

RECRUITMENT NOTICE : HQ SCHOOL OF ARTY, DEVLALI

Applications are invited from eligible Indian Nationals to fill up the following vacancies : Group „C“ :-

Post	No of posts (Likely to be changed)	Reservation	Age Limits	Pay Level in the Pay Matrix & Education Qualifications
LDC	02	02 for Other Backward Class (OBC)	OBC - 18 to 28 years	Pay Level – 2, Pay Matrix – Rs 19,900-63,200 Essential : (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 (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word)
Model Maker	01	01 for General	Gen - 18 to 25 years	Pay Level – 2, Pay Matrix – Rs 19,900-63,200 Essential : (i) Secondary school certificate (10 th Std passed) with special subjects in Geography, Mathematics and Drawing. ITI training preferable. Experience in making models is essential.
Cook	01	1 for Scheduled Caste (SC)	SC - 18 to 30 years	Pay Level – 2, Pay Matrix – Rs 19,900-63,200 Essential : (i) 10 th class pass from recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in trade
MTS (Head Watchman)	01	01 for General	Gen - 18 to 25 years	Pay Level – 1, Pay Matrix – Rs 18,000-56,900 Essential : (i) 10 th class pass from recognized Board. Desirable : Conversant with the duties of the respective trades with one year’s experience in the trade.
MTS (Head Gardener)	01	01 for General	Gen - 18 to 25 years	
MTS (Messenger)	02	1 for Scheduled Caste (SC)	SC - 18 to 30 years	
		1 for Scheduled Caste (ST)	ST - 18 to 30 years	
Jamadar Range Lascar	02	02 for General	Gen - 18 to 25 years	
Jamadar Arty Lascar	02	02 for General	Gen - 18 to 25 years	
Barber	01	01 for General	Gen - 18 to 25 years	Pay Level – 1, Pay Matrix – Rs 18,000-56,900 Essential : (i) 10 th class pass from recognized Board with proficiency in Barber’s trade job. Desirable : one year experience in the trade.

Trade - Vac	No of posts (Likely to be changed)	Reservation	Age Limits	Pay Level in the Pay Matrix &
Fireman	02	01 for Scheduled Caste (SC)	SC - 18 to 30 years	Pay Level - 2, Pay Matrix - Rs 19,900-63,200
		01 for Scheduled Tribe (ST)	ST - 18 to 30 years	

Education Qualifications for Fireman :

Essential :-

- Must have passed Matriculation examination from a recognized Board/ University.
- Must have undergone training in Fire Fighting under a state fire service or a recognized institute of repute.
- Must be conversant with the use and maintenance of all types of extinguishers, House Fitting and Fire appliances and equipment's like Fire Engine, Trailer Fire Pumps and Foam Branches.
- Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Note below

Desirable :-

- Should be familiar with maintenance and operation of various types of Fire appliances.
- Experience of having worked in a regular civil or defence fire brigade as Fireman Gde-I or Senior Fireman.
- Have passed the General Fire Fighting Course of Defence Institute of Fire Research, Ministry of Defence or Sub-Officers Course from National Fire Service College, Nagpur or any other similar recognized course.

Note :

- Height without shoes: 165 cms provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribe.
- Chest (Non-expanded) - 81.5 cms (c) Chest (Upon-expansion) - 85 cms (d) Weight - 50 Kgs minimum
- Endurance Test :
 - Carrying a man (fireman lift of 63.5 kgs to a distance of 183 meters within 96 sec)
 - Clearing 2.7 meters wide ditch landing on both feet (long jumps).
 - Climbing 3 meters vertical rope using hand and feet.

Total Vacancies	15			
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Important instructions to the Candidates/Applicants :-

- Service Liability.** The above post are being filled by Direct Recruitment on the basis of all India Service Liability including Field Service.
- Address for Sending of Applications.** Interested candidates should send their applications in prescribed format, to "The Commandant, HQ School of Arty, Devlali Nasik (Maharashtra) Pin Code 422 401" in sealed envelope. The candidates must clearly subscribe "Application for the post of ____". Category i.e SC, ST, OBC or Gen etc should also be written on the envelope. Separate application in separate envelopes should be sent for each post.
- Self Addressed Envelops.** Candidates must send Self Addressed Envelop with Rs 25/- postal stamp duly pasted alongwith their applications, otherwise applications will be rejected.
- Last Date for Receipt of Applications.** Last date for receipt of application will be **21 days** from the date of publication of advertisement in the newspapers. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh Sub-division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep closing date of application shall be **28 days** from the date of publication of advertisement. However, the crucial date for determining the **age limit for all shall be 21 days** from the date of publication of advertisement. No application will be entertained after last date for receipt of applications. Selling of application format published by the Unit/Est authorities, is prohibited. This advertisement will also be placed at the www.indianarmy.nic.in and National Career Service (NCS) Portal of Ministry of Labour & Employment.

