

**RECRUITMENT NOTICE FOR THE FOLLOWING POST IN HQ EASTERN
COMMAND (ADM), PIN – 908542, C/O 99 APO**

1. Application is invited from eligible candidates for direct recruitment for the following posts:-

S. No.	Name of post	No of vacancies	Category of applicant		
			UR	SC	OBC
(a)	Messenger	07	03	02	02
(b)	Safaiwala	04	Nil	02	02
(c)	Barber	01	01	Nil	Nil
(d)	Cook	03	03	Nil	Nil
(e)	Washerman	01	-	-	01
(f)	Gardener	02	01	Nil	01
(g)	Mazdoor	03	01	01	01
	Total	21	09	05	07

2. The applications are to be addressed to:-

**OIC Civil Establishment
HQ Eastern Command (Adm)
Pin – 908542
C/o 99 APO
Email Id: gaugos.0407@gov.in**

3. The various criteria for applying for the above post are as under:-

(a) Application should be from Indian Nationals

(b) **Educational and other Qualification:-**

(i) **Essential:** Matriculation pass or equivalent from Recognised Education Board or equivalent.

(ii) **Desirable:** Conversant with the duties of the respective trades applicable to above category with one year experience in the trade.

(c) **Age Limit** : Candidates should be between 18 to 25 years of age on the closing date for receipt of applications. For SC candidates should be between 18 to 30 years and OBC candidates should be between 18 to 28 years.

(d) **Likely Areas of Employment** All India Service Liability.

(e) **Period of Probation.** Two years from date of Recruitment.

4. **Pay Level.** Basic Pay = Rs. 18000/- (Level 1 & Cell 1) for the post of Messenger, Safaiwala, Barber, Mazdoor, Washerman and Gardener and for the post of Cook : Basic Pay = Rs. 19,900/- (Level 2 & Cell 1) of Pay Matrix plus other as applicable allowances.

Contd...2/-

5. **Conditions and instructions for Applicants.** All applicants will submit their applications as per format attached along with latest photo (passport size). The following documents are required to be submitted along with the application form:-

- (a) Photocopy of **Educational Qualification Certificates** duly self attested.
- (b) Photocopy of Birth Certificate (proof of age) duly self attested.
- (c) Two **Self addressed envelopes**, affixed with Rs. 25/- stamps on each for Registered Post for despatch of Acknowledgement Card.
- (d) Candidates will fwd application properly sealed in an envelope to the addressee mentioned against the post applied for through Ordinary Post/Registered/Speed Post. Application in person through courier will not be accepted. Candidates are requested to subscribe the words as follows on top of the on Envelope.

APPLICATION FOR THE POST : _____
CATEGORY (SC/ST/OBC ETC) : _____
If not super scribed on the envelope same will not be accepted.

- (e) The application along with the above enclosures should be addressed to:-

OIC Civil Establishment
HQ Eastern Command (Adm)
Pin – 908542
C/o 99 APO

(f) The closing date for receipt of the complete applications to reach HQ Eastern Command (Adm) will be 21 days from the date of publication of this advertisement in Employment News/Newspaper. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Ladak Sub Division of Jammu & Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nichobar Island & Lakshadeep, 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. No. application will be entertained after the closing date.

(g) The Test will be held at HQ Eastern Command (Adm) on the dates that would be mentioned in the Acknowledgement Card and all Candidates would be required to report at HQ Eastern Command (Adm), Pin – 908542, C/o 99 APO on the date and time mentioned in the Acknowledgement card.

(h) All Candidates should be in possession of their respective acknowledgement cards sent to them and all their original documents for verification when they report to HQ Eastern Command (Adm), Pin – 908542, C/o 99 APO on the date of Test.

6. **Selection Procedure**

(a) All applications will be screened by a Board of Officers and eligible candidates will be called for Test.

(b) The name will be reduced based on percentage of marks in minimum essential qualification. Reduction to the ratio of 1 : 50 (fifty applications for one post) will be considered. Only short listed candidates will be called for examination.

