

Appendix 'A'

(Ref Bengal Area Pro Unit letter
No Pro/00051/Rect/A dt 09 May 2017)

RECRUITMENT TO CIVILIAN POST : COOK
IN THE CORPS OF MILITARY POLICE (BENGAL AREA PROVOST UNIT)

1. Under the authority of Adjutant General Branch MP-4(CIV)(B), IHQ of MoD(Army) letter No 15716/Opt/NAC/PM/16-17/MP-4(Civ)(b) dated 21 Oct 2016, applications are invited for filling up 01 (One) Post in an existing vacancy of **Civilian Cook (UR)** in the pay scale of PB-1 of Rs 5200-20200 with Grade Pay of Rs 1900/-.

2. Applications are invited from Indian Nationals for direct recruitment for the under mentioned post at **Bengal Area Provost Unit, C/o 99 APO ,PIN - 900285 :-**

Address	Place of work	Post	Vacancy
Bengal Area Provost Unit, C/o 99 APO PIN-900285	Bengal Area Provost Unit, C/o 99 APO PIN- 900285	Cook	01(UR)

3. Pay scale, minimum educational qualification, experience, age limit and suitability for persons are as under:-

Post	Qualification/ Experience	Pay Scale	Age Limit
Cook	(i) Matriculation or equivalent from recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.	PB-1 of Rs 5200-20200 with Grade Pay of Rs 1900/- (As per 6 th CPC)	Between 18 and 25 years of age as on the last date of submission of application(Relaxable for Government servant upto 40 years in accordance with orders/instructions issued by the Central Government).

4. **General Instruction / Condition:-**

- (a) Application must be typed in A4 size paper.
- (b) **Documents To Be Enclosed:-**
 - (aa) Photocopies of following documents/certificates will be attached alongwith the application, duly attested by a Gazetted Officer.
 - (ab) Copy of Matriculation Certificate.
 - (ac) Copy of Marksheet of Matriculation.
 - (ad) Copy of Birth Certificate or Proof of Date of Birth (As per Matriculation Certificate).
 - (ae) Copy of NOC in original from their present employer (**only in case of Government Servant**).
 - (af) Copy of Aadhar card.
 - (ag) Three latest passport size photographs, self attested.
 - (ah) Copy of Ex-Servicemen Certificate, **if applicable**.
 - (ai) Copy of Character Certificate from SP Office of home town (**not more than six months old from date of publication of advertisement**).

Note:- Original Certificates should not be sent with application. These should be produced only at the time of appearing for the examination/ tests, if shortlisted.

5. Application forms received as per given format only be accepted.
6. Candidates are required to forward applications properly sealed, in an envelope to the address “**Bengal Area Provost Unit, Fort William, Kolkata -700021, West Bengal**” to reach within **45 days** from the date of publication of advertisement through **Registered Post/Speed Post**. Candidates are required to mention the name of post /category (**IN BLOCK LETTERS**) e.g “**APPLICATION FOR THE POST OF COOK**” on the top of the application form and as well as on the outside of the envelope in which the application form is being sent.
7. Candidates are also required to forward a self addressed envelope (size 4”x10”) duly affixing postal stamp of Rs.22/- with application form, for dispatch of the call letters for short listed candidates. Call letters will not be forwarded to those candidates who have not enclosed self addressed envelope with postal stamp of Rs. 22/- affixed on it.
8. Incomplete / illegible / ineligible applications will be deemed invalid and rejected without information to the candidate. Application received after closing date will not be entertained. Only eligible candidates will be called for written examination.
9. No application will be received by hand. Call letters will be sent to only those candidates whose applications are found correct in all respects.
10. No TA/DA will be admissible for written examination/tests. Duration of the test can be 02 to 03 days or more.
11. The place of work for the posts mentioned above is **Bengal Area Provost Unit, C/o 99 APO** and will be liable for transfer to anywhere in India, subject to all India transfer liability and field service liability Rules.
12. New entrants to Central Govt Service will come under New Contributory Pension Scheme.
13. Centre of examination is **Bengal Area Provost Unit, Fort William, Kolkata -700021, West Bengal** and may be changed to any other place in Kolkata.
14. **Syllabus/Pattern**. Syllabus for written test will be as per essential qualification mentioned against the post and will be included for categories namely General Intelligence and Reasoning, Numerical Aptitude, General English, General Awareness.

Part	Subject	Maximum Marks
(a)	General Intelligence and Reasoning	25
(b)	Numerical Aptitude	25
(c)	General English	25
(d)	General Awareness	25

15. The recruitment process can be cancelled /postponed/ suspended /terminated without any prior notice without assigning any reason at any stage.
16. **Canvassing in any form shall result in disqualification of the candidate.**
17. The Commanding Officer, Bengal Area Provost Unit, Kolkata will not be responsible for any injuries which occur during the process of testing/selection.
18. The decision of Appointing Authority, The Commanding Officer of Bengal Area Provost Unit regarding selection /rejection will be final and no correspondence will be entertained in this regard.
19. No extra weight age will be given for additional /extra/higher qualification for recruitment.
20. **Period of probation - Two years.**
21. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test or interview.

(sd/-xxxxxxxxx)
Lieutenant Colonel
Second-in-Command
for Commanding Officer