

**PART-I**

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**

**ADVERTISEMENT NOTICE NO: \_\_\_\_\_**

**RECRUITMENT NOTICE FOR THE POSTS OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHERMAN, & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND**

1. Applications invited for Central Recruitment of Defence Civilian Employees at Command level from eligible male/ female candidates of Indian citizenship, to reach Central Rect Agency, HQ PH & HP (I) Sub Area, PIN – 901207 C/o 56 APO by Ordinary/Registered/Speed post. Trade wise vacancies alongwith their level in their Pay Matrix, Pay Scale, Category wise distribution and minimum essential qualifications as per trade are given below:-

S No	Name of Posts	Pay Scale & Level	Minimum Essential Qualification	Categories					Total Vacancy	Earmark Vacancy for ESM
				UR	OBC	SC	ST	EWS		
(a)	Librarian	(Rs 35400 to Rs 112400). Level - VI	(a) Bachelor of Arts/ Science/ Commerce Degree (b) Bachelor of Library Science Degree	01	-	-	-	-	01	-
(b)	Steno Grade-II	(Rs 25500 to 81100). Level - IV	12 <sup>th</sup> pass or equivalent	01	01	-	-	-	02	-
(c)	LDC	(Rs 19900 to Rs 63200). Level - II		01	02	01	01	01	06	02
(d)	Fireman	(Rs19900 to Rs 63200) Level - II	10 <sup>th</sup> class pass or equivalent.	02	-	01	-	-	03	-
(e)	Messenger	(Rs. 18000 to Rs. 56900). Level - I		07	04	01	-	01	13	04
(f)	Barber			-	01	-	-	-	01	-
(g)	Washerman			01	-	-	-	-	01	-
(h)	Range Chowkidar			01	-	-	-	-	01	-
(j)	Daftry			01	-	-	01	-	02	-

2. The above post is subject to all India service liability including field service.

3. Age limit and its relaxation for all posts:-

S. No	Cat	Age Relaxation	Remarks
(a)	UR & EWS	18 Yrs to 25 Yrs	
(b)	OBC	18 Yrs to 28 Yrs	
(c)	SC/ST	18 Yrs to 30 Yrs	.
(d)	ESM	As per laid out policy in vogue	Ref to our online advertisement for calculation of age.
(e)	Central Govt Employees	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	

Contd P-2/---

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

5. Last date for receipt of applications is 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the date of publication of the advertisement in the Employment News.

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

7. Photocopy of the following certificates to be attached alongwith application duly self-attested.

(a) Four (04) Passport size photographs self-attested one pasted on the right corner of application and one on acknowledgement card and two attached with the application form..

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

- (i) Educational qualification certificates.
- (ii) Date of Birth certificates.
- (iii) Caste certificates where applicable
- (iv) Discharge certificate for Ex-servicemen where applicable.
- (v) Aadhar Card.

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

**Note:** Central Government Civilian employees must furnish “**No Objection Certificate**” from their employer/ office.

8. Incomplete/ ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.

9. To reduce the number of candidates for written examination for one category of post, screening of application will be carried out based on the percentage of marks obtained in the Examination mandated as essential QR.

10. It is clear that merely fulfilling the basic essential qualifications requirement does not automatically entitle a person to be called for Test / Interview. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection / rejections will be final.

11. It is also made clear that no. of posts/ vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated fully or partially by the appointing authority at any stage due to administrative or any other reasons.

12. The question paper of written test (Objective type) will be in bilingual i.e English & Hindi as under:-

Subject	Remarks
General Intelligence & Reasoning	<b>Librarian:</b> The standard of question will be as per B.A. standard basis. <b>LDC and Steno Grade II:</b> The standard of question will be as per 12 <sup>th</sup> standard basis. <b># Not applicable for Steno Grade II.</b> <b>Fireman/ Messenger/ Barber/ Daftry/ Washerman/ Range Chowkidar:</b> The standard of question will be as per 10 <sup>th</sup> standard basis.
General Awareness	
General English	
Numerical Aptitude #	

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

14. No TA/DA is admissible. Candidates will make their own arrangement for lodging/boarding during the test.

15. **It is advised that all the applicants must refer to our online advertisement for more details about the recruitment process.**

