

**EMPLOYMENT NOTICE**  
**Government of India, Ministry of Defence**  
**Army Air Defence Centre**

1. Commandant, Army AD Centre, Golabandha, Ganjam (Odisha) PIN – 761052 invites application from the eligible candidates liable to serve anywhere in India for the following posts :-

S No	Name of the Post	Reservation				Total	Place of Work	Name of the Post	Scale of Pay (7 <sup>th</sup> CPC)	Age Limit	Essential qualifications
		UR	SC	ST	OBC						
(a)	Cook	01	-	-	-	01	Headquarters Chhattisgarh & Odisha Sub Area, Raipur	Cook	Level - 2 (Rs 19900-63200)	18 to 25 years	(i) Matriculation or equivalent; and
(b)	LDC	01	-	-	-	01					(ii) Must have knowledge of Indian Cooking and proficiency in trade.
(c)	MTS	04	-	01	01	06		(i) 12 <sup>th</sup> Class pass from a recognized Board or University.			
(d)	Washerman	01	-	-	-	01		(ii) Should pass typing test with minimum speed of 35 wpm in English or 30 wpm in Hindi on computer. (corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word).			
(e)	LDC	-	01	-	-	01	Station Headquarters, Raipur	MTS (Messenger, Safaiwala, Daftry & Chowkidar)	Level - 1 (Rs 18000-56900)	18 to 25 years	<b>Essential</b> : Matriculation pass or equivalent from recognized Board.
(f)	MTS	02	-	-	-	02					<b>Desirable</b> : Conversant with duties of respective trades with one year's experience in the trade.
(g)	LDC	01	-	-	-	01	Station Headquarters Gopalpur	Washerman			<b>Essential</b> : Matriculation pass or equivalent from recognized Board. Must be able to the wash military/Civilian cloths thoroughly well.

**Note** : Selected candidates will remain on probation for a period of two years from date of appointment.

2. **Age Relaxation** : The crucial date for reckoning the age limit and essential qualification is the last date of receipt of application. However, age relaxation as per Govt Instructions will be applicable as under :-

Category	Age relaxation
UR	No age relaxations for GEN/SC/ST/OBC in UR category
SC/ST	05 years age relaxation only in reserved category of SC/ST
OBC	03 years age relaxation only in reserved category of OBC
Ex-Serviceman (ESM)	Period of Military service + 3 years.
Persons with Disability(PWD)	10 Years(on producing permanent disability cert of minimum 40% from CDMO or Medical Boards)
for Government servants who have rendered at least 3 years of continuous service in the same line or allied cadres	Relaxable upto 40 years of age (45 years of age for SC/ST) for the posts of Cook & LDC. Relaxable upto 35 years of age (40 years of age for SC/ST) for the posts of Washerman & MTS.

3. **Last Date of Receipt of Application** : Upto 21 days from the publication of recruitment notification in the Newspaper.

4. **Issue of call letters** : Call letters intimating the date & time of written examination will be issued only to those eligible candidates whose applications are received within prescribed time & found complete in all aspects.

5. **Mode of Selection** : Selection will be made on the basis of (a) Competitive Written Examination (b) Aptitude/Skill/Typing test of qualifying nature. Written Exam will consist of multiple choice questions on General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness for a duration of 2 hours for General candidates and 2 hours 20 minutes for visually handicapped candidates only. Details of Aptitude/Skill/Typing test with time & duration will be intimated to the candidates who qualify the written examination through call letters for the said tests.

6. **Declaration of results** : Dates of declaration of results will be intimated to the candidates on the relevant days of examinations.

7. **How to Apply** : Candidates have to fill up their details with signature in the prescribed Application form duly typed on A4 paper. The envelope enclosing the application form is to be boldly enfaced on top "**APPLICATION FOR THE POST OF \_\_\_\_\_**" and category as the case may in capital letters only addressed to "The Commandant, Army AD Centre, Ganjam (Odisha) PIN – 761052". Self-attested copies of relevant certificates (as listed below) will be attached with the application form, original certificates will be produced by the candidates at the time of Aptitude/Skill/Typing test :-

- 10<sup>th</sup> Class/Equivalent certificate with marksheet from a recognized University or Board. 12<sup>th</sup> Class Certificate with marksheet from any recognized Board/ Council/University for candidates applying for the post of LDC.
- Experience certificate (if any) applicable for the post applied for.
- SC/ST Caste certificate or OBC(Non-Creamy Layer) certificate as per latest government rules issued by Competent Authority for candidates seeking age relaxation under SC/ST/OBC category.
- Valid Nativity Certificate issued by the ADM/DM/Tehsildar.
- Character Certificate issued by the Sarpanch / Gazetted Officer.
- No Objection Certificate (in case of Govt servant)from concerned establishment that no disciplinary action is contemplated/pending against the govt servant & they have no objection in releasing the individual in case of his/her selection.
- Army Discharge Certificate (for Ex-Servicemen candidates only).
- One self-addressed envelope duly affixed with postal stamp of Rs 25/- in which call letters for written test will be issued intimating the dates of the examination, if candidate is found eligible in all respect.
- Two passport size photographs self-attested at the front, one photo to be pasted in the application form and another to be pasted on the call letter to be issued.
- Aadhaar Card & PAN Card.

