

**MINISTRY OF DEFENCE
813 COMBAT ENGINEERING TRAINING CAMP
Recruitment Notice No. 1230/ /Civ**

DIRECT RECRUITMENT OF CIVILIAN POSTS GROUP 'C' VACANCIES

1. Applications are invited for direct recruitment of civilian posts Group 'C' vacancies at 813 CETC from the eligible Indian National for the under mentioned posts:-

Address	Place of Appointment	Post	UR	SC	ST	OBC	Total
Officer Commanding, 813 CETC, Pin- 913813, c/o 56 APO	813 CETC Akhnoor Jammu (J&K)	Store Keeper-II	01	-	-	-	01
		Driver Mechanical Equipment	01	-	-	-	01
		Equipment Repairer	02	-	-	-	02
		Carpenter & Joiner	02	-	-	-	02
		Welder	01	-	-	-	01
		Fitter	01	-	-	-	01
		Painter & Decorator	01	-	-	-	01
		MTS - Chowkidar	01	-	-	-	01
		MTS - Safaiwala	01	-	-	-	01
		Lascar	05	-	01	03	09

2. **Age** Age limit for SK-II, Driver Mechanical Equipment, , Carpenter & Joiner, Welder, Fitter, Painter and Decorator is 18 to 27 yrs and for Equipment repairer, Chowkidar, Safaiwala , Lascar is 18 -25 Yrs. The crucial date for determining the age limit shall be closing date for receipt of application from candidates in India.

(a) **Note-I.** Candidate should note that only the date of birth as recorded in the matriculation Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted for determining the Age eligibility and no subsequent request for its change will be considered or granted.

(b) **Note-II.** Candidates are advised to opt only for such posts for which they are within prescribed age limits.

3. (a) **Age Relaxation.** Age relaxation for meritorious sportspersons, ex-servicemen, handicapped persons, persons domiciled in J & K etc will be as per Central Govt Rules. Applicants claiming are relaxation must attach requisite certificate, duly attested, alongwith the application.

(b) Categories for claiming age relaxation:-

Ser No	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	5 Years
(ii)	OBC	3 Years
(iii)	PH (OH/HH)	10 Years
(iv)	PH (OH/HH)+ OBC	13 Years
(v)	PH (OH/HH)+ SC/ST	15 Years
(vi)	Ex-Serviceman	3 Years
(vii)	Ex-Serviceman (OBC)	6 Years
(viii)	Ex-Serviceman (SC/ST)	8 Years
(ix)	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 Years regular and continuous service as on closing date	Upto 35 Years
(x)	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 Years regular and continuous service as on closing date	Upto 38 Years
(xi)	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 Years regular and continuous service as on closing date	Upto 40 Years
(xii)	Candidate who had ordinarily been domiciled in the state of Jammu & Kashmir (Unreserved/General)	5 Years

(xiii)	Candidate who had ordinarily been domiciled in the state of Jammu & Kashmir (OBC)	8 Years
(xiv)	Candidate who had ordinarily been domiciled in the state of Jammu & Kashmir (SC/ST)	10 Years
(xv)	Defence Personnel disabled in operation during hostilities with any foreign country or in disturbed area released as a consequence thereof (Unreserved/General)	5 Years
(xvi)	Defence Personnel disabled in operation during hostilities with any foreign country or in disturbed area released as a consequence thereof (OBC)	8 Years
(xvii)	Defence Personnel disabled in operation during hostilities with any foreign country or in disturbed area released as a consequence thereof (SC/ST)	10 Years

Note-I. The period of "Call up service" of an Ex-service in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

4. **Explanation -I.** An Ex-serviceman means a person who has served in any rank whether a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and

(a) Who retired from such service after earning his/her pension. This would also includes persons who are retired/ retire at their own request but after having earned their pension: or

(b) Who has released from such service on medical grounds attributable to military service / circumstances beyond his control and awarded medical or other disability pension: or

(c) Who has been released. Otherwise than on his own request from such service as a result of reduction in establishment: or

(d) Who has been released from such service after completing the specific period of engagements otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency. And has been given a gratuity and includes personnel of the Territorial Army of the following categories namely:-

(e) Pension holders for continuous embodied service

(f) Person with disability attributable to military service; and

(g) Gallantry award winners.