16. Application format and the postal address of which the application is to be sent are as under:-

To  
 Central Recruiting Agency  
 PH & HP (I) Sub Area  
 Pin-901207  
 C/o 56 APO

**APPLICATION FOR THE RECRUITMENT OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHHERMAN, & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND**

1. Post applied for (fill only one post) : \_\_\_\_\_
2. Name of Candidate (in block letters) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Mother's Name : \_\_\_\_\_
5. Date of Birth: 

DD	MM	YYYY

 : \_\_\_\_\_
6. Gender : \_\_\_\_\_
7. Age as on last date prescribed for receipt of application.

Affix recent  
 passport  
 size  
 photograph  
 duly self  
 attested

**Years** ..... **Months**.....**Days**.....

8. **Address for Correspondence:-**

House No. \_\_\_\_\_ Street/ Village \_\_\_\_\_  
 Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
 Distt \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

9. **Permanenet Address:-**

House No. \_\_\_\_\_ Street/ Village \_\_\_\_\_  
 Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
 Distt \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

10. **Educational Qualification**

Ser No	Qualification	Name of School/ College	Name of Board/ University	Percentage of Marks obtained (upto two decimal, example 50.60)

**Note: Attach Self Attested Mark Sheet of all education qualification.**

11. **Category for which applied (please tick one):-**

UR	OBC	SC	ST	EWS

12. If applied for the reservation for **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)

13. Whether registered with any Employment Exchange: Yes/No \_\_\_\_\_  
 (If yes, mention Registration Number and name of employment exchange)

Contd P-4/---

14. 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

15. Mobile No \_\_\_\_\_ Email-ID \_\_\_\_\_

**DECLARATION**

16. 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 of the advertisement, my candidature/ appointment is liable to be cancelled / terminated. I agree that department has the right to transfer/ post me to anywhere in India.

Dated : \_\_\_\_\_ (Signature of candidate)  
Place : \_\_\_\_\_

**FOR OFFICE RECORDS ONLY**

- Application received on: \_\_\_\_\_
- Application accepted / rejected: \_\_\_\_\_
- Reason for rejection: Underage/ Overage/Documents incomplete /Photo or documents not attested / any other reason to be specified \_\_\_\_\_.
- Index No. \_\_\_\_\_ Date of Test \_\_\_\_\_

**ACKNOWLEDGEMENT CARD**

- Name .....
- Date of Birth .....
- Father's Name .....
- Name of the Post .....
- Correspondence Address : -  
House No /Street/Village .....  
Post Office..... Tehsil ..... State ..... Dist.....  
Pin Code ..... Mobile No..... E-mail .....
- Date of reporting for Test.....
- Venue for Test .....

<p>Affix recent passport size photograph duly self attested</p>
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**PART-II**

**ADVERTISEMENT NOTICE NO : \_\_\_\_\_**

**RECRUITMENT NOTICE FOR THE POSTS OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHERMAN & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND**

1. Applications invited for Central Recruitment of Defence Civilian Employees at Command level from eligible male/female candidates of Indian citizenship, to reach Central Recruitment Agency, HQ PH & HP (I) Sub Area, PIN - 901207, c/o 56 APO by Ordinary /Registered/Speed post within 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the last date of publication of this advertisement in Employment News (for example, 1-7 Jan 2022, 07 Jan 2022 will be counted as the last day) as per the format attached as **Appendix 'A'**. The scale of pay, number of vacancies, educational qualification and other requirements are as under:-

