

## DIRECT RECRUITMENT OF GROUP 'C' DEFENCE CIVILIAN POSTS IN HQ SOUTH WESTERN COMMAND

1. Applications from eligible Indian Citizen are invited in prescribed format for the following group 'C' defence civilian posts at various establishments of HQ South Western Command. Application form duly completed in all respects alongwith all requisite documents, duly self-attested should reach by Speed Post/ Registered Post to **The Commanding Officer, 24 GRENADIERS, Vaishali Nagar (Near Vijay Dwar), Jaipur (Raj), PIN-302021** within **28 days** from the date of publication of this advertisement in the Employment News, which shall also be crucial that determining the age limit for all candidates.

S No.	Name of Post	Pay Level/ Pay Band	Vacancies								Age	Essential Education Qualification	
			UR	SC	ST	OBC	EWS	ESM	PH (LD) Not less than 40%	Total			
(a)	Stenographer Grade-II	Level 4 (Rs 25500-81100)	05	-	-	-	-	-	-	-	05	<b>18 to 25 Yrs</b>	<b>Essential:</b> (a) 12th Class or equivalent from a recognized Board or University. (b) Diploma/Course of Stenographer. (c) Dictation : 10 minutes @30 words per minute. (d) Transcription : 50 Minutes (English), 65 Minutes (Hindi) on Computer.
(b)	Cook	Level 2 (Rs 19900-63200)	01	-	-	-	-	-	-	-	01		
(c)	MTS (Head Messenger)	Level 1 (Rs 18000-56900)	01	-	-	-	-	-	-	-	01		
(d)	MTS (Messenger)		05	-	-	-	-	-	-	-	05		
(e)	MTS (Safaiwala)		01	-	-	01	01	-	-	-	03		
(f)	MTS (Chowkidar)		02	-	-	-	-	-	-	-	02		
(g)	MTS (Washerman)		01	-	-	-	-	-	-	-	01		
(h)	MTS (Daftry)		01	-	-	-	-	-	-	-	01		
(j)	MTS (Gardener)	02	-	-	-	-	-	-	-	02			
<b>Total</b>			<b>19</b>	<b>-</b>	<b>-</b>	<b>01</b>	<b>01</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21</b>		

### Note :

- UR/SC/ST/OBC/PPH (LD)/ESW/ESM means Un Reserved/ Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Physical Handicapped (Locomotors Disability/Economically Weaker Section/ Ex-Serviceman respectively.
- The Number of vacancies may vary. Nomenclature of the post is subject to change as per Govt Orders.
- The above posts are subject to all India Service liability including field service.
- Central Government civilian employees must furnish "No Objection Certificate" from their employer/ Office at the time of the skill test else their candidature will be cancelled.

### 2. Age limit and its relaxation:-

Ser	Category	Age Limit			Remarks
(a)	UR	18 Yrs to 25 Yrs			<b>SC/ST/OBC candidates applying against UR posts are not entitled to any relaxation in age limit experience etc.</b>
(b)	OBC	18 Yrs to 28 Yrs			
(c)	SC/ST	18 Yrs to 30 Yrs			
(d)	PH	UR	OBC	SC/ST	
		18 to 35 Yrs	18 to 38 Yrs	18 to 40 Yrs	
(e)	ESM	Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit prescribed for the post by more than three years.			

Note: The age relaxation for all eligible candidates is as per prevalent Govt instructions.

3. Interested candidates should send their applications as per format given and properly sealed in an envelope to subscribe the words "APPLICATION FOR THE POST OF \_\_\_\_\_, (write the name of post which applying for) and Category (SC/ST/OBC/UR/EWS/ESM) on left side on the top of envelope. This office will not be responsible for any postal delay.

4. Separate application for each post should be applied. Those candidates sponsored by employment exchange are also required to apply in accordance with this advertisement.

5. Candidates living with more than one spouse or married another spouse while the first spouse is alive, shall not be eligible to apply.

6. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

7. The following Documents/ Certificate to be attached alongwith application duly self-attested:-

- Three Passport size photographs duly self-attested, one be pasted on right corner box provided in application and another on Admit Card.
- Self attested photocopies of following certificate and certificate of Diploma/ Course.
  - Essential Education Qualification Certificate and certificate of Diploma/ Course.
  - Birth Certificate.
  - Caste Certificate where applicable.
  - Discharge Certificate/ Book for Ex Serviceman where applicable.
  - EWS Certificate for EWS where applicable.
  - Disability Certificate for PH Category.
  - Experience Certificate, if any.
- Two self-addressed envelope with affixing postal stamps of Rs 50/-.

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

9. Right to accept/ reject application rests with the Board of Officer and it is further made clear that mere acceptance of application does not guarantee any appointment or any claim on the post.

10. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of Appointing Authority regarding selection/ rejection will be final. It is also made clear that numbers of posts/vacancies are tentative and recruitment process without any prior notice/ assigning any reasons can be cancelled/suspended/terminated by the appointing Authority at any stage and no enquiry or correspondence will be entertained in this regard.