5. **Explanation -II.** The persons serving in the Armed forces of the Union who on retirement from service, would come under the category of "Ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available for Ex-serviceman but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

6. **Pay scale, Minimum education qualification, Experience and age limit for the posts is as under:-**

S.No	Name of Post	Pay Scale with classification	Qualification	Age Limit
(a)	SK-II	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Non Ministerial.	12 th Pass or its equivalent from a recognized board/university. Experience in handling stores and keeping accounts in stores of a concern of repute in public or private sector. Preference to who has knowledge in computer (MS Word & Excel).	18 to 27

S.No	Name of Post	Pay Scale with classification	Qualification	Age Limit
(b)	Driver Mechanical Equipment	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Industrial.	Matriculation or equivalent from a recognized board/ University and Industrial Training Institute/National Trade & Vocational Training Certificate in Motor Driving-cum Mechanic. The individual should be in possession of valid Heavy Vehicle Driving License.	18 to 27
(c)	Equipment Repairer	PB-1 Rs 5200-20200 GP 1800/- and other allowances General Central Services Group "C" Non Gazette Industrial.	10 th pass or its equivalent from recognized board/university	18 to 25
(d)	Carpenter & Joiner	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Industrial.	Matriculation or equivalent from a recognized board/University and Industrial Training Institute/National Trade & Vocational Training Certificate as Carpenter, Furniture & Cabinet maker.	18 to 27
(e)	Welder	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Industrial.	Matriculation or equivalent from a recognized board/University and Industrial Training Institute/National Trade & Vocational Training Certificate as Welder.	18 to 27
(f)	Fitter	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Industrial.	Matriculation or equivalent from a recognized board/University and Industrial Training Institute/National Trade & Vocational Training Certificate as Fitter.	18 to 27
(g)	Painter & Decorator	PB-1 Rs 5200-20200 GP 1900/- and other allowances General Central Services Group "C" Non Gazette Industrial	Matriculation or equivalent from a recognized board/University and Industrial Training Institute/National Trade & Vocational Training Certificate as Painter	18 to 27
(h)	MTS - Chowkidar	PB-1 Rs 5200-20200 GP 1800/- and other allowances General Central Services Group "C" Non Gazette Non Ministerial.	10 th pass or its equivalent from recognized board/university	18 to 25
(j)	MTS - Safaiwala	PB-1 Rs 5200-20200 GP 1800/- and other allowances General Central Services Group "C" Non Gazette Non Ministerial.	10 th pass or its equivalent from recognized board/university	18 to 25
(k)	Lascar	PB-1 Rs 5200-20200 GP 1800/- and other allowances General Central Services Group "C" Non Gazette Non Ministerial	10 th pass or its equivalent from recognized board/university	18 to 25

Note I : As per ministry of Human Resource Development Notifications No 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by distance Education Council, IGNOU, Accordingly, unless such Degrees have been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note II: Candidates who have not acquired / will not acquire the educational qualification as on the closing date of receipt of application will not be eligible and need not apply.

Note III: All candidate will be required to produce the relevant self attested photocopy of certificates such as Marks sheet, Provisional Degree/ Diploma Certificates, etc as proof of having acquired the minimum educational qualification on or before the last date of receipt of application failing which the candidature of such candidate will be cancelled.

Note IV: Ex-serviceman who have done various courses from Armed Forces which are certified by competent Authority as equivalent to prescribed qualification, are eligible to appear in the Examination.

Note V: The prescribed essential qualification are minimum and the mere possession of the same does not entitle candidates to be called for written test.

Note VI:- (a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call for written test all the candidates, the Deptt at their discretion may restrict the number of candidates to reasonable limit, based on the marks obtained in ITI course. In case of grading system, the candidate must furnish conversion formula duly approved by the respective Board/ Institute.

(b) The criteria for shortlisting for all category (Gen/SC/ST/OBC/ESM/PH etc) against the post shall be as under:-

Less than 10 Vacancy	-	100 times
10 to 20 Vacancy	-	75 times but min 1000
20 to 30 Vacancy	-	50 times but min 1500
50 to 100 Vacancy	-	40 times but min 2500
More than 100 Vacancy	-	30 times but min 4000

7. **Crucial Date.** For determining the age limit shall be the closing date for receipt of application.

8. **Closing Date:** Closing date for receipt of application is **30 days from the date of publication in Employment News** including for the applicant located in the Northern Eastern States, J & K, Andaman & Nicobar Island. Lakshadweep and Remote area of Himachal Pradesh and Uttarkhand etc. Application must be sent only by Government post (Ordinary/Registered/Speed post) or dropped by hand in the box kept for this purpose at 813 CETC, Akhnoor, Jammu, J & K.

9. **How to apply.** The application is to be submitted as per the format given along with Admit Card (in duplicate), relevant annexure and attested certified copies of the following documents:-

(a) Three Passport size recent photographs duly attested by Gazetted Officer, affix one on right corner of the application and one each on Admit Card (in duplicate) and two self-attested (on reverse side) passport size photographs are to be enclosed separately with the application with name, date of photo and DOB written at the back side.