Trade (Level and Pay Scale)	Categories					Total Vacancy	Earmarked Vacancy ESM	Education Qualification
	UR	OBC	SC	ST	EWS			
Librarian Level – VI (Rs 35400 to Rs 112400)	01	-	-	-	-	01	-	(a) Bachelor of Arts/Science/ Commerce Degree or equivalent from a recognized University. (b) Bachelor of library Science Degree or equivalent from a recognized University/ Institution.
Steno Grade-II Level – IV (Rs 25500 to 81100 )	01	01	-	-	-	02	-	(a) 12 <sup>th</sup> pass or equivalent from a recognized Board or university. <b>Skill test Norms</b> (b) Dictation 10 mts @ 80 w.p.m (c) Transcription 50 mts (Eng), 65 mts (Hindi) on Computer
LDC Level – II (Rs 19900 to 63200)	01	02	01	01	01	06	02	(a) 12 <sup>th</sup> pass or equivalent from a recognized Board or university. <b>Skill test Norms</b> (b) English Typing @ 35 w.p.m on computer or Hindi Typing @ 30 w.p.m on computer (35 Words per minutes and 30 words per minutes corresponding to 10500/ 9000 KDPH on an average of 05 key depressions for each words.
Fireman Level – II ( Rs 19900 to 63200)	02	-	01	-	-	03	-	10 <sup>th</sup> class pass or equivalent from a recognized Board.
Messenger Level – I Pay Scale (Rs 18000 to Rs 56900)	07	04	01	-	01	13	04	(a) 10 <sup>th</sup> class or equivalent from a recognized board. <b>Desirable</b> (b) Conversant with the duties of the respective trades with one year's experience in the trade.

Trade (Level and Pay Scale)	Categories					Total Vacancy	Earmarked vacancy	Education Qualification
	UR	OBC	SC	ST	EWS		ESM	
Barber Level – I (Rs. 18000/- to Rs. 56900/-)	-	01	-	-	-	01	-	(a) Matriculation pass or equivalent from a recognized Board with proficiency in Barber's trade job. <b>Desirable</b> (b) One year experience in the trade.
Washerman Level - I (Rs. 18000/- to Rs. 56900/-)	01	-	-	-	-	01	-	(a) Matriculation pass or equivalent from a recognized Board. (b) Must be able to the wash military/Civilian clothes thoroughly well.
Range Chowkidar Level - I (Rs. 18000/- to Rs. 56900/-)	01	-	-	-	-	01	-	(a) 10 <sup>th</sup> class or equivalent from a recognized board. <b>Desirable</b> (b) Conversant with the duties of the respective trades with one year's experience in the trade.
Daftry Level - I (Rs. 18000/- to Rs. 56900/-)	01	-	-	01	-	02	-	(a) 10 <sup>th</sup> class or equivalent from a recognized board <b>Desirable</b> (b) Conversant with the duties of the respective trades with one year's experience in the trade.

2. **Calculation of Age.** Age calculation will be as on last date prescribed for receipt of application in open advertisement which will be considered as 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the last day of publication of advertisement in Employment News (for example, 1-7 Jan 2022, 07 Jan 2022 will be counted as the last day).

3. Detailed Eligibility Criteria and application with mandatory undertaking/forms are available at [www.indianarmy.nic.in](http://www.indianarmy.nic.in). any future amendment/corrigendum in advertisement will be published in [www.indianarmy.nic.in](http://www.indianarmy.nic.in).

4. Application **NOT** confirming to the format given in website/ advertisement will **NOT** be accepted and No repeat No intimation will be given on rejection of application.

**Note - 1.** The Ex-Servicemen (ESM) selected for appointment will be in respective categories i.e. UR, SC, ST & OBC and EWS to which they belong and will be appointed against vacancies reserved for them i.e. ESM,

5. Applicants are required to forward a mandatory undertaking placed at **Appendix 'B'** for this recruitment certifying willingness to serve in units in anywhere in India. The above posts are subject to all India service liability including field service.

**MANDATORY REQUIREMENT**

6. Age limit and its relaxation for all posts:-

S. No	Cat	Age Relaxation	Remarks
(a)	UR	18 Yrs to 25 Yrs	
(b)	OBC	18 Yrs to 28 Yrs	
(c)	SC/ST	18 Yrs to 30 Yrs	
(d)	EWS	18 Yrs to 25 Yrs	The age limit for EWS candidates is 18 to 25 years <b>(Note – 2)</b> .
(e)	ESM	The age will be calculated by applying formula i.e. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit prescribed for the post by more than three years.	Ex-serviceman should be in possession of Discharge certificate issued by their concerned Records Office.
(f)	Central Govt employees	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	

**Note-2.** Persons belonging to EWS should be in possession of an income & asset certificate issued by any one of the following authorities in the prescribed format as given in **Appendix 'C'**.