5. **Requirement of Self-Attested Documents.** Self attested photocopies of relevant educational documents/caste certificate in prescribed proforma, OBC caste certificate with latest Non Creamy Layer certificate /experience certificates, „No Objection Certificate“ for Central Govt employees etc and colour passport photograph duly self-attested by the applicant pasted on the application should be enclosed. Incomplete and unsigned applications will be rejected. **Original certificates/Documents should not be send with the application.** These should be produced only at the time of written test, Typing test and skill test when called for otherwise candidature will be rejected straight way. Establishment is not responsible for any loss of original certificates.

6. **Points for Rejection of Applications During Scrutinizing :-**

- (a) Application not signed by the candidate. Photographs/documents not self-attested by the candidate.
- (b) The candidate is found to be overage/underage for the vacancy applied for.
- (c) Self attested copies of class 10th /12th Mark Sheet not found attached with the application form.
- (d) Caste certificates as applicable, in prescribed proforma from the competent authority, OBC caste certificate with latest Non Creamy Layer certificate not found attached with the application.
- (e) The application pertains to a vacancy/post not advertised.
- (f) The candidate is lacking requisite qualification for the vacancy he has applied for.
- (g) Format of the application is not as published in the advertisement.
- (h) Date of Birth proof not enclosed.
- (j) The application does not match the trade vacancy applied for. Application not found enclosed.
- (k) Supporting documents for the post applied for not found enclosed. Incomplete application/submission.
- (l) More than one application submitted by the candidate for the same post or more than one post applied for in the same application.
- (m) Furnishing of false, inaccurate or dubious information and submission of false/tampered documents.
- (n) Canvassing on application form in any manner and/or bringing any influence, political or otherwise, will entail disqualification.
- (o) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process/tests.
- (p) Any other deemed irregularity or reason as observed by the Board of Officers.
- (q) Applications of those candidates which are rejected in preliminary scrutiny will not be intimated. Only those candidates will be informed who are eligible for written examination.

7. **Age Limit.** Crucial date for determining age limit for all candidates, including the candidates of the Employment Exchange etc shall be closing date of applications.

8. Government servant employees will be given relaxation as per existing Rules and Regulation. The Government servant must furnish a self-attested copy of „No Objection Certificate“ from their employer/Offices alongwith their application, else their candidature/application will be cancelled.

9. The SC/ST/OBC candidates who apply against unreserved post are not to be given age and other concessions meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-à-vis the general candidates are not to be counted towards SC/ST/OBC quota.

10. To reduce the number of candidates for one category of post for written examination, screening of applications on the basis of percentage of marks obtained in the examination for essential qualification may be carried out. A benchmark percentage may be fixed depending on the number of applications. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules. All candidates meeting the bench mark will be allowed to appear in the written examination.

11. Recruitment Board will not be responsible to pay any compensation in case of injury/death of a candidate during and after the tests. Decision of Recruitment board will be final in all matters. The recruitment board will not undertake any responsibility for sending a reply to the candidates, if not selected. No TA/DA is admissible. The candidates will have to make their own arrangements for written examination and skill test.

12. The decision of Appointing Authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons. The numbers of vacancies given above are tentative and may increase or decrease at the time/stage of recruitment process. All the candidates are warned to be careful from the self-styled agents/touts and also requested to report the same to Appointing Authority against any malpractice seen/observed by them.

13. The candidates appointed as „Multi-Tasking Staff“ will perform the duties, as per „Charter of Duties : MTS“ received vide Arty Directorate (Arty-10B) letter No A/10017/3/GC/Arty-10B dated 25 Oct 2011.

14. **Verification of Documents/Certificates.** The appointment is provisional and is subject to the educational certificate and caste certificate being verified through proper channel. If the verification reveals that your claim of educational certificate and caste certificate is false, your services will be terminated forthwith, without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate/document.