(b) Copies of supporting documents for date of birth (Birth Certificate or 10th class certificate) education qualification and experience certificate issued by competent authority duly attested by Gazette Officer are to be attached with the application by all candidates. In addition copies of all categories related certificate the non-creamy layer certificate (in case of OBC candidates), the no objection certificate (in case of persons serving in Armed Forces/Government service) and the Discharge certificate (in case of an Ex-serviceman) be enclosed.

(c) The application can be filled by the candidates either in English or Hindi. Black ink will be used for typing/writing the application proforma and the blue ink will be used for filling the individuals details there in.

(d) Application form duly filled as per the prescribed format along with supporting documents, two self-attested passport size photographs and two self-addressed envelope of size 28 cm x 12 cm affix stamp of Rs 30/- each, completed in all respect will be addressed to “**The Officer Commanding, 813 Combat Engineering Training Camp, Pin-913813, c/o 56 APO**”. The applicant must seal his application in an outer envelope and clearly write “**APPLICATION FOR THE POST OF (NAME OF POST)**” on the top of the envelope in capital letters.

NOTE. Original certificate should not be sent with the application.

10. **Selection process.** The selection process will comprise of an initial screening of all candidates, a Physical Test (as applicable), written test (for all categories), typing test, trade test (as applicable). Final merit will be decided on the basis of combined marks obtained in the Written Test. No marks will be awarded by Physical/typing/skill test. However it is essential to qualify the Physical/typing/skill test so as to be included in final merit list. Mere fulfilling of minimum prescribed qualifications does not vest any right in a candidate for being selected or called for the selection process.

(a) **Initial Screening.**

(i) Screening of applications received till closing date and the time will be carried out by the departmental Board of officers to ascertain their correctness and completeness. Incomplete/unsigned applications without thumb impression or application not accompanied with attested copies of certificate and application without two self-attested additional photographs will be summarily rejected and no correspondence in this regard will be entertained. Applications with over writing in any part of the application will also be rejected Department will not be responsible for non-receipt or late receipt of an application due to postal delay or any other reasons.

(ii) **Rejection of application.** The following application would be rejected:-

(a) Application not as per prescribed format.

(b) Incomplete/unsigned application.

(c) Application without thumb impression.

(d) Application not accompanied with the attested copies of qualification of date of birth and categories (if applicable).

(e) Attested passport size photographs (by Gazette Officer) on the application and admit card.

(f) Two self attested additional passport size photographs.

(g) Application with cutting and overwriting in any part of the application.

(h) Non receipt or late receipt of an application due to postal delay or any reason.

(j) Non submission of no objection certificate in case of serving in Government service/armed forces.

(k) Non submission of discharge certificate in case of ESM.

(iii) All those candidates whose application found correct and are eligible candidates after scrutiny will be issued admit card intimating for the written examination date and the list of such candidates would be displayed seven days before the written examination date in the office of 813 CETC, Akhnoor, Jammu (J & K).

(b) **Physical Efficiency Test (PET) (For Lascar, Chowkidar & Safaiwala only).** PET shall be conducted for all shortlisted candidates who qualify for the post applied. The criteria for PET is to qualify the 1.6 Km run as per the following timings.

- (i) Male candidates in 6 Minutes 30 Seconds
- (ii) Female candidates in 8 Minutes 30 Seconds

Candidates qualifying the PET would only be called for the written test. The persons with disability are exempted from appearing in PET. PET will be conducted 2 days prior to written test.

11. **Date for written Examination.** Tentatively written examination will be conducted on **04 September 2016**. However, final date, time, venue will be intimated in the Call letter and same also be displayed in the office of 813 CETC.

12. **Syllabus and Pattern of Examination.** The syllabus for written examination will be of the minimum education standard prescribed for each category covering all the topics mentioned in their curriculum and also general topics.

(a) The written examination will be of two hours duration on the date to be notified separately. The written test will comprise of four parts as given below. The question papers will be bilingual i.e. English and Hindi. However the questions on the portion of English language subject will be in English only. The question will be of a level appropriate to the minimum essential educational qualification for the different posts.

Part	Subject	Maximum marks	Total Duration
Part-I	General Intelligence & Reasoning	50	2 Hours
Part-II	Numerical Aptitude	50	
Part-III	General English & General Awareness	50	
Part-IV	Specialized Trade Topic	50	

(b) **Skill Test (For SK -II, Driver Mechanical Equipment /Carpenter & Joiner/ Painter & Decorator/ Welder/Fitter/Equipment Repairer.** Only those candidates who qualify in the written test would be called for skill test/ typing test/Trade Proficiency test. No marks will be awarded by skill test/ typing test/Trade Proficiency test. However it is essential to qualify the skill test/ typing test/Trade Proficiency test. Skill test will be conducted 2 days prior to written test..

