

DIRECT RECRUITMENT OF GROUP 'C' AND ERSTWHILE GROUP 'D' DEFENCE CIVILIAN POSTS IN ARTILLERY CENTRE, HYDERABAD, PIN-900398, C/O 56 APO

1. Applications are invited from the eligible Indian National Citizens for following Group 'C' and erstwhile Group 'D' Civilian posts at Artillery Centre, Hyderabad. The eligible candidates will address their applications to 'The Commandant, Artillery Centre, Ibrahimbagh Lines (Post), Hyderabad, Telangana, PIN- 500031' so as to reach within **28 (twenty eight)** days from the date of publication of this advertisement in the Employment News, which shall also be the crucial date for determining the age limit for all candidates. The details of the posts are given below: -

<u>Name of Post</u>	<u>Total No of posts for recruitment</u>	<u>UR</u>	<u>SC</u>	<u>OBC</u>	<u>Post reserved for ESM out of total posts</u>
Draughtsman	01	01	-	-	-
Multi Tasking Staff (Lascar)	04*	02	01	01	01*
Bootmaker	01	01	-	-	-
Lower Division Clerk (LDC)	01	01	-	-	-
Multi Tasking Staff (Watchman)	01	-	01	-	-
Total	08	05	02	01	01

Note : The number of vacancies may vary.

UR - Unreserved, **SC** - Schedule Cast, **OBC** - Other Backward Class, **ESM** - Ex Servicemen.


***One vacancy of ESM in the post of Multi Tasking Staff (Lascar) is included in total No of vacancies for recruitment and will be filled up first and adjusted in respective category.**

2. **Age Limit & its Relaxation.**

(a)	For Unreserved (UR)	18 to 25 Years of age.
(b)	For SC	18 to 30 Years of age.
(c)	For OBC	18 to 28 Years of age.
(d)	For Ex-servicemen (ESM)	Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post of which he is seeking appointment by more than three years.
(e)	SC/ ST/ OBC candidates applying against UNRESERVED post are not entitled to any relaxation in age limit, experience etc.	
	Note : The age relaxation for all eligible candidates is as per prevalent Govt instructions.	


3. **Educational Qualification / Pay Scale for each post**

<u>Name of Post</u>	<u>Pay Scale</u>	<u>Educational Qualification & Other Qualification</u>
Draughtsman	Level-4 Pay Matrix - Rs 25,500- 81,100	Essential (i) Matriculation or equivalent qualification from recognized university. (ii) Diploma in Draughtsman-ship from recognized institution/ universities.
Multi Tasking Staff (Lascar)	Level-1 Pay Matrix - Rs 18,000- 56,900	Essential Matriculation pass or equivalent from recognized Board. Desirable (i) Conversant with the duties of the respective trade with one year's experience in the trade. (ii) Must be physically fit for lifting/ loading/unloading/ stacking of load.
Boot Maker	Level-2 Pay Matrix - Rs 19,900- 63,200	Essential (i) Matriculation pass or equivalent from recognized Board. (ii) Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.
Lower Division Clerk (LDC)	Level-2 Pay Matrix - Rs 19,900- 63,200	Essential (i) 12 th Class or equivalent from a recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/ 9000 key depressions per hour on an average of 5 key depressions for each word).
Multi Tasking Staff (Watchman)	Level-1 Pay Matrix - Rs 18,000- 56,900	Essential Matriculation pass or equivalent from recognized Board. Desirable Conversant with the duties of the respective trade with one year's experience in the trade.


