

**ADVERTISEMENT**  
**Recruitment of Gp 'C' Defence Civilian**  
**257 Transit Camp, Leh**

1. Applications are invited from eligible Indian nationals for following Group 'C' posts as per format given below on plain paper:-

Ser No.	Name of Post	No of vacancies #	Category	Level in revised pay structure	Essential & Desirable Qualification
(a)	Cook	08	UR-05 OBC-03	Level - 2	<b>Essential:</b>  (i) Matriculation or equivalent from recognized Board.  (ii) Must have knowledge in Indian cooking & proficiency in trade
(b)	Mess Cook	02	UR-01 OBC-01	Level-2	<b>Essential:</b>  (i) Matriculation or equivalent from recognized Board.  (ii) Must have knowledge in Indian cooking & proficiency in trade
(c)	Mess Waiter	02	UR-1 OBC-1	Level-1	<b>Essential:</b>  (i) Matriculation or equivalent from recognized Board.  <b>Desirable:</b> One year experience in the trade
(d)	Masalchi	03	UR-2 SC-1	Level-1	<b>Essential:</b>  Matriculation or equivalent from recognized Board and should be conversant with the duties of Masalchi

Ser No	Name of Post	No of Vacancies #	Category	Level in Revised Pay Structure	Essential & Desirable Qualification
(e)	Washerman	03	UR-01 OBC-2	Level-1	<b>Essential:</b> (i) Matriculation or equivalent from recognized Board. (ii) Must be able to the wash Military/Civilian cloth thoroughly well.
(f)	Barber	02	OBC-2	Level-1	<b>Essential:</b> Matriculation or equivalent from recognized Board with proficiency in Barber's trade job. <b>Desirable:</b> One year experience in the trade.
(g)	MTS (Safaiwala)	06	UR-01 OBC-5	Level-1	<b>Essential:</b> Matriculation or equivalent from recognized Board. <b>Desirable:</b> Conversant with the duties of the trade with one year experience in the trade.

# Number of vacancies are likely change.

2. **Age Limit and Relaxation.** The prescribed age limit for the above post is between 18-25 yrs, as on closing date of receipt of application. Necessary age relaxation as per existing Government Order for SC/ST/OBC, Ex-serviceman and resident of the state of J&K who had ordinarily been domiciled in the state of J & K during the period from 01 Jan 1982 to the 31 Dec 1989 is applicable.

3. **Place of Posting.** The posts are presently located at Leh, Patsio, Chandigarh, Drass and Pang. However all the posts carry All India Service Liability & selected individuals 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/practical and trade test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/practical and trade test. 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 followings documents self attested should accompany the application forms:-

- (a) Matriculation/10<sup>th</sup> Pass Certificate.
- (b) Birth Certificate.
- (c) Caste Certificate (wherever applicable).
- (d) Educational Qualification Certificate.
- (e) Two self addressed registered envelopes affixed Rs 25/- postal stamp.
- (f) Two latest passport size photographs.
- (g) 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 10<sup>th</sup>. Candidates appearing for written test would also be subjected to Physical/Practical/trade test wherever applicable.

7. **Last Date for Receipt of Applications.** The last date for the receipt of Application would be 28 days from publication of the advertisement in Employment News/Newspaper. 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 be addressed/sent to **Officer in-charge Recruitment Cell, 257 Transit Camp, PIN-919257 C/o 56 APO** on or before 28 days of the date of publication of the advertisement in the Employment News and Newspaper.

9. **Place of Physical/Written/Practical/Trade Test.** The Physical/Written /Practical/Trade test would be held at **Leh (opposite Hall of Fame)**. Candidates should come prepared to stay for five-six days for completion of the recruitment process. Candidates have to make their own arrangements for boarding/lodging and are advised to undergo 6 days of acclimatization being a high altitude area. 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 Physical /Written/Practical/Trade test. Only candidates who receive call letters are required to appear for the examination alongwith 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  
recent  
Photograph  
duly attested

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 Qualifications.....
7. Category (UR/OBC/SC/ST/ESM).....
8. (a) Correspondence Address:-  
(Complete address with PIN Code).....  
.....  
(b) Permanent Address :  
(Complete address with PIN Code).....  
.....
9. Whether registered with any employment exchange Yes/No  
  
(If yes, mention registration No and name of Employment exchange)
10. Contact No:  
  
(a) Landline No.....  
  
(b) Mobile No.....
11. 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)

**FOR OFFICE RECORDS ONLY**

1. Application received on \_\_\_\_\_

(MANDATORY: TO BE ATTACHED ON SEPARATE SHEET)

Application No \_\_\_\_\_

Index No \_\_\_\_\_  
(To be Left blank)

C No/

Unit/Depot  
PIN-  
c/o 56 APO  
2016

Affix recent  
passport size  
photograph  
duly self  
attested

**TEST FOR THE POST OF**

1. Refer to your application submitted in response to the post of \_\_\_\_\_
2. Please report for tests on \_\_\_\_\_ 2017 at \_\_\_\_\_ (Location with Address), State J&K.
3. All certificates (mentioned in Para 9 of advertisement) will be brought in original along with 4 (four) passport size photographs. No boarding/loading will be provided. Candidates must come prepared for a stay upto 03 to 05 days in very cold climate excluding acclimatization period of 6 days at Leh, J&K.
4. The candidate failing to report on the fixed date/time will not be allowed to take test/interview.
5. Production of this letter is mandatory for entry.

DAVP/10610/11/0002/1718