11. The recruitment board's decision will be final in all matters and the board will not undertake any responsibility for sending a reply to the candidates, if not selected.

12. No enquiry or correspondence for any information will be entertained.

13. The written examination will consist General Intelligence, Reasoning, General Awareness, Numerical Aptitude, English Language & Comprehension. Skill test will be conducted only for those candidates who will get selected in merit list in the written examination (the standard of questions will be class 10th /12th as per essential education qualification of respective post).

14. Question Papers: The question papers of all written tests will be by bilingual i.e English & Hindi.

15. The date of written test / skill test will be intimated to eligible candidates separately.

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

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

18. In the event of their failure to produce original/essential documents after skill tests, the candidature is liable to be rejected. Documents relating to essential education/higher education/Experience certificate will be checked after physical tests. The original Caste certificate/ Character certificate/ Disability certificate for handicapped as applicable will be checked after the skill tests.

19. Selected candidate will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned Civil Authority and medical fitness from medical authorities. The selected candidates will be on **probation for the period to two years**.

20. The candidates appointed as 'Multi Tasking Staff' (MTS) will perform the duties as per 'Charter of Duties of Multi Tasking Staff'.

21. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in Jaipur Only.

22. **WARNING.** All candidates are warned to be careful from the self-styled-agents and also requested to inform The Commanding Officer, 24 GRENADIERS, Jaipur (Raj) against any malpractice seen/observed by them.

23. **COVID-19 Instruction:** To avoid the risk of COVID-19 & its variants, candidates are advised to follow all instruction/ guidelines issued by Central/ State Govt for prevention of COVID-19. At the entrance, any applicant or one accompanying the applicant showing complaints of influence like illness may not be allowed for the test considering the safety of other persons.

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## FORMAT FOR APPLICATION

To,  
The Commanding Officer  
24 GRENADIERS  
Vaishali Nagar,  
Jaipur (Raj), PIN-302021

Affix recent passport size colour photograph duly self attested
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1. Application for the Post of : \_\_\_\_\_
2. Advertisement Number : \_\_\_\_\_
3. Name of the Candidate (in Block letter Only) : \_\_\_\_\_
4. Father/Husband's Name : \_\_\_\_\_
5. Mother's Name : \_\_\_\_\_
6. (a) Gender \_\_\_\_\_ (b) Martial Status \_\_\_\_\_
7. Date of Birth (as per 10th Class Certificate)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(DD/MM/YYYY).
8. Age (As on last date of receipt of application) \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ days.
9. Category for which applied  
{Please tick (✓)}

UR	SC	ST	OBC	PH(LD)	EWS	ESM

10. (a) Religion \_\_\_\_\_ (b) Nationality \_\_\_\_\_
11. Educational Qualification:-

Ser No.	Standard/ Exam Passed	Name of School/ College	Name of Board/University	Percentage Obtained

12. Work Experience (if any) : \_\_\_\_\_
13. Correspondence Address :  
House No/Street/Village : \_\_\_\_\_  
Post Office: \_\_\_\_\_ Tehsil: \_\_\_\_\_  
District : \_\_\_\_\_ State: \_\_\_\_\_  
PIN Code: \_\_\_\_\_ Mobile No: \_\_\_\_\_
14. Permanent Address  
House No/Street/Village : \_\_\_\_\_  
Post Office : \_\_\_\_\_ Tehsil : \_\_\_\_\_  
District : \_\_\_\_\_ State : \_\_\_\_\_  
PIN Code : \_\_\_\_\_ Mobile No : \_\_\_\_\_
15. Aadhaar Number: \_\_\_\_\_

### DECLARATION

16. I, Shri/Shrimati/Kumar \_\_\_\_\_ hereby declared that all statements made in application are true, complete and correct to the best of my knowledge and belief. I understand that in all event of any information being found false/ incorrect or being detected ineligible before or after the written test/aptitude test, my candidature is liable to be rejected or any miss statement/discrepancy detected after my appointment my service are liable to be terminated without any notice to me.

**Place:** \_\_\_\_\_ **(Full Signature of the Applicant)**

**Date:** \_\_\_\_\_  
**(Left Hand Thumb Impression)**

### ADMIT CARD (Candidate Copy)

1. Name (in Block Letters) : \_\_\_\_\_
2. Father's/Husband Name : \_\_\_\_\_
3. DOB (DD/MM/YYYY) : \_\_\_\_\_
4. Category : \_\_\_\_\_ (UR/SC/ST/OBC/EWS/ESM/PH)
5. Correspondence Address  
House No/Street/Village : \_\_\_\_\_  
Post Office : \_\_\_\_\_  
Tehsil : \_\_\_\_\_  
District : \_\_\_\_\_  
State : \_\_\_\_\_  
PIN Code : \_\_\_\_\_
6. Date of Reporting for Written/Physical Test:  
(a) Date : \_\_\_\_\_  
(b) Time : \_\_\_\_\_
7. Venue of Test : \_\_\_\_\_  
Station : c/o 56 APO

Affix recent passport size colour photograph duly self attested
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