8. **General Instructions** :

- Dates of test & Number of vacancies may change due to unforeseen circumstances at the discretion of the Commandant Army AD Centre. Applications received after due date will not be considered and this establishment will not be responsible for any kind of postal delay.
- Applications should be forwarded only through Registered/Ordinary Post only. No applications will be received by hand or by courier.
- Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test.
- Commandant, Army AD Centre reserves right of screening of application on the basis of percentage of marks obtained in the examination for essential qualification to reduce the number of candidates for one category of post for written examination.
- No TA/DA is admissible for appearing the Written and Skill/Typing test.
- Commandant, Army AD Centre reserves the right for allotment Unit/ Establishment (place of work) to successful candidates as per vacancies projected post/category wise.

(g) The department reserves right to reject the candidature of a candidate whose application is incomplete/incorrect/overwriting/illegible. Any inquiry or correspondence for non-receipt of call letters will not be entertained.

(h) There will be simultaneous conduct of test for all categories. The responsibility of deciding the category for which the candidate would like to appear will be choice of applicant himself. No separate exam will be conducted for candidates applying for more than one category, if the exams are held on the same date.

**APPLICATION FOR THE POST OF**  
**PART 'A'**

- Post applied for \_\_\_\_\_
- Name in Full (Block letters) : \_\_\_\_\_
- Sex (Male/Female) : \_\_\_\_\_
- Father's/Husband's Name : \_\_\_\_\_
- Date of Birth (DD/MM/YYYY): \_\_\_\_\_
- Age as on last date of receiving application: \_\_\_Years \_\_\_Month \_\_\_Days
- Permanent address : \_\_\_\_\_
- Present address with mobile No & Email ID : \_\_\_\_\_
- Educational Qualifications : \_\_\_\_\_

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

Name of Exam passed	Year of Passing	Name of recognized Board/University	% of Marks obtained	Division	Remarks

- Experience in the subject field of section : \_\_\_\_\_
- Category to which the candidate belongs : General/SC/ST/OBC
- Category to which applied : UR/SC/ST/OBC
- Whether Ex-Serviceman : Yes/No
- Religion : \_\_\_\_\_
- Nationality : \_\_\_\_\_
- Whether you were ever debarred or disqualified by any Public Service Commission/ Recruitment Board Commission/Recruitment Board from any of their Examination/Selection : \_\_\_\_\_
- Whether you have been ever convicted by court for any offence : \_\_\_\_\_
- Do you have any close relative working in Army Air Defence, if yes give name and official address : \_\_\_\_\_
- Preferred language for typing test (for LDC post only): English / Hindi

**DECLARATION**

I, hereby declare that the particulars filled by me in this form are true to the best of my knowledge and belief and in case they are found false, my candidature shall be liable to be rejected without notice.

Date : \_\_\_\_\_ Signature of Candidate

**PART 'B'**  
**CALL LETTER FOR WRITTEN EXAMINATION**  
**FOR THE POST OF \_\_\_\_\_**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Self address of the candidate)

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

**FOR OFFICIAL USE**

- Roll No. \_\_\_\_\_
- Date and time of written examination \_\_\_\_\_ (\_\_\_\_\_ Hrs)
- Venue of Written examination \_\_\_\_\_

Date : 2022 (Signature of Exam Officer)

**Note:-**

- Candidate should reach at least one hour before the schedule time at **TCP-1 of Gopalpur Military Station** on aforementioned date alongwith this call letter and an Identity Proof viz. Aadhaar Card/PAN Card/Voter ID/Driving License etc. No candidate will be allowed for examination after scheduled time.
- The candidates should bring their pen, pencil and clip board for written examination.
- The candidate should not keep Mobile Phone, Calculator, Electronic item, paper and other material, otherwise he /she will not be allowed for examination and his / her candidature will automatically deemed to be rejected.
- Candidates are expected to wear mask, keep social distancing and strictly follow Covid-19 protocol.

**Caution to all Applicants**

Some unscrupulous elements may approach you with the assurance of procuring appointments for you through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and assured that the selection test and exercise will be done on merit only in a transparent manner.

**CBC-10620/11/0007/2223**