

**Headquarters Dakshin Bharat Area  
Island Grounds, Chennai – 600 009.**

Applications are invited from Male/Female candidates for the recruitment to the under mentioned post at Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009.

Ser No	Name of Post	Pay Scale	No of vacancies	Reserved for				Total
				SC	ST	OBC	Gen	
1.	Messenger	PB ` 18,000/- , PML – 1 and other allowances as per Govt orders	06	-	01	01	04	06

1. **Examination Centre:** Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009.

2. **Age Limit:**

(a) Gen (For both Male / Female) – 18-25 Years

(b) SC/ST (For both Male / Female) – 18-30 Years

(c) OBC (For both Male / Female) – 18-28 Years (Those who produce non-creamy layer certificate (OBC Category) will only be considered for against OBC quota)

3. Qualification: (i) Matriculation or equivalent qualification from recognised board (ii) No weightage will be given for higher qualification (iii) Scheme of examination – the examination will consist of written test only. Questions will be objective type.

(iv) Written examination will be conducted for filling up these posts as it involves induction to Group 'C' posts. (v) All candidates will be tested for physical fitness and written examination (vi) Only physically fit candidates to apply (Medical fitness certificate to be attached from an authorised Govt Hospital Doctor)

4. The written test will consist of four papers. The max marks for each paper is given below:-

(a) General Intelligence & Reasoning - (25Qs, 25Marks)

(b) English Language - (50Qs, 50Marks)

(c) Numerical Aptitude - (25Qs, 25Marks)

(d) General Awareness - (50Qs, 50Marks)

5. Total time allowed for the written examination – 2 Hours

6. Selection will be made strictly on merit basis.

7. The appointment will initially be on a temporary basis and likely to become permanent after successful completion of probationary period for two years. The initial appointment will be at Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009 and thereafter the individual is likely to be posted anywhere in India.

8. **How to Apply** Application in the prescribed format duly completed in all aspects with attested copies of relevant certificates should be sent to the Presiding Officer C/O Officer Commanding Officer, Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009 to reach within 21days from the date of publication of this advertisement through by post /courier. No application will be accepted in person).

9. The following documents should be attached with the application form:-

(a) Two copies of recent passport size photographs one attested on reverse by a Gazetted Officer and attached in a separate cover and should be pated on the application form at the appropriate place and attested by a Gazetted Officer.

(b) Attested copies of certificates and testimonials in proof of age /date of birth/ educational qualification and experience, (if any) etc.

(c) Attested copies of SC/ST and OBC Non Creamy Layer certificate in the prescribed form issued by competent authority as required by the Central Govt.

(d) Two self addressed envelopes of the size 23cms x 10cms.

10. The application and the other documents should be arranged in the following order and tightly tagged or stapled on the left hand side top corner:-

(a) Additional Photograph

(b) Application form

(c) Attested copies of certificates

(d) Self Addressed envelopes

11. The closing date of receipt of applications will be within 21days from the date of publication of this advertisement. Upper age limit of candidates will be calculated based on closing date of application. This office will not be responsible for any postal delay or loss in transit/courier. Incomplete applications will be summarily rejected without any communication to the candidates. The date, time and venue of the examination shall be intimated later.

12. No TA/DA will be paid to candidate for appearing in the written examination.

13. Submission of application does not vest the candidate any right to be called for written examination / other related test.

14. No interim correspondence with regards to the status of application(s) will be entertained.

**General Instructions**

(a) Application without the specified copies of certificates as directed in the instructions will be rejected and no other inquiry / correspondence will be entertained.

(b) Incomplete application will be rejected.

(c) Candidates whose application is received in time and found complete / eligible in all respects during scrutiny will be called for test.

(d) Post mentioned above are subject to All India Liability and Field Service Liability Rules.

(e) The decision of appointing authority regarding selection / rejection will be final.

(f) The recruitment process can be cancelled / postponed / suspended /terminated without any prior notice / assigning any reasons at any stage.

(g) The Appointing Authority / Selection Board has right to short list applications without assigning any reason and change the number of vacancies / reservation status any time before selection. No representation will be entertained on this account.

(h) **Job Description:** The post of messenger is similar to peon. The under mentioned duties will be performed by the messenger:-

(i) Messenger will perform all the duties connected with office work. (i.e. Cleaning of office and furniture, passing message, collection / distribution of mail and arrangement of drinking water.

(ii) Intimating the officer of the arrival of authorised visitors.

(iii) Keeping vigil over the office from security point of view during working hours.

(iv) Any additional task (Official work) given by superintendent of branch concerned or officer working under.

**Caution :** Canvassing in any form will lead to disqualification and cancellation of the candidature.

**APPLICATION FORM**  
**(To be filled in English only)**

Post applied for : \_\_\_\_\_

1. Examination Centre: HQ Dakshin Bharat Area, Island Grounds, Chennai – 600009.

2. Name in full (in block letters)

3. Father's / Husband's Name

4. Date of Birth in Christian Era (DD/MM/YY)

Age as on closing date of application: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

5. Male / Female                                  Male                                  Female

6. Marital Status                                  Married                                  Unmarried

7. Are you Citizen of India                          Yes                                  No

8. Religion / Caste

9. Identification marks:-

(a) \_\_\_\_\_ (b) \_\_\_\_\_

10. Permanent address (in block letters) with PIN code Number:

11. Mailing address (in block letters) with PIN code Number:

12. Education qualification from Matriculation / X Std

Se r No	Qualification	University / Board	Subject Studies	Percentage of marks obtained	Remarks
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13. Experience (if any) / particulars of previous & previous employment of similar job.

Se r No	Name & full address of employer	Designation / duties of post	Scale of Pay	Period of Employment From                                  To
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**Declaration**

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any of the said information furnished by me being found false or incorrect at any stage, my candidature / appointment is liable to be summarily cancelled / terminated without any notice or compensation.

Date .....

Signature of Candidate .....

Place .....

Name .....

FOR OFFICE USE ONLY

**Checklist**

- (a) Photograph attested by Gazetted Officer is affixed.
- (b) Application is in prescribed format completed in all respects.
- (c) Attested copies of Educational Certificates attached.
- (d) Attested copies of SC/ST and OBC Certificates with non creamy layer certificates as applicable.
- (e) Identification Marks be clear and visible.

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