

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
ARTILLERY CENTRE, NASIK ROAD CAMP RECRUITMENT NOTICE
FOR THE POSTS OF LDC, COOK & BOOTMAKER OF GROUP 'C', BARBER
MTS (SAFAIWALA/SAFAIWALI, GARDENER, MESSENGER, WATCHMAN),
AND LASCAR OF GROUP 'C' (ERSTWHILE GROUP 'D')

1. Applications are invited from the eligible Indian National citizens for filling up of 13 (Thirteen) Posts (Non-Industrial) **05 (Five)** posts of Group 'C' and **08 (Eight)** post of **Group 'C' (Erstwhile Group 'D')** at Artillery Centre, Nasik Road Camp. The applications duly completed from all states / areas of India on the prescribed performa alongwith the required details / documents should reach, 'The Commandant Artillery Centre, PIN – 908800, C/o 56 APO within 30 (Thirty) days from the date of publication of this advertisement in the Employment News. The application must reach the address on or before the above prescribed closing date which shall also be the crucial date for determining the age limit for all candidates. The posts are permanent subject to 02 (Two) years probationary period. Vacancies are as under:-

Name of Post	No of Post	Gen	SC	ST	OBC	ESM	Pay Band + Grade Pay & Edn Qualification & other Qualification
Lower Division Clerk (LDC) (Group 'C')	01	01	-	-	-	-	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1900/- Essential Educational Qualification (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) English typing @ 35 w.p.m. on computer. OR Hindi typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.
Cook (Group 'C')	03	-	-	01	01	01	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1900/- Essential (i) Matriculation or equivalent examination passed from a recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in the trade.
Bootmaker (Group 'C')	01	01	-	-	-	-	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1900/- Essential (i) Matriculation or equivalent examination passed from a recognized Board. (ii) Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots
Barber Group 'C' (Erstwhile Group 'D')	01	-	-	-	-	01	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation or equivalent examination passed from a recognized board with proficiency in Barber's trade job. Desirable. One year experience in the trade.
MTS ** Safaiwala Group 'C' (Erstwhile Group 'D')	03	02	-	-	-	01	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation or equivalent examination passed from a recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.
MTS (Messenger) Group 'C' (Erstwhile Group 'D')	01	-	-	-	-	01	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.

MTS (Watchman) Group 'C' (Erstwhile Group 'D')	01	-	-	-	01	-	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.
Lascar, Group 'C' (Erstwhile Group 'D')	01	-	-	-	01	-	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation pass or equivalent from a recognized Board.
MTS (Gardener) Group 'C' (Erstwhile Group 'D')	01	01	-	-	-	-	Pay Band 1 - Rs 5200-20200 & Grade Pay – Rs 1800/- Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.
Total	13	05	-	01	03	04	

Note : * ESM : (Ex-serviceman).

** MTS : Multi Tasking Staff.

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2. Age Limit & Relaxation.

(a)	For General Category	18 to 25 Years of age.
(b)	For SC & ST	18 to 30 Years of age.
(c)	For OBC	18 to 28 Years of age.
(d)	For Ex-serviceman (ESM)	Resultant age of the candidates should not be more than 25 years for various categories and calculation should be as under :- (i) General Category. 03 Years after deduction of the service rendered in Army/Navy & Air Force from the actual age as on the closing date. (ii) SC/ST Category. 08 Years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date. (iii) OBC Category. 06 Years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the closing date.

Important instructions to the Candidates/Applicants

3. Interested candidates should send their applications as per format attached to "**The Commandant, Headquarters, Artillery Centre, PIN – 908800, C/o 56 APO**" through ordinary post. Candidates must clearly subscribe "**Application for the post of _____ Reserved for _____**" on the top of the envelope while sending the application form.

4. Photocopy of the following documents / certificate to be attached alongwith application duly attested by Gazetted Officer:-

- Mark sheet of the educational qualification.
- Matriculation certificate / Municipality Birth Certificate for birth proof.
- One self addressed envelope duly affixed with Rs 5/- postal stamp.
- One latest passport size photograph duly attested by Gazetted Officer on back side of photograph.
- Discharge Book** in case of Ex-serviceman persons duly attested by Zilla Sainik Welfare Officer.