- (a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue officer not below the rank of Tehsildar.
- (d) Sub Divisional Officer of the area where the candidate and /or his family normally resides.

7. **Physical Standard Requirements**. Candidates not passing the mandatory physical requirements will not be permitted to appear for the physical endurance tests.

Category	Physical Standards Required
Fireman	(a) Height without shoes - 165 cms. Provided that a concession of 2.5 cms height shall be allowed for members of Scheduled Tribes. (b) Chest - (Un-expanded - 81.5 cms) & (on Expanded - 85cms). (c) Weight - 50 Kgs (minimum).

8. **Conduct of Physical Endurance Test**. Candidates not passing the mandatory physical endurance will not be permitted to appear for the written exam.

S.No	Category	Physical Standards
(a)	Fireman	Candidate are required to be physically fit to perform the strenuous duties of Fireman and should pass the following tests:- (i) Clearing 2.7 meter wide ditch landing on both feet (long jump). (ii) Carrying a man (Fireman lift) of 63.5 Kgs to a distance of 183 meters within 96seconds. (iii) Climbing 3 meters vertical rope using hands and feet.

**Note-3. For Female Candidates.** Timing of Physical Endurance Test for female candidates will be as deemed fit by the convening auth.

**Note- 4.** Test timings & degree of difficulty can be changed by the Board of Officers in consultation with the convening auth.

9. **Endurance Test for Ex-Servicemen.** Board of Officers based on a common yardstick will decide these in consultation with the convening auth.

10. **Written Test.** Written Test will be conducted on OMR sheet. All candidates should acquaint themselves with this process. The question papers of written test (Objective type) will be in bilingual i.e. English & Hindi as under:-

Subject	Remarks
General Intelligence & Reasoning	<b>Librarian:</b> The standard of question will be as per B.A. standard basis. <b>LDC and Steno Grade II:</b> The standard of question will be as per 12 <sup>th</sup> standard basis. <b># Not applicable for Steno Grade II.</b> <b>Fireman/ Messenger/ Barber/ Daftry/ Washerman/ Range Chowkidar:</b> The standard of question will be as per 10 <sup>th</sup> standard basis.
General Awareness	
General English	
Numerical Aptitude #	

11. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.

12. Dates for physical endurance tests/written test for all categories will be intimated in the **CALL LETTERS by Central Recruiting Agency, HQ PH & HP (I) Sub Area, PIN – 901207, C/o 56 APO** only to individuals whose applications received through ordinary post/ registered post/ speed post and are found correct in all respects after scrutiny by CRA.

13. The application should be addressed to **Central Recruiting Agency (CRA), HQ PH & HP (I) Sub Area, PIN-901207, C/o 56 APO** recd 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 envelope should be clearly marked, **“APPLICATION FOR THE POST OF Librarian/ Steno Grade II/ LDC/ Fireman/ Daftry/ Messenger/ Barber/ Washerman/ Range Chowkidar and must also state UR/ OBC/ SC/ ST/ EWS/ EX-SERVICEMAN (Delete whichever is not applicable).** (Quoting of Postal Index Number (PIN) & Category are mandatory).

14. Candidates are advised to attach self attested copies of **following documents** as applicable. Please **DO NOT FORWARD ORIGINAL CERTIFICATES** with the application.

- Birth Certificate duly self attested.
- Medical certificate from a registered medical practitioner for physical fitness.
- Valid Caste Certificate for SC/ST duly self attested.
- Valid Caste Certificate for OBC duly self attested as per **Appendix ‘D’.**
- Self-attested Education Certificates alongwith the mark sheets (Matriculation onwards).
- Photocopy of Discharge certificate for Ex-Servicemen and letter / NOC from CO / OC of unit in case of serving personnel who are in last year of discharge/retirement duly countersigned by respective OIC (Records).
- Certificate / undertaking for employment in units in Western Command or anywhere in India as per **Appendix ‘B’.**
- Income & asset certificate to be produced by Economically Weaker Section (EWS) as per **Appendix ‘C’** and also the certificate received from competent auth.



