

ADVERTISEMENT NOTICE

RECRUITMENT FOR HQ ARMY TRAINING COMMAND (CIVILIAN RECORDS OFFICE) AT SHIMLA – 171003 (HP)

1. Applications (as per specimen attached) are invited for Recruitment for HQ Army Training Command (Civil Records Office) at Shimla – 171003 (HP) by Ordinary/Registered/Speed Post with 21 days from the date of publication (excluding the date of publication) of this advertisement in Employment News (02 Oct 2021 and application should reached to this HQ by 23 Oct 2021, 02 Oct 2021 will be counted as a first day) as per format attached as Appendix 'A'.

Ser No	Name of Posts	Category			Total No of Posts	Minimum Qualification	Age Limit Relaxation for all Categories	Eligibility Criteria
		Gen	SC	OBC				
(a)	LDC Basic Pay 19990- 63200	01	-	01	02 (Two)	(i) 12 th Pass or equivalent from a recognized Board or University.	(i) Gen (ii) OBC (iii) ESM	-18-25 yrs -Upper age relaxation for 03 years - Service rendered in the Defence Forces shall be allowed to be deducted from actual age of individual and that the resultant age does not exceed minimum age prescribed for the post by more three yrs only such ESM shall be considered
(b)	MTS Basic Pay 18000- 56900	02	-	-	02 (Two)	10 th Pass or equivalent from a recognized Board or University. (Note: Date determination of age will reckon on _____ 2021 of receipt of the application).		

2. Candidates are advised to log in at www.indianarmy.nic.in and www.ncs.nic.in for detailed eligibility criteria and application form which will be opened from 02 Oct 2021 to 23 Oct 2021. Any future query the candidates to visit www.indianarmy.nic.in and www.ncs.nic.in for details. HQ ARTRAC reserves the right to make change vacancies (increase or decrease) or cancel or postponed the recruitment without assigning any reason.

3. Screening of application on the basis of percentage of marks obtained in the exam of essential qualification for the post will be carried out to reduce number of candidates to a reasonable limit in the following ratios :-

- (a) LDC - One post - 75 Applications (Two posts -Total 150 application).
 (b) MTS - One post - 75 Applications (Two posts -Total 150 application).

4. Conduct of Written Test /Skill Test for LDC

Subject	No of Questions	Maximum Marks	Duration	Remarks
Written Test				
General Intelligence & reasoning	25	25	2 Hours	LDC. The standard of questions will be as per 12 th standard basis. MTS 10 th standard basis. No skill test and descriptive test.
Numerical Aptitude	25	25		
General English	50	50		
General Awareness	50	50		
Descriptive Test				
Eassy Writing 200-250 words & Letter/Application Writing approx 150-200 words	25	25	30 Minutes	
Skill Test				
(ii) English & Hindi Typing @ 35 w.p.m and 30 w.p.m on Computer (10 Minutes time allowed for Typing Test).	Typing	50	10 Minutes	Only for the post of LDC

5. The application should be addressed to **Establishment Officer, ADMINISTRATIVE BRANCH HQ ARTRAC, SHIMLA – 171003 (HP)** received through Ordinary post/ Registered post/ Speed post. No application will be accepted by hand. Board will not be responsible for loss of any application in transit and for postal delay. NO TA/DA will be paid for any test. The candidates themselves will make arrangement for boarding and lodging. No application will be entertained after the due date. While forwarding the application, the envelop should be clearly marked "APPLICATION FOR THE POST OF LDC/MTS (Gen/ESM/OBC)" (Delete whichever is not applicable). (Quoting of Postal Index Number (PIN) & Category are mandatory) on A4 size paper alongwith recent photograph.

6. Written test/Skill test for all categories will be intimated in the CALL LETTERS by ADMINISTRATIVE BRANCH, HQ ARTRAC only to individuals whose applications received through Ordinary post/ Registered post/ Speed post and are found correct in all respects after scrutiny by BOARD OF OFFICERS detailed by Establishment Officer Adm Branch HQ ARTRAC.

7. Candidates are advised to attach self attested copies of following documents as applicable alongwith (Size 12 x 18 cm) one x self addressed registered envelop with Rs 25/- postage stamps. Please DO NOT FORWARD ORIGINAL CERTIFICATES with the application.

- (a) Birth Certificate. Medical certificate from a registered medical practitioner for physical fitness. Caste Certificate. Education certificates alongwith the marks sheets (Matriculation onwards). Photocopy of Discharge certificate for Ex-Servicemen. Two additional recent passport size photographs. In case of OBC, please attach certificate.
 (b) Central Govt civilian employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled.