15. The Question Papers of all written tests will be bilingual i.e. English and Hindi. The candidates are allowed to attempt all questions in the language of their choice on the correct question paper. However, the questions meant to assess proficiency in „English Language“ will be in English only. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for tests.

16. **Place of Test.** The written test and Typing test, skill test etc will be held at HQ School of Arty, Devlali (Maharashtra).

17 Skill tests will only be of qualifying nature and carries no separate marks. The selection will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the skill tests. The skill test will be conducted for all posts advertised less MTS (Head Watchman).

18. **Written Examination Syllabus for Multi-Tasking Staff (Non Technical).** The syllabus in respect of all Gp „C“ (Erstwhile Gp „D“) civilian posts i.e. MTS (Head Watchman, Head Gardener & Messenger), Jamadar Range Lascar, Jamadar Arty Lascar, Barber and Fireman is as under :-

Subject	No of Questions	Marks	Duration	Negative Marking	Remarks
General Intelligence & Reasoning	25	25	2 Hours	0.25 marks for each wrong answer	Question paper will be objective type. Questions of General Intelligence and <u>Reasoning</u> will be non-verbal considering the functions attached to the post. Questions on <u>Numerical Aptitude</u> and <u>General English</u> will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on <u>General Awareness</u> will be also of similar standard.
Numerical Aptitude	25	25			
General English	50	50			
General Awareness	50	50			

19. **Syllabus for Written Examination for Recruitment to the Post of LDC.** The syllabus will be similar to what is given at Para 18. However, the standard of questions will be of **Intermediate**.

Notes for LDCs :-

Note : Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Board of Officers / Establishment at their discretion, will be called for skill test.

Provided that candidates belonging to SC, ST and OBC may be called for the Skill Test by the Board of Officers by applying relaxed standards if the Board of Officers is of the opinion that sufficient number of candidates of this categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e SC, ST & OBC).

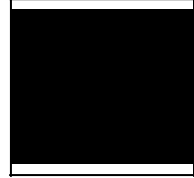
Note-I : Central Government civilian employees must furnish "No objection Certificate" from their Employer/Office at the time of the skill test that in the event of their final selection for the relevant posts through the examination, they would be relieved by their Office for joining the new post/ service else their candidature will be cancelled.

Skill Test for LDCs : (Skill Test will be taken on Computer)

- * Typing Test will be of Qualifying in nature.
- * English Typing @ 35 W.P.M (Time allowed 10 Minutes). Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes)
- * (35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word)
- * (Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination, will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form).

20. **Written Examination Syllabus for Model Maker and Cook.** The Examination pattern/Syllabus being practiced by Staff Selection Commission (SSC) for each category of posts generally in lines as given at Para 18. Moreover, the Board of Officers formed for conducting the Exam are at liberty to include minor variation in syllabus with reference to functional areas for all categories.

FORMAT FOR APPLICATION



To, self attested The Commandant
HQ School of Artillery
Devlali – 422 401

APPLICATION FOR THE POST OF _____ CATEGORY _____

1. Please refer to Notice published in : _____
2. Name in full (in BLOCK letters) : _____
3. Father's Name : _____
4. Nationality : _____
5. Date of Birth : _____
(self-attested copies of School Leaving or matriculation cert or birth cert be attached)
6. Present age as on closing date of : _____ Years _____ Months _____ Days
receipt of applications.
7. Caste and Religion : _____
(Self-attested copy of cert in proof of Caste be attached)
8. Educational Qualification with self-attested copy of cert in proof of Education be attached :-
(a) Percentage of marks in 12th std for LDC : _____
(b) Percentage of marks in 10th for Model Maker, Cook : _____
MTS (Head Watchman, Head Gardener & Messenger), Jamadar Range
Lascar, Jamadar Arty Lascar, Barber & Fireman
(c) Choice / option for Medium (English or Hindi) for typing test for LDCs : _____
9. Experience (if any) : _____
10. Address for communication : _____
with PIN Code _____
11. Mobile Number : _____
12. Whether employed in Central Government Services, if yes, give following details :-

Name & Office Address of Employer	Name of Post	Pay Scale	Date of Appointment	Total service as on closing date of application

DECLARATION

I, Mr/Mrs/Smt/Miss _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incomplete and incorrect or being detected ineligible before or after the written / Practical / Skill test, my candidature/appointment is liable to be cancelled/terminated.

Place : _____
Dated : _____ (Signature of the applicant)

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