(c) **Venue for Physical test/written test/skill test/.** Military Station Akhnoor, Jammu (J&K).

(d) Candidates to be in possession of admit card, identification proof like voter card/aadhar card etc and writing material (Pen, Pencil, clipboard etc) for written exam. Candidates are required to bring and submit their original documents/certificates viz date of birth education qualification, ITI certificates, SC/ST/OBC certificate, experience certificate etc. only at the time of verification of the same.

(e) Admit card would be carried by the candidates for physical test, written test, skill test/Typing Test.

(f) **Resolution Tie Cases.** In cases where more than one candidates secure the equal aggregates marks, tie will be resolved by applying the methods one after another :-

- (i) Total marks in written examination
- (ii) Date of birth, the candidate older in age gets preference.
- (iii) Alphabetical order in the first names of the candidates appear i.e. candidate whose name begins with the alphabet which comes first in alphabetical order gets preference.

(g) **Desirable Qualification.**

(i) **Store Keeper-II.** Certificate course in Store Keeping/Store Management. Conversant in handling Stores and keeping accounts in a Store and knowledge of Basic Computer application with one year experience.

(ii) **Driver Mechanical Equipment.** Good Practical knowledge and must possess a heavy duty civil driving license to drive heavy vehicles with 01 years experience of driving of such equipment.

(iii) **Carpenter & Joiner/Painter & Decorator/Equipment Repairer/ Welder/ Fitter.** Good practical knowledge with one year experience in trade work.

(iv) **Lascar.** Physically fit to carry out handling/shifting of heavy stores.

(v) **Safaiwala/Chowkidar.** Conversant with the duties of Safaiwala/ Chowkidar with one year's experience in the concerned trade.

(h) **Medical Examination.** Candidates shortlisted for the final appointment will have to undergo a Medical Examination as per government rules.

13. **Appointment.**

(a) **Medical Fitness.** A candidate must be physically and mentally fit for duty anywhere in India in any terms/climate/peace/field area etc. A candidate after such medical examination as may be prescribed as may be competent authority if found to be medically fit only be appointed subject to his merit in the selection process described the above.

(b) Selected candidate will be appointed at 813 CETC for the post selected subject to verification of character and antecedents after police verification.

(c) Candidates who are appointed on the basis of this examination shall be on probation for a period of two years. On successfully completion of the period of probation the candidates shall if considered fit for permanent appointment be confirmed to their post by the Controlling Authority and subject to verification of certificates submitted in forum of candidature.

14. **Warning.** All the candidates are warned to be careful of the self-styled agents and also requested to report to the Officer Commanding against any malpractice seen/observed by them.

**INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES
FOR RECRUITMENT BY SELECTION**

Citizenship

1. A candidate must be either:
 - (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India, or
 - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate who belongs to categories (b), (c), (d) and (e) above be provisionally appointed subject to the necessary certificate being issued in his favour by the Govt of India.

Note. The application of candidate in whose case a certificate of eligibility is necessary, may be considered in the Deptt, and if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

Minimum Qualification

2. All applicants must fulfill the essential educational requirements of the post, age, health and other conditions as stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the relevant post. No enquiry for advice regarding eligibility will be entertained.

Note: The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for written test.

3. The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificate in support thereof.

4. **Process of certification for reserve category**

(a) Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from competent authority in the prescribed format whenever such certificate are sought by concerned Regional Offices/Sub Regional Offices, otherwise, their claim for SC/ST/OBC/PH/Ex-serviceman status will not be entertained and their candidature/applications will be considered under General (UR) category. The formats of the certificates are annexed. OBC certificates with creamy layer status issued by the competent authority as prescribed by DOPT in the prescribed proforma should have been obtained within three years before the closing date of receipt of application.

(b) Candidates claiming reservation/ concessions against SC/ST/OBC/ and other reserved categories shall ensure that attested copy of the certificate as issued by the competent authority is enclosed. Candidate should ensure that the seal of the attesting Officer clearly indicates rank and office to which he is attached. The competent authorities for issue of Caste certificate are indicate below:-

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and / or his family normally resides.

Note: Candidates are warned that they may be permanently debarred from the examination in case they fraudulently claim SC/ST/OBC/ESM/PH status.

Disqualification

5. Individual who has entered into or contracted a marriage with a person having a living spouse; or
6. Individual who having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.

Note: Central government may exempt any person from the operation of rules at Para quoted above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing.

7. Individual who has furnished wrong information in the application form, false certificate to avail benefits/ reservation, false/wrong information in the application form regarding relatives/close relative working in MES, or who have will fully suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service. If the candidate has been selected.

8. **Service Conditions.** The candidates finally selected for appointment will be for 813 CETC, c/o 56 APO, Ministry of Defence (Govt of India). The department reserves the right to post the individual anywhere in India including field areas in the interest of the organization.

