

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE, THE GRENADIERS RECORDS,  
JABALPUR RECRUITMENT NOTICE FOR THE POST OF LOWER  
DIVISION CLERK (LDC) AND MULTI TASKING STAFF ( MTS-PEON)**

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

Ser No	Name of Post	Classification and Pay Scale	Categories				Total vacs
			(UR (Gen))	OBC	PHP (*OH)	Ex-Service men	
(a)	Lower Division Clerk (LDC)	General Central Service Group 'C' Non Gazetted Ministerial. PB-I Rs. 5200-20200 & Grade Pay Rs 1900/-	03	02	01	01	07
(b)	Multi Tasking Staff (Peon)	General Central Service Group 'C' Non Gazette Ministerial. PB-I Rs. 5200-20200 & Grade Pay Rs 1800/-	-	-	01	-	01

(\*OH- Orthopedically Handicapped)

2. Education & other qualifications:-

LDC	<p><u>Essential:</u></p> <p>(i) 12th class pass from a recognized Board or University.</p> <p>(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 a average of 5 key depressions for each word. (time allowed 10 minutes)</p>
MTS (Peon)	<p><u>Essential:</u> Matriculation pass or equivalent from recognized Board.</p> <p><u>Desirable</u> : Conversant with the duties of the respective trades with one year's experience in the trade.</p>

3. Age Limit and its relaxation: -

S/No	Category	Age limit	Remarks
(a)	UR (Gen)	18 to 25 yrs	
(b)	OBC	18 to 28 yrs	
(c)	PHYSICALLY HANDICAPPED (ORTHOPADICALLY HANDICAPPED) WITH 40% AND ABOVE DISABILITY		
	UR(Gen)	18 to 35 yrs	PH person should be in possession of Medical certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability.
	OBC	18 to 38 yrs	
	SC/ST	18 to 40 yrs	
(d)	Max upper age limit in respect of Govt servants will be 40 years for LDC and 35 years for MTS (Peon) category. Candidates should submit their applications through proper channel and furnish "No Objection Certificate" from their employer/office.		
(e)	<u>Ex-Serviceman.</u> Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit i.e. 25 Years prescribed for the post by more than three years.		

4. Candidates should forward their application in an envelope through ordinary post and subscribe 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, The GRENADIERS Records, Jabalpur, PIN-482001 (MP)". Application will be accepted upto 30 days from the date of pub of advertisement in newspaper. No application will be accepted by hand.

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

- (a) Educational qualification certificate.
- (b) School leaving certificate/Date of birth certificate.
- (c) One self addressed envelope affixed with postal stamps of Rs 25/- (Rupees twenty five only) for sending call letters to the eligible applicants by post.
- (d) Two recent passport size photographs, one is pasted on application form duly attested and other will be attached with application form.
- (e) Physically Handicapped certificate where applicable.
- (f) Caste cert issued by competent authority (for reserved category only)

6. The following applications will be strictly rejected without any intimation to the candidate:-

- (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, if it is not attested and additional photo not 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.

7. It is made clear that merely fulfilling the basic essential qualification does not automatically entitle a person to be called for test. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection/rejection will be final.

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

9. 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.

10. Short listing of candidates for Typing test shall be carried out based on the performance in the written test.

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

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

For LDC

- |                          |                      |                         |
|--------------------------|----------------------|-------------------------|
| (a) General Intelligence | (b) English Language | (c) Numerical Aptitudes |
| (d) General Awareness    | Duration : 02 Hours  |                         |

For MTS (Peon) : Question paper : Objective type

Negative Marking – 0.5 marks for each wrong answer. Duration 02 Hours

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| (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 (50Qs, 50 marks) |
|--|--|---------------------------------------|--|

13. Probation period:- The selected candidates will be on probation for two years. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character & antecedent/education certificate with date of birth/Physically handicapped certificate and Medical fitness examination.

14. No TA/DA is admissible. The candidate will have to attend the written test/typing test at their own arrangement.
15. Date of written test, typing test will be intimated to eligible candidates. No enquiry or correspondence in this regard will be entertained. Exam will be conducted at Jabalpur 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.
20. Any dispute in the Recruitment will be settled within jurisdiction of Jabalpur Court.

To,

The Commanding Officer  
The GRENADIERS Records  
Jabalpur (MP)  
PIN-482001

Paste your recent  
passport size  
photograph duly  
attested

1. Post applied for (LDC or MTS (Peon)) : \_\_\_\_\_
2. Name of the candidate (In block letters) :
3. Father's/Husband's Name :
4. Sex :
5. Date of birth :
6. Age as on last date of receipt of application : \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Days
7. Nationality :
8. Educational qualifications :

Ser No	Passed Examination	Board/University	Year	Marks Obtained	Percentage
1.	10 <sup>th</sup> /SSC or Equivalent				
2.	12 <sup>th</sup> /HSC				

9. Caste/Religion :
10. Address for communication  
House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_
11. If applied for the post in Physically Handicapped category  
Percentage of disability : \_\_\_\_\_%
12. Contact No. \_\_\_\_\_
13. Whether you have been convicted by the court for any offence.
14. 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, hereby certify that above particulars mentioned in this application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature, appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me anywhere in India.

Date :

(Signature of applicant)

**DAVP 10622/11/0086/1617**