

RECRUITMENT ADVERTISEMENT
ADDITIONAL DIRECTORATE GENERAL, DGOL & SM, IHQ OF MOD (ARMY), NEW DELHI - 110 011

1. Application are invited from eligible Indian nationals for the following posts in the format given below in plain paper:-

<u>Ser No</u>	<u>Name of Post</u>	<u>No of vacancies #</u>	<u>Category</u>	<u>Scale of Pay</u>	<u>Age Limit (UR)</u>	<u>Essential Qualification</u>
(a)	Steno Gd II	02	UR - 01 OBC - 01	Level – 4 of 7 th CPC Rs 25500/- - 81100/- + Allowances as per rule.	18-25 Years (Age relaxation at para 2 below)	(i) 12 th pass or equivalent from a recognized board or University. (ii) Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription : 50 mts (Eng), 65 mts(Hindi) (on computer)
(b)	Lower Division Clerk	13	UR – 10 SC – 01 ST – 01 OBC – 01 (i) 01 x reserved for ESM, from total vacancy. (ii) 01 x reserved for PwD, from total vacancy. (iii) 03 x reserved for EWS, from within UR category. In case of non-availability of suitable candidate belonging to EWS category, the vacancy to be allotted to 'UR' candidate.	Level – 2 of 7 th CPC Rs 19900/- - 63200/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) 12 th Class Pass from a recognized Board or University. (ii) Typing Speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer.
(c)	Tally Clerk	10	UR – 08 SC – 01 OBC – 01 (i) 01x reserved for ESM, from total vacancy (ii) 03 x reserved for EWS from within UR category. In case of non-availability of suitable candidate belonging to EWS category, the vacancy to be allotted to 'UR' candidate.	Level – 2 of 7 th CPC Rs 19900/- - 63200/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Essential : Matriculation or equivalent qualification. (ii) Desirable: 03 years' experience in Shipping Work. Note: - Candidate should be capable of carrying out strenuous work due to operational requirements. The selected candidates will also have to perform odd hours and overnight duties. No concession/ exception on these working conditions will be granted to the selected candidate on any grounds.
(d)	Cook	02	SC -01 OBC – 01 01 x reserved for ESM, from total vacancy	Level – 2 of 7 th CPC Rs 19900/- - 63200/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Matriculation or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade.

(e)	MTS (Safaiwala)	02	UR-01 UR-01	Level – 1 of 7 th CPC Rs 18000/- - 56900/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Essential : Matriculation pass or equivalent from recognized Board. (ii) Desirable: Conversant with the duties of the trade with one year experience in trade.
(f)	Asst Accountant	01	UR – 01	Level – 4 of 7 th CPC Rs 25500/- - 81100/- + allowances as per rule	Not exceeding 30 years. (Age relaxation at para 2 below)	(i) Essential : Academic - B.Com from recognized University. Other - Training in Accounts work. (ii) Desirable – 3 years' experience in Shipping and Custom work.
(g)	MTS (Watchman)	03	UR – 02 ST – 01 01 x reserved for ESM from total vacancy.	Level – 1 of 7 th CPC Rs 18000/- - 56900/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Essential : Matriculation pass or equivalent from recognized Board. (ii) Desirable: Conversant with the duties of the trade with one year experience in trade..
(h)	MTS (Messenger)	01	UR-01	Level – 1 of 7 th CPC Rs 18000/- - 56900/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Essential : Matriculation pass or equivalent from recognized Board. (ii) Desirable : Conversant with the duties of the trade with one year experience in the trade.
(j)	Carpenter	02	UR – 02	Level – 1 of 7 th CPC Rs 18000/- - 56900/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Matriculation pass from recognized Board. (ii) Must have sufficient experience & knowledge of carpentry
(k)	Regular Labourer	05	UR- 03 SC – 01 OBC – 01 (i) 04 x reserved for ESM, from total vacancy. (ii) 01 x reserved for EWS from the UR category. In case of non-availability of suitable candidate belonging to EWS category, the vacancy to be allotted to 'UR' candidate.	Level – 1 of 7 th CPC Rs 18000/- - 56900/- + allowances as per rule	18-25 Years (Age relaxation at para 2 below)	(i) Matriculation pass or equivalent from recognized Board Note: - Candidate should be capable of carrying out strenuous work due to operational requirements. The selected candidates will also have to perform odd hours and overnight duties. No concession/ exception on these working conditions will be granted to the selected candidate on any grounds

Number of vacancies may change.

2. **Age Limit and relaxation.** : Age relaxation for the following categories, as on closing date of receipt of application:-

S.N.	Category	Age-relaxation permissible beyond the upper age limit
(a)	SC/ST	5 years
(b)	OBC	3 years
(c)	PwD (Unreserved)	10 years
(d)	PwD (OBC)	13 years
(e)	PwD (SC/ST)	15 years
(f)	Ex-Servicemen (ESM)	Period of actual military service to be deducted from actual age and the resultant age not to exceed the maximum age limit prescribed, for the post for which he is seeking appointment, by more than three years.
(g)	Departmental Candidate with 03 years continuous service in Central Govt	Upto 40 years of age (45 years for SC/ST)

3. **Place of Posting.** The posts are presently located at Mumbai except the post of Safaiwala which is located at Mumbai and Jamnagar and post of Messenger at Pune. 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. Merely fulfilling the basic criteria does not entitle an individual to be called for written or practical/skill test wherever applicable. 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 the following documents self-attested should accompany the application forms:-

- (a) Matriculation/10th Pass Certificate.
- (b) Birth Certificate.
- (c) Caste Certificate (wherever applicable).
- (d) Educational Qualification Certificate.
- (e) Two self-addressed envelopes affixed Rs 5/- postal stamp.
- (e) Two latest color passport size photographs.
- (f) NOC from present employer (if the applicant is already a Government Servant).
- (g) Photocopy of Discharge book.(Ex-Servicemen only).

Candidates must carry the originals of all the above documents while appearing for examination for verification.

6. **Scheme of Examination.** A written test will be held which will have questions of the level of Class 10th. Paper will have four sections evaluating questions on Gen Intelligence and reasoning, Gen Awareness, Mathematics and English would also be subjected to Practical examination/ Skill test wherever applicable. Negative marking @ 0.25 marks per wrong answers is also applicable. Candidates appearing for written test would also be subjected to practical/skill test.

7. **Last date for receipt of applications.** Last date for the receipt of application would be 30 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 "The Commandant, Embarkation Headquarters, 2nd Floor, Nav Bhavan Building, 10 R Kamani Marg, Ballard Estate, Mumbai-400 001" on or before 30 days of the date of publication of the advertisement in the Employment News.

9. **Place of written Test and Practical/Skill Test** The written test and practical/ skill test will be held at Embarkation Headquarters, 2nd Floor, Nav Bhavan Building, 10 R Kamani Marg, Ballard Estate, Mumbai-400001. 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 written examination and practical/ skill test. Only candidates who receive call letters are required to appear for the examination along with 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.

APPLICATION FORMAT

Self-
attested
passport
size color
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 Qualification: _____
7. (a) Category (UR/OBC/SC/ST/ESM/EWS/PwD) : _____
(b) Category for which applied : _____
8. (a) Correspondence Address :

- (b) Permanent Address:-

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)

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