

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE, ARTILLERY RECORDS,
NASIK ROAD CAMP RECRUITMENT NOTICE FOR THE POST OF LOWER
DIVISION CLERK (LDC) AND MULTI TASKING STAFF (PEON)**

1. Applications are invited from eligible Indian Citizens, for the following posts:-

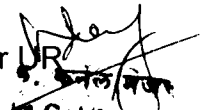
Ser No	Name of Post	Classification and Pay Scale	Details of vacancies					Total vacancies
			UR	OBC	SC	ST	ESM	
(a)	Lower Division Clerk (LDC)	General Central Service Group 'C' Non Gazetted Ministerial. PB-I. Rs. 5200-20200 & Grade Pay Rs 1900/-.	11	10	03	04	03	31
(b)	Multi Tasking Staff (Peon)	General Central Service Group 'C' Non Gazetted Ministerial. PB-I. Rs. 5200-20200 & Grade Pay Rs 1800/-.	06	-	-	-	01	07

2.	<u>Education & Other Qualification</u>	For LDC	<u>Essential:</u> (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 (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.
		For MTS (Peon)	<u>Essential</u> : Matriculation or equivalent from recognized Board. <u>Desirable</u> : Conversant with the duties of the respective trades with one year's experience in the trade.

3. **Age Limit** :- 18 to 25 yrs for UR (General) category.

Relaxation to upper age limit :-

- 05 Yrs age relaxation for SC and ST candidates.
- 03 Yrs age relaxation for OBC candidates. (Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled for OBC reservation).
- Age limit for Ex servicemen – Period of Military service + 03 yrs for UR (upto the maximum of 45 yrs of age).
 - Period of Military service + 06 yrs for OBC category.
 - Period of Military service + 08 yrs for SC & ST category.
- Max upper age limit in respect of Govt servants will be 40 years for **UR** and 35 years for **MTS (Peon)** category. Candidates should submit their applications through proper channel and furnish "No Objection Certificate" from their employer/office.


 Lt Col/Major
 इन्डिया
 Adjutant
 गोफखाना अभिलेख
 आर्टिलरी रिकॉर्ड्स

4. Candidates should forward application in an envelope through ordinary post and superscribe the words "**Application for the post of LDC**" or "**Application for the post of MTS (Peon)**" on the top of the envelope while sending the application form. The application should reach to "**The Commanding Officer, Artillery Records, Nasik Road Camp. Pin – 422102 (Maharashtra)**".

5. Last date for receipt of application is **21 days** from the date of publication of the advertisement. The crucial date of determining the age limit shall be the closing date of receipt of application. The posts are permanent subject to two years probationary period.

6. Photocopy of the following documents/certificates are to be attached with application duly attested by Gazetted officer :-

- (a) Educational Marks sheet.
- (b) School leaving certificate/Date of birth certificate
- (c) Caste certificate issued by competent authority in case of SC/ST/OBC category.(OBC candidates should submit non creamy layer cert duly signed by competent authority at the time of interview).
- (d) One self addressed envelope duly affixed Rs 5/- postal stamp.
- (e) Two recent Passport size photographs, one is pasted on application form duly attested and other will be attached with application form.
- (f) An Ex-servicemen candidate should produce a copy of Discharge Certificate/Pension Payment Order. Those who are still in Defence Service should submit a certificate from the competent authority that they will be released from Defence Service.

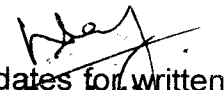
7. The following applications will be summarily rejected:-

- (a) Application without signature of the candidate.
- (b) Application in other than prescribed proforma as published in advertisement.
- (c) Application received through FAX/e-mail.
- (d) Application received after due date for any reason.
- (e) Incomplete /illegible application.
- (f) Photograph not pasted on application form, not attested, and no additional photo is enclosed.
- (g) Mark sheet and essential certificates not attested by Gazetted Officer.
- (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.

8. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview.

9. The employer has the right to cancel or modify this notification without assigning any reason thereof.

10. Appointing authority reserves the right to reduce the number of candidates for written examination by screening the applications based on the percentage of marks obtained in the examination mandated as essential QR. A bench mark percentage will be fixed by Board of Officers depending on the number of applications received.


Adjutant
Artillery Records
Nasik Road Camp

11. Short listing of candidates for interview shall be carried out based on the performance in the written test. **Number of candidates to be called for interview will be minimum 10 times of the number of vacancies or number of candidates qualifying in the written test whichever is less depending upon their merit position.**

12. No enquiry or correspondence will be entertained for any information.

13. The syllabus for written examination will be as under:-

For LDC

- (a) General Intelligence (b) English Language
(c) Numerical Aptitude (d) General Awareness

For MTS (Peon)

- (a) General Intelligence & Reasoning- 25 marks (b) Numerical Aptitude - 25 marks
(c) General English - 50 marks (d) General Awareness - 50 marks
Negative Marking - 0.25 marks for each wrong answer.

14. No TA/DA is admissible. The candidate will have to attend the written test/ Interview at their own arrangement.

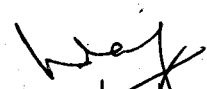
15. Date of written test/ Skill test, Interview will be intimated to eligible candidates separately. No enquiry or correspondence in this regard will be entertained. Exam will be conducted at Nasik only.

16. Candidates living with more than one spouse or married to another spouse while the first spouse is alive will not be eligible to apply.

17. The decision of the appointing authority regarding selection/Rejection will be final.

18. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice / assigning any reasons at any stage.

19. Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice.


Lt Col/Major
इण्डमाल
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Artillery Records

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APPLICATION FORM
(To be filled in English only)

To,

**The Commanding Officer
Artillery Records
Nasik Road Camp – 422 102**

Paste your recent
passport size
photograph duly
attested

1. Application for the post of _____
(LDC/MTS (Peon))
2. Name of the candidate (In capital letters)
3. Father's/Husband's Name
4. Sex
5. Date of birth
6. Nationality
7. Educational qualifications

Srl No	Passed Examination	Board/University	Year	Marks Obtained	Percentage
1.	10 th /SSC				
2.	12 th passed from recognized board or university				

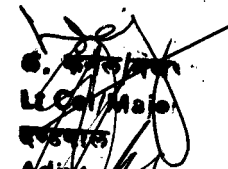
8. Caste/Religion
9. Category applied for : _____
(UR/OBC/SC/ST/Ex Servicemen)
10. Address for communication with
PIN Code :
11. If you are a Govt employee, give following particulars :
 - (a) Name of the Organization where employed
 - (b) Designation
 - (c) Date of Appointment
 - (d) Address of the Employer

DECLARATION

I, Shri/Smt/Ku _____ hereby declare that all the statements made in this 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 false/incorrect before or after the written/typing 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 notice to me.

Encls :

Date :


Lt Col/Maj
Adjutant
Artillery Records

(Signature of applicant)

day 10612/11/0005/11415