- (f) Employment registration card, if any.
 - (g) Experience certificate, if any.
 - (h) Photocopy of Caste certificate (SC/ST & OBC) duly attested by Gazetted Officer for reserved posts.
5. The following applications will be summarily rejected :-
- (a) Application without signature of the candidate.
 - (b) Application other than prescribed Performa as published in advertisement.
 - (c) Application received through Fax / AWAN.
 - (d) Application received after due date for any reason.
 - (e) Incomplete / Ineligible application.
 - (f) Latest photograph not pasted on application form and not attested by Gazetted Officer and if no additional photograph is enclosed.
 - (g) Mark sheet of essential qualifications not attested.
 - (h) Only a single application will be entertained. Candidates who forward more than one application form, their candidature will be rejected outright without any notice to such candidates.
6. Merely fulfilling the basic selection criteria does not, automatically entitle a person to be called for test/ Interview.
- 7. Applications will be short listed for further selection process on the basis of percentage of marks obtained in the essential qualification examination.**
8. The employer has the right to cancel or modify this notification without assigning any reason thereof.
9. Question Paper Objective Type with Negative Marking of **0.25** Marks for each wrong answer (Except LDC).
10. Date of Written Test / Skill Test / Interview will be intimated to eligible candidates separately. Examination will be conducted at Nasik only.
11. No enquiry or correspondence for any information will be entertained.
12. Candidates living with more than one spouse or married another spouse while the first spouse is alive shall not be eligible to apply.
13. SC/ST/OBC candidate applying for **General Category** post is not entitled to any relaxation in the age limit in that category.
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- 14. The department reserves the right to reject the candidature of a candidate for written test, skill test and Interview. The candidates to be called for the written test, skill test and interview shall be short listed, by applying all or any of the slated norms.**
15. Canvassing in any form and / or bringing in any influence, political or otherwise shall be treated as a disqualification for the test / post. Interim queries shall not be entertained.
16. Candidates who fulfill the eligibility criteria shall be subjected to selection process as per existing orders and the selected candidates shall be appointed only after verification of Character and antecedent from police authority and if found fit after medical examination.
17. The candidates selected shall be governed by the provision of the New Pension Scheme (NPS).
18. Selected candidates shall be initially posted to Artillery Centre, Nasik Road Camp with subsequent all India Service transfer liability.
19. No TA / DA is admissible to the candidates for appearing for written test / Interview.

20. The decision of the Appointing Authority regarding selection / rejection shall be final.
21. The employer has right to cancel / postpone / suspend / terminate / modify this Notification of recruitment process without any prior notice / assigning any reasons at any stage.
22. The recruitment board's decision will be final in all matters and the board will not undertake any responsibility for sending a reply to the candidates, if not selected.
23. The Commandant shall not be responsible for any postal delay or failure. The No of posts/vacancies is subject to increase/decrease based on the actual requirement at the time of recruitment.
24. The candidates appointed as "Multi Tasking Staff" will perform the duties, as per 'Charter of Duties of Multi Tasking Staff'.

25. **Question Papers.** The question Papers of all written tests will be bilingual i.e. English and Hindi.

26. Syllabus for written examination for recruitment to the post of LDC is as follows :-

Time Allowed : 2 Hours

- (a) General Intelligence.
- (b) English Language.
- (c) Numerical Aptitude.
- (d) General Awareness.
- (e) Skill Test (Skill Test will be taken on Computer).

27. Syllabus for written examination for recruitment to the post of Barber, Bootmaker, Cook, Lascar MTS(Safaiwala), MTS(Watchman), MTS(Gardener), MTS(Messenger) :-

Time Allowed : 2 Hours.

Question Paper : Objective Type.

Negative Marking : 0.25 marks for each wrong answer.

Topics. Question of General Intelligence and reasoning will be non-verbal considering the functions attached to the post. Questions on Numerical aptitude and General English will be simple, of the level that an average matriculate will be in a position to answer comfortably. Question on general awareness will also be of similar standard.

- (a) General Intelligence & Reasoning - 25 Qs, 25 Marks.
- (b) Numerical Aptitude - 25 Qs, 25 Marks.
- (c) General English - 50 Qs, 50 Marks.
- (d) General Awareness - 50 Qs, 50 Marks.

FORMAT FOR APPLICATION

Passport size
photo duly
attested by
Gazetted Officer

To,

The Commandant,
Headquarters
Artillery Centre,
PIN – 908800, C/o 56 APO

APPLICATION FOR THE POST OF : _____ **CATEGORY :** _____

1. Please refer to your Advertisement given in News Paper “ _____ ” dated _____.
2. Name in full (Block Capital letters) _____
3. Father's Name / Husband's Name _____
4. Sex _____
5. Date of birth (As in Matriculation Certificate)
(Attested copy of cert as a Proof of age to be enclosed) _____
6. Present age as on closing date of receipt of application **Years** _____ **Months** _____ **Days** _____
7. Marital Status _____
8. Nationality _____
9. Religion / Caste / Sub- caste
(Attested copy of cert in proof of Caste) _____
10. Percentage of Marks obtained in 12th std passed for the post
of Lower Division Clerk (LDC). _____
11. Percentage of marks obtained in 10th Std passed for the post
of Barber, Bootmaker, Cook, Safaiwala/Safaiwali, Lascar
Messenger, Watchman & Gardener. _____
12. Qualification (i) Educational _____
(ii) Others _____
13. Experience certificate if any _____
14. Employment Registration Card No and Date with District if any _____
15. Address for communication with PIN Code _____

DECLARATION

I, Shri/ Smt / Kum _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false / incorrect or being detected ineligible before or after the written test/aptitude test / Interview, my candidature is liable to be rejected or any misstatement / discrepancy detected after my appointment, my services are liable to be terminated without any notice to me.

Enclosures :

Place :

(Signature of the applicant)

Date :

Davp 10612/11/0002/1415