- (j) 04 x additional recent passport size photographs.
- (k) Self-attested Aadhar Card and one ID proof.
- (l) Call letter as per **Appendix –‘E’**.
- (m) One self addressed registered envelope (**Size 12 x 18 cm**) with Rs 25/- postage stamps.

**Note - 5** Central Govt civilian employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled.

15. Due to administrative constraints, in case of large number of applications received for one category of post, screening of application will be carried out on the basis of percentage of marks obtained in the exam for essential qualification for that post and a ratio of **1:50** per post for each category will be maintained and posts where physical/skill test/endurance test in prescribed prior to written test (e.g. Fireman), the ratio will be **1:75** per post for each category. A bench mark percentage may be fixed by board depending upon number of applications received. No weightage is to be given for additional/higher qualification (other than those prescribed minimum qualification for said post).

16. The candidate should be in possession of all original documents/ certificates on the date of test as given applicable in **Para 14** above.

17. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the accepted applications will be called for the tests.

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

19. Unit will not be responsible to pay any compensation in case of injury/death of a candidate during and after physical tests and also reserve the right to reschedule the date of Physical /Skill test/Written test due to strike/bandh/curfew/bad weather/any other administrative reasons.

20. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for tests. The selection will be made strictly on the merit basis.

21. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/ vacancies is tentative and recruitment process can be cancelled/suspended/terminated by the CRA at any stage due to administrative reasons.

22. SC/ST/OBC candidates have a right to compete with general candidate against general vacancy. In such cases, no concession or relaxation will be provided to the SC/ ST/ OBC candidate.

23. No extra weightage is to be given for additional/extra/higher qualification.

24. Vacancies may increase or decrease, if additional vacancies are released or reduced by Competent authority.

25. The candidates who fail to qualify in the Physical test/Practical test (wherever applicable) shall not be permitted to undergo written test. Skill tests (Steno Grade -II & LDC), will be conducted after written test and will be qualifying in nature.

26. **Rejection.** The following acts/omission would render a candidate / applications disqualified:

- (a) Furnishing of false, inaccurate or tempered information.
- (b) Obtaining support for his candidature through unfair means.
- (c) Impersonation by any person.

- (d) Submitting fabricated documents.
- (e) Making statements, which are incorrect or false or suppressing material information
- (f) Resorting to any other irregular or improper means in connection with his/ her candidature for the selection.
- (g) Improper filling of applications.
- (h) Any other reason as observed by the Board of Officers.

27. **Disqualification.** - No person –

(a) Who has entered into or contracted a marriage with a person having a spouse living;  
Or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Or

(c) Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

28. Appointment letters will be issued subject to receipt of verification of character and antecedents from concerned District Magistrates, Supdt of Police, medical fitness certificate from medical authorities and documents submitted by the candidates.

29. Candidate will be on two years' probation period at respective HQ/ Unit after appointment. Their services will be terminated in case they are found in-disciplined/unsatisfactory at work.

30. Central employees appointed in Govt Services on or after 01 Jan 2004 will be governed by new defined contribution pension scheme.

31. Any dispute with regard to the recruitment will be subject to the jurisdiction of the Punjab & Haryana High Court under which CRA falls.

32. Registration of application by no means is a guarantee of employment.

33. **WARNING.** 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.

34. Unambiguously, it is stated that Merit as per spelt out tests and possession of Bonafide documents shall be the sole criteria for selection process.

35. Candidature will be cancelled, if the candidates do not report to conducting unit, within the Time Specified by Unit Administration.

36. Impostors will be handed over to police custody.

37. Candidates will not be permitted to appear in the exam if they will not bring their call letter along.

38. Relaxation in physical test will be provided to women candidate based on the recommendation of the Board of Officers.

39. Candidate will be responsible for their meal and accommodation arrangement as recruitment/ exam may take a few days. No travelling/ allowances will be provided and conducting unit is not responsible for any of these arrangements.

40. Mobile phone, voice recorder, calculator, digital watches, caps, head scarves/any other electronics devices are prohibited within the premises of where the examination/ tests will be conducted.

41. CRA administration is not responsible for safety of personal belongings of candidates during test. Candidates will make their own arrangements.

42. Conducting unit will not be responsible for compensating in case any injury/death is suffered by a candidate during process of recruitment.