9. **Probation.** The persons selected for the appointment will on probation for a period of two years, which may further be extended at the discretion of appointing authority.

10. **Health.** A candidate must be in a sound mental and bodily health and free from any physical illness which is likely to interfere with the efficient discharge of his/her duties. A candidate who after such medical examination, as may be prescribed by the competent authority, is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will have to be medically examined. **The candidate has to be declared medically fit for field service by the competent medical authority.**

How to apply

11. Candidates must apply in the application form published along with this advertisement and fill up all the columns in their own handwriting in block letters. Candidate may also apply on plain paper but the format should exactly be the same as published in the advertisement.

12. Applications for formats other than the one indicated will be summarily rejected.

13. If any wrong entries are made by the candidates in the application form, their applications shall be rejected and the Deptt will not be responsible for such rejection. No representation against such rejection will be entertained.

14. Application filled in on the format used for previous recruitment or some other advertisement will not be considered. The candidates should further note the Application Form will **NOT** be supplied by the Deptt.

15. Applications on the prescribed format should be submitted along with the documents/certificates given below:-

(a) Two Self addressed envelopes of size of 28cms x 12cms with postage stamp of Rs 30/- affixed on each envelope.

(b) **Admit Card for Written Test.** The admit card for written test shall be submitted in duplicate as per format duly attested passport size photograph in the spaces provided for and by duly filling Ser No 1 to 3, along with the application form. Mere Submission of admit card does not imply or convey and assurance that the candidate will be called for the written test.

(c) Self/ gazette officer attested photocopies of educational qualification certificates, caste certificate and certificates in support of any claim / relaxation (wherever applicable) are to be enclosed with the application.

16. **Name of the post (Specify trade) along with category (UR/SC/ST/OBC/PH)** must be clearly written in **BLOCK CAPITAL** letters on the top of envelope.

17. Candidates whose applications are found to be complete in all respect along with all necessary documents and found eligible only will be called for written test.

18. Candidates will not be entitled to any TA/DA for attending the written test & documents check.

19. **Certificates to be attached.** Candidates should ensure that they should attach with their application attested copies of the following documents:-

(a) Matriculation or equivalent certificate in support of their declaration of qualification & age.

(b) Marks sheets of Matriculation or equivalent.

(c) Industrial training Institute pass certificate from recognized institute.

(d) If the qualification possessed by the candidates is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.

(e) An attested copy of a certificate in support of any claim/relaxation (wherever applicable) in the prescribed form issued by the competent authority (original to be produced at the time When called for).

(f) Category certificate from the competent auth to which applicant belongs viz SC/ST/OBC/ESM & PH.

(g) Mark sheet of ITI certificate course, showing aggregate works/percentage obtained.

20. Application received after last date due to postal delay or any other reason will be summarily rejected. The Recruiting Agency will not be responsible for any postal delay in respect of any communication.

NOTE-I. Candidates should note that only date of birth as recorded in the matriculation, Higher secondary examination certificate will be accepted.

NOTE-II. Application not accompanied by attested photograph, attested copies of civil education certificates or incomplete application form and/or not conforming to the above requirements will be summarily rejected and applicants will have no claim whatsoever.

NOTE-III. **Original Certificates should not be sent with the application.** These should be produced at the time when called for.

Action against Candidates Found Guilty of Misconduct

21. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case tamper with entry in a documents or its attested/certified copy submitted by them nor should they submit a tampered/fabricated documents. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certificate copies, an explanation regarding the discrepancy should be submitted.

22. A candidates who is or has declared by the Department to be guilty of the acts/omission specified above including attempt to commit, or abetting, as the case may be, of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:-

(a) To be disqualified by the Department from selection for which he/she is a candidate, and/or

(b) To be debarred either permanently or for a specified period:-

(i) By the Department from any examination or selection held by them.

(ii) By the Central Government from any employment under them, any.

(iii) If he/she is already in service under Government to disciplinary action under the appropriate rules.

23. The acts/omissions which will invite the prosecution mentioned in Paragraph above are:-
- (a) Obtaining support of his/her candidature by any means, or
 - (b) Impersonating or,
 - (c) Procuring impersonating by any person, or
 - (d) Submitting fabricating documents or documents which have been tampered with, or
 - (e) Making statements which are incorrect or false or suppressing material information, or
 - (f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
 - (g) Using unfair means during the test, or
 - (h) Writing irrelevant matter including obscene language or pornographic matter, in the scripts (s), or
 - (j) Misbehaving in any other manner in the examination hall, or
 - (k) Harassing or doing bodily harm to the staff employed by the Department for the conduct of their test, or
 - (l) Bringing mobile phone/communication device in the examination hall.
 - (m) Canvassing in any form.

