / or caste certificate (as applicable) and / or of applicants found overage /underage on last date of receipt of application as indicated above will be rejected without intimation to the candidate. Only the eligible candidates after being shortlisted will be called for the tests.
- Call letter will not be forwarded to those candidates who have not affixed postal stamp of Rs 22/- on the self addressed envelope.
- Candidate must ensure that no column is left blank or is filled wrongly. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidate himself. The Administration will not entertain any claim after such rejection. The application as per format duly typed and filled will be forwarded to **Commandant, Selection Centre North, Old Cantt, Kapurthala-144601 (Punjab).**
- Candidate who apply against OBC category shall attach and produce "Other Backward Class" certificate and not the "Backward Class" certificate duly signed by appropriate authority. In addition, a certificate of "Non Creamy Layer Certificate" is mandatory.
- No TA/DA for the Test will be paid. Candidates will make their own boarding/lodging arrangement for test.
- The age calculation in cases where re-advertisement is carried out for the same posts, the last date prescribed for receipt of applications in the original/initial advertisement would be taken into account.
- Application form and Call Letter must be on separate pages.
- Unit will not be responsible for any damage / liability, in case of injury/death of candidate during test.
- The selection will be made strictly on the merit basis. The decision of Appointing Authority 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 **(Commandant Selection Centre North) Appointing Authority** at any stage, due to administrative reasons.
- All posts are covered under All India Service Liabilities - Candidates can be transferred anywhere in India.
- The question papers of written test (objective type) will be in bilingual i.e. English & Hindi, as under:-

Subject	Maximum Marks	Duration	Remarks
General intelligence and reasoning	50	2 Hours	The standard of test will be as per minimum essential required for the respective category
Numerical aptitude	50		
General English	50		
General Awareness	50		
Total	200		

- Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- The selected candidates will be required to function at interim location Selection Centre North, Kapurthala till the time Selection Centre North moves to Rupnagar (Punjab).

- Warning:** All the candidates are warned to be careful from the self styled agents/touts and are requested to report to the Commandant/ CO against any malpractice seen/observed by them.
- Candidates will not be allowed to carry any mobile/digital gadgets in the testing area.
- Any dispute with regard to the recruitment will be subject to the Court having Jurisdiction in Kapurthala.

### APPLICATION FOR THE POST OF (NAME OF THE POST) IN SELECTION CENTRE NORTH, RUPNAGAR (PUNJAB)

- Post applied for \_\_\_\_\_
- Category for which applied (Please tick to choose) :-  
 (a) UR (b) SC (c) ST (d) OBC  
 (Attach caste certificate duly attested as per the prescribed format for posts under the Government of India)

- If applicable (Please tick to choose)  
 (a) Ex-Serviceman (b) Physically Handicapped (c) Meritorious Sports Person.  
 (Attach certificate as applicable duly attested).  
 (d) Government Servant  
 (Attach No Objection Certificate for Serving Government Servants)

- Name of Candidate (in block letters) : \_\_\_\_\_
- Father's Name (in block letters) : \_\_\_\_\_
- Date of Birth : \_\_\_\_\_  
 (Attach birth certificate / proof of date of birth duly attested).
- Age as on last date prescribed for receipt of application  
 Years.....Months.....Days.....
- Address for Correspondence :  
 House No./Street/Village \_\_\_\_\_ Post Office : \_\_\_\_\_ Dist \_\_\_\_\_  
 State \_\_\_\_\_ PIN Code \_\_\_\_\_
- Permanent Address :  
 House No./Street/Village \_\_\_\_\_ Post Office : \_\_\_\_\_ Dist \_\_\_\_\_  
 State \_\_\_\_\_ PIN Code \_\_\_\_\_

- Caste : Gen/OBC/ SC/ST \_\_\_\_\_ (Attach requisite certificates duly attested in case of OBC/SC/ST).
- Educational Qualification : \_\_\_\_\_ (Attach education certificate duly attested).

Serial Number	Qualification	Name of School/College	Name of Board/University	Percentage of marks obtained

- If applied for the category of Ex-servicemen:-  
 (a) Date of enrolment (in Army/Navy/Air Force) : \_\_\_\_\_  
 (b) Date of retirement (From Army/Navy/Air Force) : \_\_\_\_\_  
 (c) Total service : \_\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days
- If applied for the category of Physically Handicapped category:-  
 (a) Type of disability : Orthopedic Handicapped / Hearing Handicapped } - Attach certificate duly attested  
 (b) Percentage of disability : \_\_\_\_\_ }  
 (c) Whether registered with any Employment Exchange - Yes/No : If yes, mention Registration No and Name of Employment Exchange.