43. All COVID protocols to be followed by candidate during the recruitment process.

44. Requirement of scribe for written test be intimated 72 hours in advance to CRA Administration.

45. All tests will be conducted at Ambala Military Station.

46. Candidates belonging to reserved categories, who have not availed any relaxation applicable to their categories and whose names appear in the combined merit list, within the number of UR vacancies being filled, shall be accommodated against UR vacancy.

47. Candidates will bring Acknowledgement Card/Call letter for each test. Failing which, they will not be allowed to appear for the test.

48. Candidates found using unfair means will be rejected.

29. In case of any discrepancy due to change in policy, the same will be resolved based on the latest rules/instructions issued by Central Govt at that time.

50. Any other category applying, other than UR/ OBC/ SC/ ST/ EWS, will be treated as UR category. This "Recruitment Notice" comprises of the following pages:-

- |     |              |   |                |
|-----|--------------|---|----------------|
| (a) | Instructions | - | Pages 01 to 07 |
| (b) | Appendix-'A' | - | Pages 01 to 02 |
| (c) | Appendix-'B' | - | One Page       |
| (d) | Appendix-'C' | - | One Page       |
| (e) | Appendix-'D' | - | One page       |
| (f) | Appendix-'E' | - | One page       |

To  
 Central Recruiting Agency  
 PH & HP (I) Sub Area  
 Pin-901207  
 C/o 56 APO

**APPLICATION FOR THE RECRUITMENT OF LIBRARIAN, STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHHERMAN, & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND**

1. Post applied for (fill only one post) : \_\_\_\_\_
2. Name of Candidate (in block letters) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Mother's Name : \_\_\_\_\_
5. Date of Birth: 

DD	MM	YYYY

 \_\_\_\_\_
6. Gender : \_\_\_\_\_

Affix recent  
 passport  
 size  
 photograph  
 duly self  
 attested

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

8. **Address for Correspondence:-**

House No. \_\_\_\_\_ Street/ Village \_\_\_\_\_  
 \_\_\_\_\_  
 Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
 \_\_\_\_\_  
 Distt \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_  
 Code \_\_\_\_\_

9. **Permanenet Address:-**

House No. \_\_\_\_\_ Street/ Village \_\_\_\_\_  
 \_\_\_\_\_  
 Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
 \_\_\_\_\_  
 Distt \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_  
 Code \_\_\_\_\_

10. **Educational Qualification**

Ser No	Qualification	Name of School/ College	Name of Board/ University	Percentage of Marks obtained (upto two decimal, example 50.60)

**Note: Attach Self Attested Mark Sheet of all education qualification.**

11. **Category for which applied (please tick one):-**

UR	OBC	SC	ST	EWS

12. If applied for the reservation for **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)

13. Whether registered with any Employment Exchange: Yes/No \_\_\_\_\_  
(If yes, mention Registration Number and name of employment exchange)

14. 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

15. Mobile No \_\_\_\_\_ Email-ID \_\_\_\_\_

**DECLARATION**

16. 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 of the advertisement, my candidature/ appointment is liable to be cancelled / terminated. I agree that department has the right to transfer/ post me to anywhere in India.

Dated :  
Place :  
candidate)

(Signature of

**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 to be specified \_\_\_\_\_.
4. Index No. \_\_\_\_\_ Date of Test \_\_\_\_\_

=====

**ACKNOWLEDGEMENT CARD**

1. Name .....
2. Date of Birth .....
3. Father's Name .....
4. Name of the Post .....
5. Correspondence Address : -  
House No /Street/Village .....  
Post Office..... Tehsil ..... State ..... Dist.....  
Pin Code ..... Mobile No..... E-mail .....
6. Date of reporting for Test.....
7. Venue for Test .....

**UNDERTAKING / WILLINGNESS CERTIFICATE**

I, Shri/ Smt/ Kumari\_\_\_\_\_Son/ Wife/ Daughter  
of Sh \_\_\_\_\_, resident of \_\_\_\_\_ is  
willing to serve in organizations under Ministry of Defence located anywhere in India.