24. **Recruiting Authority's decision final.** The decision of the recruiting Authority in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information made of selection conduct of examination (S), allotment of examination centre, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

25. **Court Jurisdiction.** Any dispute in regard to this recruitment will be submitted to courts/tribunals having jurisdiction where the candidate has submitted the application.

Instructions for Departmental Candidates / Govt Employees

26. Persons already in Government service, whether in permanent or temporary capacity or as work charge employees other than casual or daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.

Additional Information and General Instructions for all Candidates

27. Candidate must read the instructions mentioned in the preceding paras before filling the Application Form. He must fill the form strictly to the instructions.

28. Merely fulfilling the basic selection criteria one does not automatically entitle to be called for test..

29. Candidates must ensure that no column is left blank or wrongly filled as the information furnished there would be used for deciding the eligibility and suitability of the candidate for being called for the written test. Applications not filled correctly and as per the instructions are liable to be rejected and the onus of such rejection would be on the candidate himself. The Deptt will not entertain any claim after such rejection.

30. Copies of certificate should be attached in support of information given in the form where necessary. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.

31. Candidate must, if required, attend at such place, as may be fixed by the office for a written test. The office does not defray the travelling or other expenses summoned for test.

32. The uses of mobiles phones, calculator and any other electronic computing and memory devices is banned in Examination hall.
33. The call for test conveys no assurance whatsoever that the candidate will be selected / appointed.
34. Candidate will be informed of the result of their application in due course and any interim enquires about the result are therefore, unnecessary and will not be attended to. The Deptt will not enter into correspondence with the candidate about reasons for their non-selection for appointment.
35. Incomplete or eligible applications or unsigned or undated or applications without standard passport size photographs and application of underage / overage will be rejected.
36. Format of Disability Certificate, undertaking to be given by the Ex-serviceman, SC/ST certificate and OBC certificate is attached.
37. New Contributory Pension Policy will be applicable.
38. The incumbent on recruitment will be on probation for 2 Years.
39. Dates and venue of physical test/written test/skill test will be intimated to the eligible candidates in due course of time.
40. One applicant can apply for more than one post if he/she desired to do so. He/she should submit separate application for each post.
41. SC/ST/OBC candidates who apply against unreserved post will not be given any concession of reserved category as they will be considered in the un-reserved category.
42. Defence Personnel/Central/State Government civilian employees must furnish "No Objection certificate" from their employer/office while applying otherwise their candidature will be cancelled
43. Please note that incomplete applications like without affixing photograph, mismatching photographs, photos not attested by a Gazetted Officer or caste certificate (as applicable) and or applicants found over age/under age on last date of receipt of application as indicated above be rejected without intimation to the candidate.
44. No TA/DA is admissible. Candidate will make own arrangement for lodging/boarding during the written exam/skill test.
45. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/interview. 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 number of posts/vacancies is tentative and may be increased/decreased or recruitment process can be cancelled/suspended/terminated at any stage due to administration reasons.
46. The age calculation in cases where re-advertisement is carried out for the same posts will be the last date prescribed for receipt of applications in the original/initial advertisement.
47. 813 CETC will not be responsible for any loss/damage whether direct or consequential suffered during tests and selection process.
48. 813 CETC reserve the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.
49. Canvassing in any form shall disqualifying the candidates. No enquiry or correspondence will be entertained.

DECLARATION

1. I have not submitted another application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Department.

2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

3. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc prescribed for admission to the examinations. I have enclosed attested photocopies of following certificates in support my claim for educational qualifications, age, category (SC/ST/Ex-serviceman/OBC/Orally handicapped/ Hearing handicapped/Visually handicapped) and age relaxations:

- (a)
- (b)
- (c)
- (d)

4. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect ineligibility being detected before or after examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of Candidate)

(Name of the Candidate in Capital letters)

Note:-

1. Name of the post applied and category (Gen/SC/ST/OBC) should be mentioned at the top of the envelope.

2. Self/ gazetted officer attested photocopies of Matriculation and ITI certificates, ITI marks sheet, essential certificate, such as SC/ST/OBC/Widows/Sportsman/Ex-serviceman etc should be enclosed with the application or else application shall be rejected).

3. Two self addressed envelope of size 28X12cm should also be enclosed with postal stamp of Rs 30/- each with the application.

4. Registration with employment exchange is not mandatory.

5. Original certificate will not be attached with the application, only attested photocopies to be enclosed. Department will not be responsible for loss of original certificates if forwarded by the applicant.

