

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

**HEADQUARTERS SOUTHERN COMMAND (JAG BRANCH), PUNE -411 001
RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK (RESERVED)**

Applications are invited from eligible male/female candidates in the prescribed format from Indian Citizens for the following post alongwith photocopies of certificates/testimonials in support of age, qualification, caste (issued by Competent Authority), residence and character alongwith two passport size photographs (5cm x 3.5cm) duly attested by a Gazetted Officer. Details of vacancies are as under:

Ser no.	Name of post	Pay Scale	No of posts	Category	Age limit	Qualification	Syllabus for written test
01	Lower Division Clerk (LDC)	Level-2 In the Pay Matrix (19,900 + other allowances)	02 (Two)	01 Reserved for SC	18-30 years	(a) Class 12 th passed or equivalent from recognised board or university. (b) English Typing @35 wpm on computer OR Hindi Typing @ 30 wpm on computer	(a) Reasoning (b) English (c) Aptitude (d) General knowledge
				01 Reserved for OBC	18-28 years		

Note:

- The Selection Board may carry out preliminary screening on the basis of marks, obtained in 12th or equivalent examination and call only those candidates for written examination, who have obtained minimum percentage as decided by the Board. After written test, the selected candidates will undergo typing test.
- Application complete in all respect accompanied with required documents **(attach photocopy only and a self addressed envelope with postal stamp of Rs. 25/-)** as stated should reach through **registered post only to 'Judge Advocate General Branch, HQ Southern Command, Pune-411001'** within 30 days from the date of publication of this advertisement. Application received thereafter will not be considered. Incomplete application shall be rejected.
- Area of Employment is Southern Command, Pune.
- All India Service Liability.
- Location of test will be at Pune. No TA/DA will be paid to candidates for the exam. Candidates should attend the test at their own responsibility.

APPLICATION FORM

(to be filled in English only)

Post Applied for: LOWER DIVISION CLERK

Passport size photo

- Employment Notice No. (if any) _____
- Registration No and Name of Employment Exchange (if any) _____
- Full Name of the Candidate (in capital letters) _____
- Father's/Husband's/Mother's Name _____
- Sex _____
- Date of Birth (Christian era) _____
- Place of Birth _____
- Religion/Caste _____
- Nationality _____
- Marital Status _____
- Full Postal Address for Correspondence with PIN Code _____
- Permanent Address _____
- Educational Qualifications _____
- Technical Qualifications (if any) _____
- Experience, if any _____
- Tele/Mobile No. & Email ID _____
- If you are a Govt employee give particulars of :-

(a) Name of the organization where employed	(b) Employed from (date)
(c) Designation	(d) Address of the Employer
(e) No Objection Certificate from Employer	

I hereby declare that all statements made in this Application are true and correct to the best of my knowledge and belief. I understand that in the event of the particulars of information given herein being found false or incorrect, my candidature/selection is liable to be rejected or cancelled. In the event of any false statement/ discrepancy in the particulars detected after my appointment, my services are liable to be terminated and appropriate action initiated.

Place:

Date:

Signature of the Candidate

- * Application duly supported with attested photocopies of certificates/testimonials in support of age, qualification, caste (issued by Competent Authority), residence and character alongwith two passport size photographs (5cm x 3.5cm) all duly attested by a Gazetted Officer. No originals shall be submitted alongwith this Application Form.
- ** Also attached a self-addressed registered envelop with postal stamp of Rs.25/-

D A V P / 10607 / 11 / 0002 / 1819