

Appx

(Refers to Para 24 of SOP vide HQ East Comd Letter No. 321891/1/Rect/Policy/ OS-8C dt 23 Jul 15)

DRAFT ADVERTISEMENT TO BE PUBLISHED

MINISTRY OF DEFENCE

16 FIELD AMMUNITION DEPOT, C/O 99 APO

RECRUITMENT NOTICE NO: 001/16 FAD

Recruitment Notice for the post of Lower Division Clerk (LDC) and Firemen (Group 'C')

1. Applications are invited from Indian Citizens for the following posts in Pay Matrix Level-02 plus other allowances as admissible to Central Govt employees.

Ser No	Name of Post	Pay Scale	Minimum Qualification		Physical Endurance Test/ Skill Test (whichever applicable)	Categories			Total Vacancies	Remarks
			Essential	Desirable		UR	SC	OBC		
(a)	Lower Division Clerk (LDC)	Pay Matrix (Level-02) Rs 19900/-	12th Class or equivalent qualification from a recognized Board or University.	Knowledge of Hindi/English.	Typing speed of 35 words per minutes in English or 30 words per minute in Hindi on Computer (35/30 words per minute correspond to 10500/ 9000 key depressions per hour on an average of 5 key depressions for each word).	04	02	01	07	01 x Vacancy reserved for ESM* (Person retired from Army/ Navy/ Air Force or person serving Army/ Navy/ Air Force with valid NOC)
(b)	Fireman	Pay Matrix (Level-02) Rs 19900/-	Class 10th or equivalent qualification from a recognized Board.	Knowledge of Hindi. Should qualify endurance/ physical test, & written test as set by the board. <u>Physical fitness-</u> Candidate should be physically fit and capable of performing strenuous duties.	(a) <u>Physical Measurements (qualifying).</u> (i) Height without shoes- 165 cms. (ii) Chest (Un-expanded) – 81.5 cms and Chest (on-expansion) – 85 cms. (iii) Weight – 50 Kgs (minimum). (b) <u>Physical Endurance Test.</u> (i) Run 1.6 Km in 6 Min. (ii) Carrying a man of 63.5 Kgs (or suitable equivalent weight) to distance of 183 mtrs within 96 Sec. (iii) Clearing 2.7 mtrs wide ditch landing on both feet (long jump). (iv) Climbing 3 mtrs vertical rope using both hands and feet.	04	02	02	08	01 x Vacancy reserved for ESM* (Person retired from Army/ Navy/ Air Force or person serving Army/ Navy/ Air Force with valid NOC)

* ESM – Ex Serviceman

2. The above posts are subject to all India Service liability including field service.

Contd...P/2.

3. Age limit and its relaxation.

Ser No.	Category	Age Limit	Age Relaxation
(a)	UR	18-25	Nil
(b)	OBC	18-25	03 Years. Every candidate seeking reservation as OBC is required to submit a certificate regarding his/her OBC status and non-creamy layer status by appropriate authority.
(c)	SC	18-25	05 Years
(d)	ESM		Total service rendered in Armed Forces + 3 years. (Age calculation will be held as actual service rendered to be deducted from age as on closing date of receipt application and resultant age should not exceed the prescribed maximum age i.e. 25 years, by more than three years in respective category).

4. Candidates will forward application properly sealed, in an envelope to the address mentioned against the post applied for, through Ordinary post/ Registered post/ Speed post. Application in person will not be accepted. Candidates are requested to super scribe the words "APPLICATION FOR THE POST OF on the top of envelope while sending the application form.

5. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak Sub Division of Jammu and Kashmir state, Lahaul & Spiti District of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep it shall be 28 days from the date of publication of this advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

6. The crucial date of determining the age limit shall be the closing date for receipt of application.

7. The photocopy of the following documents/ certificates to be attached alongwith application duly self attested.

(a) Two passport size photographs duly self attested, one on right corner of application and one on Acknowledgement card.

(b) Self Attested copies of following certificates will also be submitted with application:-

(i) Education qualification certificate.

(ii) Date of Birth Certificate.

(iii) Caste certificate where applicable.

(iv) Discharge certificate for Ex-Serviceman or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Services within a year from the last date for receiving application.

(v) Aadhar card & PAN card.

(c) Self addressed envelope affixing postal stamps of Rs 25/-.

Note : Central Government Civilian Employees must furnish "No Objection Certificate" from their employer /Office at the time of recruitment tests, else their candidature will be cancelled.

8. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the recruitment tests.