ADMIT CARD FOR WRITTEN TEST

TO BE SUBMITTED IN DUPLICATE ON SEPARATE SHEETS IN DOUBLE SPACE

**(SER NO 1, 2 & 3 TO BE FILLED BY CANDIDATE) (WITHOUT ADMIT CARD
CANDIDATES ARE NOT ALLOWED TO ATTEND THE WRITTEN TEST)**

CANDIDATE COPY

Paste (don't
staple) your
passport size
photograph duly
self attested.

Admit Card/Roll No :
(To be filled by issuing Authority)

1. Name :
2. Full address for communication :
(With PIN Code)
3. Post applied for :
4. Date of PET/Skill Test :
5. Time of PET/Skill Test :
6. Venue of PET/Skill Test :
7. Date of Written Test :
8. Time of Written Test :
9. Venue of Written Test :

Date & Signature of Applicant

(Signature of Issuing Officer with Stamp)

Note: The Admit Card after issuance by the Deptt. will be produced by the candidate for written examination, documentation check (if called for) and at the time of joining (if called for). Hence candidate should preserve this Admit Card.

OFFICE COPY

Paste (don't
staple) your
passport size
photograph duly
self attested.

Admit Card/Roll No :
(To be filled by issuing Authority)

1. Name :
2. Full address for communication :
(With PIN Code)
3. Post applied for :
4. Date of PET/Skill Test :
5. Time of PET/Skill Test :
6. Venue of PET/Skill Test :
7. Date of Written Test :
8. Time of Written Test :
9. Venue of Written Test :

Date & Signature of Applicant

(Signature of Issuing Officer with Stamp)

Annexure -IV

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No:

Date:

DISABILITY CERTIFICATE

Paste (Don't
Staple) your
recent passport
size photo duly
self attested.

1. This is certified that Shri/Smt/Kum _____
Son/Wife/Daughter of Shri _____ age _____ sex _____ identification
marks _____ is suffering from permanent disability of following
category:-

A. Locomotors or cerebral palsy:-

- (a) BL – Both legs affected but not arms
- (b) BA – Both arms affected (a) Impaired reach (b) weakness of grip
- (c) BLA – Both legs and both arms affected.
- (d) OL – One leg affected (right or left):-
 - (i) Impaired reach
 - (ii) Weakness of grip
 - (iii) Ataxic
- (e) BH – One arm affected:-
 - (i) Impaired reach
 - (ii) Weakness of grip
 - (iii) Ataxic
- (f) BH – Stiff back and hips (cannot sit or stood)
- (g) MW – Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:-

- B – Blind
- PB – Partially Blind

C. Hearing Impairment:-

- D – Deaf
- PD – Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / Non – progressive / likely to improve. Re-
assessment of this case is not recommended/ is recommended after a period of
____years ____months.

3. Percentage of disability in his / her case is _____percent.

Sh/Smt/Kum. _____ meets the following physical requirement for discharge of his/ her duties:-

- | | | | |
|--------|---|---|---------|
| (i) | F – Can perform work by manipulation with fingers | - | Yes/No |
| (ii) | PP – can perform work by pulling and pushing | - | Yes/No |
| (iii) | L – can perform work by lifting | - | Yes/ No |
| (iv) | KC – can perform work by kneeling and crouching | - | Yes/ No |
| (v) | B – can perform work by bending | - | Yes/No |
| (vi) | S – can perform work by sitting | - | Yes/ No |
| (vii) | ST – can perform work by Standing | - | Yes/No |
| (viii) | W – can perform work by Walking | - | Yes/No |
| (ix) | SE – can perform work by seeing | - | Yes/No |
| (x) | H – can perform work by Hearing/Speaking | - | Yes/No |
| (xi) | RW – can perform work by reading and writing | - | Yes No |

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

(Dr _____)
(Chairperson
Medical Board

Countersigned by the
Medical superintendent/CMO/
Head of Hospital (With Seal)

*Strike out which is not applicable

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his claim and attested/ clarified copy of a certificate in the form given below, from the District Office or the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificate and not any other attested or true copy.

(The format of the certificate to be produced by Schedule Castes and Scheduled Tribes candidate applying for appointment to posts under Government of India)

1. This is to certify that Shri/Smt/Kum _____ Son/
Daughter of _____ of Village/ town/* in District/ Division*
_____ of the state/ union territory* _____ belongs to the
Caste/ Tribes* under _____ which is recognized as a Scheduled Caste/
Scheduled Tribes* under:-

The Constitution (Scheduled Caste) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Caste) Union Territories, 1951*

The Constitution (Scheduled Tribes) Union Territories, 1951*

AS amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order 1958, the Bombay Reorganization Act 1960 & the Punjab Reorganization Act 1966, the state of Himachal Pradesh Act 1970, the North- Eastern Area (Reorganization) Act 1971 and the Scheduled Caste and Scheduled Tribes Order (Amendment) Act 1976.

