

~~DRAFT ADVERTISEMENT~~
ADDITIONAL DIRECTORATE GENERAL, DGOL & SM IHQ OF MOD (ARMY) NEW DELHI-110011

Application are invited from eligible Indian nationals for the following posts :-

| <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> |
|---------------|----------------------|--------------------------|--------------------------|--|-----------------------|--|
| 1. | Steno Gd II | 02 | UR-01 SC-01 | Level – I Rs 25500/- - 81100 + allowances | 18-25 Years | (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) |
| 2. | Lower Division Clerk | 03 | UR-03 | Level – I Rs 19900/- - 63200 + allowances | 18-25 Years | (i) 12 th Class Pass from 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. |
| 3. | Tally Clerk | 06 | UR-04 OBC-01 ST-01 | Level – I Rs 19900/- - 63200 + allowances | 18-25 Years | (i) Essential Matriculation or equivalent qualification. (ii) Desirable - 3 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 duties and also sometimes overnight duty. No concession/ exception on these working conditions will be granted to the selected candidate on any ground. |
| 4. | Cook | 01 | OBC-01 | Level – I Rs 19900/- - 63200 + allowances | 18-25 Years | (i) Matriculation or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade. |
| 5. | MTS(Safaiwal a) | 06 | UR-04 SC-01 OBC-01 | Level – I Rs 18000/- - 56900 + allowances | 18-25 Years | (i) Matriculation pass or equivalent from recognized Board. (ii) Conversant with the duties of trade with one year experience. |
| 6. | MTS(Messenger) | 02 | OBC-02 | Level – I Rs 18000/- - 56900 + allowances | 18-25 Years | (i) Matriculation pass or equivalent from recognized Board. (ii) Conversant with the duties of trade with one year experience. |

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|----|---------------|----|--|--|----------------|--|
| 7. | Labourer | 06 | OBC-04 ST-01 SC-01 1xvacancy reserved for Ex-Service man | Level - I Rs 18000/- - 56900 + allowances | 18-25 Years | (i) Matriculation pass or equivalent from recognized Board. |
| 8. | MTS(Watchman) | 01 | OBC-01 | Level - I Rs 18000/- - 56900 + allowances | 18-25 Years | (i) Matriculation pass or equivalent from recognized Board. ii) Conversant with the duties of trade with one year experience. |

Number of vacancies may change..

2. **Age Limit and relaxation.** The prescribed age limit for the above post is between 18-25 years as on closing date of receipt of application. **Necessary age relaxation as per existing Govt Order for SC/ST/OBC, Ex-Serviceman is applicable. (Age relaxation - SC/ST : 05 yrs and OBC : 03 yrs).**

3. **Place of Posting.** The posts are presently located at Mumbai, Madgaon, Mhow, Chennai, Vishakhapatnam, Bangalore and Saugar. 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 test/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 :-


- Matriculation/10th Pass Certificate.
- Birth Certificate.
- Caste Certificate (wherever applicable).
- Educational Qualification Certificate.
- Two self addressed envelopes affixed Rs 5/- postal stamp.
- Two latest passport size photographs.
- NOC from present employer (if the applicant is already a Government Servant).

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. Candidates appearing for written test would also be subjected to Practical examination wherever applicable.

7. **Last date for receipt of applications.** Last date for the receipt of application would be 21 days from publication of the advertisement in Employment News. Applications received after due date will not be entertained (Timing - 1700h)

8. **Submission of applications.** Applications completed in all respects as per the proforma attached and accompanied by requisite documents as stated above should reach to The Commandant, Embarkation Headquarters, 2nd Floor, Nav. Bhavan Building, 10 R Kamani Marg, Ballard Estate, Mumbai-400001 on or before 21 days of the date of publication of the advertisement in the Employment News.


Commandant,
Embarkation Headquarters
Mumbai

9. **Place of written Test, Practical.** The written test and Practical 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 test. Only candidates who receive call letters are required to appear for the examination alongwith 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.

Headquarters

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APPLICATION FORMAT

Self attested
Passport
Size
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. Category (UR/OBC/SC/ST/ESM) : _____

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)

~~PC Gupta
Commissioner
Embarkation Headquarters
Mumbai~~

day 10610 / 11 / 0001 / 1617