**Note: Call letter has to be on separate page and the same has to be signed after filling**

**Columns 1, 2 and 3 and writing the post for which applied**

15. I hereby certify that above particulars mentioned in the application are true and correct 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 anywhere and department has the right to transfer me to anywhere in India.

Dated : \_\_\_\_\_ (Signature of candidate)

**For official Record Only**

- Application Received on \_\_\_\_\_
- Application Accepted/Rejected \_\_\_\_\_
- Reason for rejection: Underage/Overage/incomplete documents/Self addressed envelope with requisite stamps not found / Any other reasons to be specified.
- Index No : \_\_\_\_\_ Date of Test \_\_\_\_\_ Place of Test \_\_\_\_\_ Time \_\_\_\_\_

### FORMAT OF DISABILITY CERTIFICATE

(NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL)

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

### DISABILITY CERTIFICATE

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

(a) **Locomotor or cerebral palsy:-**

- BL – Both legs affected but not arms.
- BA – Both arms affected  
 (aa) Impaired reach. (ab) Weakness of grip.
- BLA – Both legs and both arms affected.  
 (aa) Impaired reach. (ab) Weakness of grip. (ac) Ataxic.
- OL – One leg affected (right or left)  
 (aa) Impaired reach. (ab) Weakness of grip. (ac) Ataxic.
- OA – One arm affected  
 (aa) Impaired reach. (ab) Weakness of grip. (ac) Ataxic.
- BH – Stiff back and hips (Cannot sit or stoop)
- MW – Muscular weakness and limited physical endurance.

(b) **Hearing impairment**

- D – Deaf. (ii) PD – Partially Deaf. (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this 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/Kum \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties:-

- F – can perform work by manipulating with fingers. Yes/No
- PP – can perform work by pulling and pushing. Yes/No
- L – can perform work by lifting. Yes/No
- KC – can perform work by kneeling and crouching. Yes/No
- B – can perform work by bending. Yes/No
- S – can perform work by sitting. Yes/No
- ST – can perform work by standing. Yes/No
- W – can perform work by walking. Yes/No
- SE – can perform work by seeing. Yes/No
- H – can perform work by hearing/speaking. Yes/No
- RW – can perform work by reading and writing. Yes/No

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

**COUNTERSIGNED BY**  
Medical Superintendent/CMO/Head of the Hospital (with seal)

**Note:-** Strike out which is not applicable.

### CALL LETTER

POST : \_\_\_\_\_  
(Name of the Post for which applied)

**TO BE FILLED BY THE CANDIDATE:-**

- Name : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Address for Correspondence:  
 (To be filled same as per Column 8 of Application Form)  
 House No / Street / Village \_\_\_\_\_ Post Office \_\_\_\_\_  
 Tehsil \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ PIN Code \_\_\_\_\_

**FOR OFFICE USE ONLY:-**

- Index No \_\_\_\_\_
- Date of Test (Skill & Written) \_\_\_\_\_
- Time \_\_\_\_\_
- Location \_\_\_\_\_

(Signature of Candidate) \_\_\_\_\_ (Issued by)

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

This is to certify that Shri/Smt/Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ of \_\_\_\_\_ Village/Town \_\_\_\_\_ District/ \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No \_\_\_\_\_ dated \_\_\_\_\_ . Shri/Smt/Kumari \_\_\_\_\_ and/ or his/ her family ordinarily reside (s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also certify that he/she does not belong to the persons/selections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No 36012/22/93-Estt(SCT) dated 09 Sep 1993\*\*.

Dated : \_\_\_\_\_ District Magistrate  
Deputy Commissioner, etc

**For OBC Candidates Only**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/Town/City \_\_\_\_\_ district \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel and Training Office Memorandum No 36012/22/93-Estt (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel & Training Office Memorandum No 36033/3/2004-Estt (Res) dated 9.3.2004 and 14.10.2008.

Place : \_\_\_\_\_ Signature of the Candidate  
(Application not signed by the Candidate will be rejected)