

RECRUITMENT NOTICE

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE ARMY AIR DEFENCE RECORDS

1. Applications are invited from the eligible candidates for filling up following post in Army Air Defence Records, Gopalpur Military Station, Dist - Ganjam (Odisha) :-

Ser No	Description	Post
		LDC (LOWER DIVISION CLERK)
(a)	Vacancies	01 (One) Unreserved (General) – 01 (One)
(b)	Scale of Pay	Rs 19900/- (Level - 2) (As per recommendation of 7 th CPC)
(c)	Qualification	(i) 12 th Class Passed from recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or typing speed of 30 words per minute in Hindi on computer (35 w.p.m and 30 w.p.m correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).
(d)	Self attested documents required to be submitted alongwith application.	(i) Matriculation Certificate and Mark sheet. (ii) 12 th class pass Certificate and Marksheet. (iii) Certificate for any other higher qualification. (iv) Passport size photograph duly affixed on application (duly self attested on front of the photograph after pasted in the application) and one additional photograph to be enclosed with the application.
(e)	Age	Unreserved (Gen) - 18 to 25 Years.

2. Application should be submitted on plain paper neatly typed as per prescribed format addressed to Commanding Officer, Army Air Defence Records, Gopalpur Military Station, Dist - Ganjam (Odisha), PIN- 761052. Envelope containing application should be superscribed "**APPLICATON FOR THE POST OF 'LOWER DIVISION CLERK'**".

3. Last date of receipt of application : Upto 23 days from the date of publication of advertisement in the newspaper.

4. A self addressed envelope duly affixed Rs.25/- postal stamp must be enclosed for receipt of call letter.

5. The following applications will be rejected without any information to the individual :-
 - (a) Incomplete, ineligible applications.
 - (b) More than one application received from one candidate.
 - (c) Applications received without supporting documents asked vide Para 1(d) and Para 4 above.
 - (d) Applications received after due date due to delay by postal department.
6. Any enquiry or correspondence for non receipt of call letters will not be entertained.
7. The establishment is not responsible for non receipt of call letters by candidates on time due to delay by postal department or any other reason.
8. The department reserves the rights :-
 - (a) To reject the candidature of a candidate for written test and typing test, whose application is not completed in all respect and non receipt of enclosures as applicable mentioned in Para 1 (d) and Para 4 above.
 - (b) To reduce the number of candidates for written examination, screening of application on the basis of percentage of marks obtained in the examination for essential qualification may be carried out. A bench mark of percentage of marks may be considered depending on the number of applications.
 - (c) Date of written test / typing test and No of vacancies may change due to unforeseen circumstances at the discretion of the Appointing Authority i.e. Officer-In-Charge, Army Air Defence Records.

APPLICATION FOR THE POST OF LDC (LOWER DIVISION CLERK)

1. Post applied for : _____
2. Category applied for : _____
[Unreserved (Gen)]
3. Name in full (Block letters) : _____
(As per Matriculation Certificate)
4. Father's / Husband's Name : _____
5. Sex (Male / Female) : _____
6. Date of Birth (DD/MM/YYYY) : _____
7. Age as on last date of receipt of Application : ___ Years ___ Months ___ Days
8. Nationality : _____
9. Religion : _____
10. Caste (General) : _____
11. Educational Qualification
(i) Matric/10th : _____ % of Marks
(ii) 12th / Intermediate : _____ % of Marks
(iii) Any other qualification : _____ % of Marks
12. Permanent Home Address : _____

13. Postal Home Address : _____

14. Contact No : _____
15. Whether you were ever debarred /disqualified by any Govt selection body from any of the exam/selection?
16. Whether you have been convicted by the court of law for any offence?
17. Do you have any close relative working in Army Air Defence? If yes, give name and official address.

Affix your recent
passport size
photograph duly
self attested.
(to be pasted not
stapled)

DECLARATION

I, 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 written test, 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.

Enclosures :
Date :

(Signature of the applicant)

Javp 10620/11/0001/2122