

ADVERTISEMENT

RECRUITMENT OF DEFENCE CIVILIANS STENO GDE II GP 'C' AT HQ 51 SUB AREA, PIN-908651, C/O 99 APO

(LAST DATE OF RECEIPT OF APPLICATION UPTO 21 DAYS FROM PUBLICATION OF THIS ADVERTISEMENT IN EMPLOYMENT NEWS)

1. Application are invited from eligible Indian Nationals for the following posts as per format given below on plain paper :-

Ser No	Name of post and location	No of Vacancy	Category	Pay scale	Age limit	Minimum Essential Qualification
(a)	Steno Grade - II (Narang Cantt)	01 (One)	Unreserved	Level-4 25500/- to 50400/-	18-30 years	12 th passed or equivalent from recognised Board and Skill Test Norms Dictation: 10 mts @ 80 w.p.m. transcription : 50 mts (Eng) 65 mts (Hindi)

Note :

The age limit for the above post is 18 to 30 years (relaxable upto 40 yrs for regular Central Govt (AIIMS replaced by Central Govt) as on LAST DATE of receipt of application .

2. **Place of Posting.** The place of postings is at Narangi Cantt (Assam). However, the post carry an 'All India Service' liability. Selected individual are liable to be posted anywhere in India.

3. **Screening of the Applications.** In case, a large number of applications are received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualifications so as to reduce the applicants called for written test/trade test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/trade test. No weightage will be given for additional/higher qualification (other than those prescribed minimum qualification for said post). Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for written test/trade test.

4. **Documents required to accompany the Applications.** Self attested photocopies of the following documents should accompany with the application form :-

- (a) 10th & 12th passed Certificate
- (b) Class 12th Marksheet
- (c) One Year Diploma Cert in Stenographer
- (d) Caste Certificate (Wherever applicable)
- (e) Six latest passport size photographs.
- (f) Two self address envelops affixed Rs 25/- postal stamp.
- (g) No objection certificate from present employer (If the applicant is hereby is already a Government Servant).
- (h) Copy of Employment Exchange Registration Card, if held.

Note : Candidates must carry the Original of all the above documents while appearing examination for verification. Please **DO NOT FORWARD ORIGINAL CERTIFICATES WITH THE APPLICATION.**

5. **Scheme of Examination.** A written test will be held which will have questions of the level of Class 12th. Questions included will be of General Intelligences & Reasoning, General Awareness, Mathematics and English. The format of Question paper shall be objective i.e MCQs only. Candidates appearing for written test would be subjected to practical/trade test wherever applicable. No of vacancies/ posts/ locations may change depending on requirement of the organisation/ estt.

6. **Submission of Applications.** Application completed in all respects as per the proforma attached and accompanied by requisite documents as stated at Para 4 above should reach GS Branch, HQ 51 Sub Area, PIN- 908651, c/o 99 APO on or before the last date. The application should be given in an envelop endorsed with 'APPLICATION FOR THE POST OF _____ CATEGORY _____'

7. **Last Date of Receipt of Application.** The last date of for the receipt of application would be 21 days from publication of the advertisement in Employment Exchange News. Application received after due date will not be entertained.

8. **Call Letter for Examination.** Shortlisted candidates would be intimated the date, time and venue for conduct of written examination, practical /trade test. **Only candidates who receive the call letter are required to appear the examination alongwith the call letter received.** This department is not responsible for any postal delay that may occur.

9. **Place of Written/Practical/Trade Test.** The written test, practical/trade test would be held at Narangi Cantt, Guwahati (Assam). Candidates should come prepared to stay for two-three days for completion of the recruitment process. Candidates have to make their own arrangement for boarding/lodging during the period of stay. No Travelling/Dearness Allowances would be paid to candidates called for the examination.

10. Mobile phones, voice recorder, calculator, digital watches, caps, head scarves and any other electronic devices are prohibited during conduct of exam/tests.

11. Applications which are incomplete in any respect not accompanied by requisite documents are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department.

12. All COVID protocols to be followed by candidates during the recruitment process.

13. Department reserve the right postpone/ cancel/suspend/terminate the entire recruitment process without any prior notice and without assigning any reason at any stage. No representation and correspondence will be entertained in this regard.

APPLICATION FORMAT

1. Post applied for (Trade & location) _____

2. Name (In block letters) _____

3. Father's Name _____ Mother's Name _____

4. Date of birth (dd/mm/yy) _____

5. Age as on closing date of application _____ years _____ months _____ Days _____

6. Education Qualification _____

7. Category (UR/OBC/SC/ST/ESM) _____

8. Address :

(a) Correspondence : _____

(b) Permanent : _____

9. Mobile Number _____ Tele Number _____
(It is mandatory to provide mobile Number)

10. **I hereby certify that :-**

(a) I am not involved in any criminal case and no criminal/civil proceedings are pending/contemplated against me in the Court of Law.

(c) The information filled in the application are true and correct to the best of my knowledge and belief. I understand that if any information is found to be incorrect/false at a later stage, my selection/appointment/services are liable to be terminated without notice.

Dated : _____
(Signature of applicant)

Place :

Documents attached :-

- 1. Photocopy of 10th & 12th pass certificate.
- 2. Photocopy of Marksheet of class 12th.
- 3. One year diploma cert in stenographer.
- 3. Caste Certificate (wherever applicable).
- 4. Six latest passport size photographs.
- 5. Two self addressed envelops affixed with Rs 25/- postal stamp.
- 6. No Objection Certificate from present employer (if the applicant is a Government Servant)
- 7. Copy of Employment Exchange Registration Card, if held.

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