8. In candidate should be in possession of all original documents/certificates as given/applicable in Para 7 above.

9. Incomplete/ineligible application like without affixing photographs, mismatching photographs, applicants found overage/underage on last date of receipt of application as indicated above will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the first examination.

10. There will be simultaneous conduct of test for both categories & one applicant must apply for only one category. The responsibility of deciding the category, for which the candidate would like to appear will be the choice of the applicant himself. No separate exam will be conducted for candidates applying for more than one category. Rejection of application from one candidate from more than one category will be at discretion of Board of Officers.

11. It is made clear that merely fulfilling the basis essential qualification requirements does not automatically entitle a person to be called for tests. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. Recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.

12. SC/ST/OBC candidates have a right to compete the general candidates against general vacancies. In such cases no concession or relaxation will be provided to the SC/ST/OBC candidates.

13. The date of Written/skill test shall be communicated through SMS/E-mail/by post (any delay in the post is not the responsibility of HQ ARTRAC). Skill test will be conducted for the short listed candidates for the post of LDC only.

14. **Rejection** The following act's/omission would render a candidate/applications disqualified :-

- (a) Furnishing of false, inaccurate or tempered information. Obtaining support for his candidature through unfair means. Impersonation by any person. Submitting fabricated documents. Making statements, which are incorrect or false or suppressing material information. Resorting to any other irregular or improper means in connection with his/her candidature for the selection. Improper filling of applications. Any other reason as observed by the Board of Officers. If mandatory undertaking is not found attached with the application showing willingness to serve in HQ ARTRAC, Shimla/ anywhere in INDIA.

15. Selected candidates will be given an appointment letter by the Brigadier Administration, HQ ARTRAC, subject to receipt of verification of character and antecedents from concerned District Magistrates, Supdt of Police and medical fitness certificate from medical authorities.

16. Post is permanent, subject to completion of two years probation period successfully by the individual.

17. Any dispute with regard to recruitment will be subject to jurisdiction of Shimla court only. Registration of application by no means is a guarantee of employment. All candidates are guarded against contact with self appointed agents/touts indulging in any kind of malicious propaganda undermining the transparency and fairness of entire recruitment process. Merit as per spelt out tests and possession of Bonafide documents shall be the sole criteria for selection process.

18. If verification reveals incorrect claim the candidates will be terminated forthwith without assigning any further reasons.

Placee : HQ ARTRAC Shimla (HP)

Col A
For Brig Adm
HQ ARTRAC

Date 2021

To

The Brig (Adm)
 HQ ARTRAC
 PIN-908548
 C/o 56 APO

**APPLICATION FOR THE RECRUITMENT OF MULTI TASKING STAFF (MTS)/
 LOWER DIVISION CLERK (LDC)**

1. Post applied for : _____
 2. Name of Candidate (in block letters): _____
 3. Father's Name : _____
 4. Date of Birth :
- | | | | |
|----|----|----|----|
| | | | |
| DD | MM | YY | YY |



5. Age as on last date prescribed for receipt of application.
 Years Months Days

6. **Address for correspondence :-**

House No _____
 Street/Village _____
 Post Office _____
 Teh _____
 Distt _____
 State _____ PIN Code _____

7. **Permanent address :-**

House No _____
 Street/Village _____
 Post Office _____
 Teh _____
 Distt _____
 State _____ PIN Code _____

8. **Educational Qualification:**

Ser No	Qualification	Name of School	Name of Board	Total Marks Obtained	Percentage of Marks obtained (upto two decimal, example 50.60)

Note : Attach Mark Sheet of all education qualification.

9. **Category for which applied :-**

UR	OBC	ESM

10. If applied for the post of Ex-servicemen :-

- (a) Date of enrolment (In Army/Navy/Air Force) : _____
 (b) Date of Retirement : _____
 (c) Total Service : _____ Years _____ Months _____ Days.
 (Attach copy of discharge certificate)

11. Whether registered with any Employment Exchange : Yes/ No
 If yes, mention Registration Number and name of employment exchange.

12. Whether employed in Central Govt Service ? Yes/ No ___
 If yes, mention service details as under :-

Name of Employer	Office Details	Name of the Post	Date of appointment

13. Mobile No _____ Email-ID _____

DECLARATION

14. I hereby certify that above particulars mentioned in the application are true and correct 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 to anywhere in India.

Dated : _____
 Place : _____

(Signaute of candidate)

FOR OFFICE RECORDS ONLY

1. Application received on : _____
 2. Application accepted/rejected : _____
 3. Reason for rejection : Underage/Overage/Documents incomplete/Photo or documents not attested/any other reason t be specified : _____
 4. Index No _____ Date of Test/ Interview _____

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