(c) Eligible Candidates will be subjected to various screenings tests as finalized by the Board of Officers.

(d) Candidates who qualify in the screening Test will be subjected to a Written Test.

7. **Notes for Applicants**

(a) Incomplete applications without affixing photographs or without enclosing self attested copies of educational certificate, showing date of birth and Character certificate or if applicant is found over age on last date of receipt of application as indicated above will be rejected.

(b) Candidate must ensure that no column is left blank or wrongly filled. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidate himself. The application format should be on the candidate himself. The application format should be typed on full size paper (A-4 size) and forwarded to '**OIC Civil Est, HQ Eastern Command (Adm), Pin – 908542, C/o 99 APO**'.

(c) No application will be accepted in person by hand or through any representative. The application must be posted to the addressee under Registered Cover. This unit will not be responsible for any kind of postal delay.

(d) No TA/DA for the Test will be paid. Candidates will make their own boarding/lodging arrangement for test.

(e) Unit will not be responsible to pay any damages in case of injury incurred by candidates during the test.

(f) Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test.

(g) Selected candidate will be under probation for Two years.

(h) The recruitment process can be cancelled / suspended / postponed by The competent authority at any stage and his decision in this regard will be final and no appeal will be entertained.

8. **WARNING**

All candidates are warned to be careful from any self styled agents and also requested to report to the OIC Civil Establishment, HQ Eastern Command (Adm), Pin – 908542, C/o 99 APO any malpractice if seen/observed by them.

9. **NOC.** Central Government civilian employees will furnish 'No Objection Certificate (NOC)' from their employee/office and forward the same along with the application.

10. **Written Exam.** Written test (objective type) will be bilingual i.e English and Hindi as follows:-

Subject	No of question	Maximum marks	Duration	Remarks
General intelligence and reasoning	25	25	2 (hours)	The standard of question will be Matriculation/ Intermediate/Graduation as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		
Total=	150	150		

11. Last date of acceptance of application has been extended to 20 Jan 2019.

HOO

APPLICATION FORM
(To be filled in English only)

Latest coloured
passport size
photograph duly
self attested

1. Post applied for : _____
2. Name of the Candidate (in block letters) : _____
3. Father's Name : _____
4. Mother's Name : _____
5. Date of Birth : _____
(All copy birth certificate duly self attested) : _____
6. Age as on last date prescribed for receipt : ___ yrs ___ months
of application : _____ days
7. Address of Correspondence :
House No/ Street/ Village _____
Post Office _____ Police Station _____
Distt _____ State _____ Pin Code _____
9. Caste (Gen/SC/OBC): _____
10. Educational Qualification: _____
(Attach education certificate duly self attested)
11. Technical Training/Experience: _____
12. Domicile : _____ (Attach copy duly self
attested)
13. Religion : _____
14. Tele/Mobile No & email ID: _____
15. Whether registered with any Employment Exchange : Yes/No (if yes, mention
Registration No and Name of the employment Exchange).
16. Aadhar card Number : _____
17. I do hereby certify that the particulars mentioned in the application are correct
and true to the best of my knowledge and belief, if particulars mentioned by me are
found false at any stage then I shall be liable to be terminated without any notice.

Dated: _____

(Signature of Candidate)

FOR OFFICIAL RECORD ONLY

1. Received on _____
2. Accepted/Rejected _____
3. Reason for rejection : Underage/Overage/incomplete documents/Any
other/reasons to be specified _____
4. Index No : _____

Latest coloured
passport size
photograph duly
self attested

ACKNOWLEDGEMENT CARD

Post: _____

1. Name : _____

2. Father's Name : _____

3. Address for Correspondence:
(To be filled same as per Column 7 of application form)

House No/Street/Village _____

Post Office _____ Police Station _____

Distt _____ State _____ Pin Code _____

4. Index No _____

5. Venue of Written / interview _____

(Signature of Controlling Officer)