The Constitution (Jammu & Kashmir) Scheduled Caste order, 1958

The constitution (Andaman & Nicobar Island) Scheduled Tribes under Order 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act) 1976*

The constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962

The constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@

The constitution (Pondicherry) Scheduled Castes Order 1964@

The constitution (Scheduled Tribes) (Uttar Pradesh) Order 1964@

The constitution (Goa, Daman & Diu) Scheduled Castes Order 1968@

The constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968@

The constitution (Nagaland) Scheduled Tribes Order 1970@

The constitution (Sikkim) Scheduled Castes Order 1978@

The constitution (Sikkim) Scheduled Tribes Order 1978@

The constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The constitution (SC) Order (Amendment) 1990@

The constitution (ST) Order (Amendment) ordinance 1991@

The constitution (ST) Order (Second Amendment) ordinance 1991@

The constitution (SC) Order (Amendment) ordinance 1996@

&2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes certificate issued to Shri/Smt _____ Father/ Mother _____ in District/ Division* _____ of the State/ union Territory* _____ Who belong to the _____ Caste/ Tribes which is recognized as a Scheduled Caste/ Scheduled Tribes in the State /Union Territory* by the _____ dated _____

&3. Shri/Smt/Kum and / or* his/her family ordinarily resides in village/ town* _____ of _____ District/ Division* _____

Of the State/ Union Territory of _____.

Signature _____

Designation _____

(With Seal of Office)

State/ Union Territory

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order.

& Delete the paragraph which is not applicable

Note: The terms ordinarily resides used here will have the same meaning as in section 20 of the representation of the people Act 1950.

List of authorities empowered to issue Caste/Tribe Certificate:

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and / or his family normally resides.

NOTE: ST candidate belonging to Tamil Nadu state submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA
G.I Depot of Pers & Trg. O.M No. 36033/28/04-Estt(Res) dt 02 Jul 1997**

This is to certify that _____ son of _____ of village _____ District/Division _____ in the _____ state _____ belongs to the _____ community which is recognized as a Backward Class under:-

*(1) Government of India, Ministry of Welfare Resolution No 12011/68/93-BCC(C) dated 10th September 1993, published in the Gazetted of India, Extraordinary Part-I Section I, No. 186, dated the 13th September 1993.

*(2) Government of India, Ministry of Welfare Resolution No 12011/68/94-BCC(C) dated 19th October 1994, published in the Gazetted of India, Extraordinary Part-I Section I, No. 163, dated the 20th October 1994.

*(3) Government of India, Ministry of Welfare Resolution No 12011/7/93/95-BCC dated 24th May 1995, published in the Gazetted of India, Extraordinary Part-I Section I, No. 88, dated the 25th May 1995.

*(4) Government of India, Ministry of Welfare Resolution No 12011/44/96-BCC dated 6th December 1993, published in the Gazetted of India, Extraordinary Part-I Section I, No. 210, dated the 11th December 1996.

Shri _____ and or his family ordinary reside (s) in the _____ District/Division of the _____ State. The is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel and Training O.M No. 36012/22/93-Estt (SCT) dated 08 September 1993.

Dated: _____ (District Magistrate/Deputy Commissioner etc)

SEAL

* Strike out whichever is not applicable

N.B (a) The term "Ordinarily" used here will have this same meaning as In Section 20 of the Representation of the People's Act 1950

(b) The authorities competent to issued caste certificate are indicated below:-
(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Extra Assistant Commissioners/ (not below the rank of First Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officer not below the rank of Teshildar, and
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

& 3. Shri/Shrimati/Kumari and/or* his/her family ordinarily reside (s) in Village/town* _____ of District/Division* _____ of the State/union Territory of _____.

Signature _____
Designation _____
(With seal of office)

State/Union Territory

Place _____

Date _____

- * Please delete the words which are not applicable
- @ Please quote specific presidential order.
- & Delete the paragraph which is not applicable.

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

List of authorities empowered to issue Caste/Tribe Certificate;

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioners/ Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Teshildar, and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note: OBC Candidates belongs to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure – VII

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I understand that if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my documentary evidence to the satisfaction of the appointee, that I have been duly release/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen (re-employment in Central Civil service and posts rules 1979 as amended form time to time)

I also understand that I shall not be eligible to appointed to vacancy reserved for ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies, Nationalized Banks etc) by availing of the concession of reservation of vacancies admissible to ex-servicemen.

I further submit the following information:-

- (a) Date of appointment in Armed Force : _____
- (b) Date of Discharge : _____
- (c) Length of Service in Armed Forces : _____
- (d) My Last unit/Corps : _____

(Signature of Candidate)

Note: Candidate should attach the copy of discharge certificate along with the undertaking above.

davp 10622/11/0020/1617