Dated\_\_\_\_\_

Signature\_\_\_\_\_

Place\_\_\_\_\_

Name\_\_\_\_\_

**Appendix –‘C’**

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE**  
**TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

1. This is to certify that Shri/Smt/Kumari\_Son/Daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ of village/ street \_\_\_\_\_ Pincode \_\_\_\_\_ post office \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ Pincode \_\_\_\_\_ whose photograph is attested belongs to Economically Weaker Sections, since the gross annual Income of his/her family is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year . His/her family does not own or possess any of the following assets:-

- (a) 5 Acres of agriculture land and above.
- (b) Residential flat of 1000 sq ft and above.
- (c) Residential plot of 100 sq yards and above in notified Municipalities.
- (d) Residential plot of 200 sq yards and above in area other than the notified Municipalities.

2. Shri/Smt/Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central lists).

Recent  
passport size  
self attested  
photograph of  
the applicant

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Note 1:** Income covered all sources i.e. salary, agriculture, business, profession.

**Note2:** The term “Family” for this purpose include the person, who seeks benefit of reservation his/her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18years.

**Note3:** The property held by a “Family” in different locations or different places / cities have been clubbed while carrying out property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**  
**APPLYING FOR APPOINTMENT TO POSTS**  
**UNDER THE GOVERNMENT OF INDIA**

(G.O.I, Dept of Per & Trg O.M No 36033/28/94-Estt (res), dated 02-07-1997)

This is to certify that .....Son/ Daughter of  
Sh..... of Village .....  
Post.....District/ Division..... in the State  
..... belongs to the .....Community

which is recognized as a Backward Class under :-

\*(i) Government of India, Ministry of welfare, Resolution No 12011/68/93-BCC (C) dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186 dated the 13<sup>th</sup> September, 1993.

\*(ii) Government of India, Ministry of Welfare, Resolution No 12011/9/94-BCC dated the 19<sup>th</sup> October 1994, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 163, dated the 20<sup>th</sup> October1994.

\*(iii) Government of India, Ministry of Welfare, Resolution No 12011/7/95-BCC dated the 24<sup>th</sup> May 1995, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 88, dated the 25th May 1995.

\*(iv) Government of India, Ministry of Welfare, Resolution No 12011/44/96-BCC dated the 6<sup>th</sup> Dec 1996, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 210, dated the 11<sup>th</sup> December 1996.

Shri..... and/ or his family ordinarily reside(s)  
in the.....District/Division of the State. This is also to certify that  
he/she does not belong to the person/section (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, department of Personal and Training, O.M. No 3602/22/93-  
Estt (SCT) dated 8-9- 1993.

Dated : \_\_\_\_\_

Designation \_\_\_\_\_

Seal

Name of Competent Authority



**CALL LETTER**

**(MANDATORY: TO BE ATTACHED ON SEPARATE SHEET)**

No \_\_\_\_\_

Index

(To be left blank)

Central Recruiting Agency  
HQ PH & HP (I) Sub Area  
PIN – 901207  
C/O 56 APO

Affix recent  
passport Size  
photograph duly  
self attested

Case No /

2022

**Self Address and Communication Address to be Endorsed by the Candidates**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN CODE \_\_\_\_\_

**TEST FOR THE POST OF LIBRARIAN ,STENO GRADE II, LDC, FIREMAN, DAFTRY, MESSENGER, BARBER, WASHHERMAN & RANGE CHOWKIDAR AT HQ WESTERN COMMAND & UNITS UNDER WESTERN COMMAND**

1. Refer to your application submitted in response to the post of Librarian/ Steno Grade-II/ LDC/ Fireman/ Daftry/ Messenger/ Barber/ Washerman/ Range Chowkidar.
2. Please report for the test on \_\_\_\_\_ at \_\_\_\_\_.
3. All certificates (mentioned in advertisement) will be brought in original along with 4 x passport size photographs. No boarding / lodging will be provided.
4. The candidate failing to report on the fixed date/ time will not be allowed to take test.
5. Production of this letter is mandatory for entry alongwith Govt issued photo ID proof in original on all days of test. (Voter Card / Driving License / AADHAR Card / PAN Card/ Passport).
6. In addition candidates are also advised to follow COVID protocol.