9. To reduce the number of candidates for recruitment tests for the post, screening of applications will be carried out based on the percentage of marks obtained in the examination mandated as essential QR. Application may be restricted to Min of 50 times the No. of vacancies, based on a cut off applied on the min qualifications for the post. Assessment of selection will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the practical/ physical/trade/ skill/ typing test (wherever applicable).

10. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection / rejection will be final. It is also made clear that the numbers of posts/ vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated by the Authority at any stage, due to administrative reasons.

11. The question papers of written test (objective type) will be bilingual i.e. English & Hindi as under:-

<u>Subject</u>	<u>No. of Questions</u>	<u>Maximum Marks</u>	<u>Duration</u>	<u>Remarks</u>
General intelligence and reasoning	25	25	2 Hours	The standard of questions will be of matriculation/ intermediate as applicable
Numerical Aptitude	25	25		
General English	50	50		
General Awareness	50	50		

12. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

13. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test/interview.

14. **Own Risk.** Candidates will appear for Exams/ Physical Test/Endurance Test at their own risk. In case any accident occurs or injury is sustained by the candidates during test, authorities will not be responsible to pay any compensation.

15. **Warning.** All applicants are warned to be careful from the self styled agents and also requested to report to Commandant, 16 Field Ammunition Depot against any malpractice seen/ observed by them.

16. "No. of Vacancies may increase or decrease at the discretion of Competent authority/ appointing authority".

17. 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 and antecedents/ education certificates with date of birth/ caste certificate and medical fitness examination.

To
 The Commandant
 16 Field Ammunition Depot
 PIN – 909716
 C/O 99 APO



APPLICATION FOR RECRUITMENT

Rect notice No.....

1. Post applied for

2. Name of candidate (in block letters)

3. Father's Name

4. Date of Birth

D	D	M	M	YY	

5. Correspondence Address:-
 House No./Street/Village
 Post Office
 District State
 Pin Code Tele / Mob No.

6. Permanent Address:-
 House No./Street/Village
 Post Office
 District State
 Pin Code Tele / Mob No.

7. Educational Qualification

S.No	Qualification	Name of School/ College	Name of Board/ University	Percentage obtained
(a)	Matriculation or equivalent			
(b)	10+2 or equivalent			

8. Category for which applied (Please tick to choose)

(a)

UR	SC	OBC

(b)

ESM	Others

9. If applied for the post as Ex-serviceman:

Date of enrollment (In Army/Navy/Air Force)Date of retirement Total service
 Yrs Monthdays (attach copy of discharge certificate/ NOC).

10. Whether registered with any employment exchange? (Yes/No) (If yes, mention registration No. and name of Employment exchange)

11. Whether employed in central govt services? Yes/No.....
 If yes, give details as under:-

Name of Employer	Office Address	Name of the Post	Date of Appointment	Details of NOC (letter No. & Dt.)

12. **Additional information:-**

- (a) Have you ever been involved in any criminal case
- (b) Have you ever been arrested/prosecuted
- (c) Have you ever been convicted by any Court
- (d) Is any case pending against you in any Court
- (e) Is any case pending against you in any Police Station
- (f) Have you been debarred from appearing any examination by UPSC/Govt of India/ State Govt/ University/ Board or other Educational institution.

13. Aadhar Card No.
 (Impersonation during examination)

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PAN Card No.

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DECLARATION

14. I hereby certify that above particulars mentioned in the 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 and I will not contest the same in the in the Court of Law. I am willing for All India liability and understand the transferability factor involved in the job. I fully understand the risk factor during recruitment and I am not involved in any Court Case whatsoever. I agree that department has the right to transfer me to anywhere in India.

Dated:

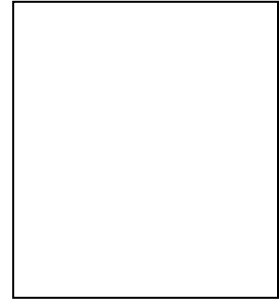
(Signature of Candidate)

Place:

FOR OFFICE RECORD ONLY

- 1. Application received on
- 2. Application accepted/ rejected
- 3. Reason for rejection: Underage/ Overage/ Documents Incomplete/ Photo or documents not attested/ Any other reasons to be specified:-
- 4. Index No. Date of test/interview

ACKNOWLEDGEMENT CARD



INDEX NO. _____

1. Name
2. Date of Birth
3. Father's Name
4. Correspondence Address:-
House No./Street/Village
Post Office
District State
Pin Code Tele /Mob No.
5. Application accepted/ rejected and date of test/ interview if accepted
6. Reason for rejection
7. Date of reporting for testTime:hrs
8. Venue of test