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Important Instructions to the Candidates/Applicants

4. Anyone who has applied for these posts based on previous advertisement, if any, is ineligible and have to apply afresh on a new application form, based on the present advertisement.
5. Interested candidates should send their applications as per format attached to "**The Commandant, Artillery Centre, Ibrahimbagh Lines (Post), Hyderabad, PIN-500031**" through ordinary post. Candidates must clearly subscribe the words "**Application for the post of _____ in Category _____ (Gen, SC, OBC, ESM)**" on the top of the envelope while sending the application form.
6. Photocopy of the following documents / certificate to be attached alongwith application **duly self-attested**.
 - (a) Mark sheet of the essential educational qualification.
 - (b) Matriculation certificate/Municipality Birth Certificate / School Leaving Certificate for birth proof.
 - (c) One self addressed envelope duly affixed with Rs 5/- postal stamp.
 - (d) One latest passport size photograph duly attested by self on back side of photograph.
 - (e) Discharge Book in case of Ex-serviceman persons duly attested by Zilla Sainik Welfare Officer, PPO and AEC I/ II or matriculation certificate as applicable.
 - (f) Employment registration card, if any.
 - (g) Experience certificate, if any, as applicable.
 - (h) Photocopy of Caste Certificate (SC/ST/OBC) duly attested by self for reserved posts.
 - (j) If candidate applying for PWD, copy of disability/medical certificate issued by civil surgeon of Govt Hospital/CMO certifying the disability.
7. The following applicants will be summarily rejected:-
 - (a) Application without signature of the candidate.
 - (b) Application other than prescribed performa as published in advertisement.
 - (c) Application received through Fax/AWAN.
 - (d) Application received after due date for any reason.
 - (e) Incomplete / illegible application.
 - (f) Latest photograph not pasted on application form and not attested by self, latest photograph on admit card duly attested by Gazetted Officer and if no additional self attested photograph is enclosed.
 - (g) Mark sheet of essential qualifications not attested.
 - (h) Only a single application will be entertained for one category/post. Candidates who forward more than one application form for the same category/post, their candidature will be rejected outright without any notice to such candidates.
8. It is made clear that merely fulfilling the basic essential qualification does not automatically entitle a person to be called for written test. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection / rejection will be final. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules.
9. Applications will be short listed for further selection process on the basis of percentage of marks obtained in the essential qualification examination.
10. No enquiry or correspondence for any information will be entertained.
11. Candidates living with more than one spouse or married to another spouse while the first spouse is alive, shall not be eligible to apply.
12. SC/ST/OBC candidate applying for **General Category** post is not entitled to any relaxation in the age limit.
13. **Appointing authority reserves the right to reject the candidature of a candidate for written test /skill test. The candidates to be called for the written test and skill test shall be short listed, by applying all or any of the slated norms.**
14. Canvassing in any form and / or bringing in any influence, political or otherwise shall be treated as a disqualification for the test / post. Interim queries shall not be entertained.
15. Candidates who fulfil the eligibility criteria shall be subjected to selection process as per existing orders and the selected candidates shall be appointed only after verification of character and antecedents from police authority and if found fit after medical examination.
16. The candidates selected shall be governed by the provision of the **New Pension Scheme (NPS)-2004**.

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17. Selected candidates shall be initially posted to Artillery Centre, Hyderabad as per vacancy with subsequent all India Service transfer liability.
18. No TA / DA is admissible to the candidates for appearing for written test/skill test.
19. The decision of the Appointing Authority regarding selection / rejection shall be final.
20. Appointing authority has right to cancel / postpone / suspend / terminate / modify this Notification of recruitment process without any prior notice / assigning any reasons to any stage and no enquiry or correspondence will be entertained for any information.
21. 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.
22. The Commandant shall not be responsible for any postal delay or failure. The No of posts/ vacancies is subject to increase/decrease based on the actual requirement at the time of recruitment.
23. The candidates appointed as "Multi Tasking Staff" will perform the duties as per 'Charter of Duties notified vide IHQ of MoD(Army)/General Staff Branch, Directorate General of Staff Duties/SD-1, New Delhi letter No 12018/Policy/SD-1A dated 03 Oct 2011.
24. **Question Papers.** The question papers of all written tests will be bilingual i.e. English and Hindi.
25. Date of Written Test / Skill Test will be intimated to eligible candidates separately. Examination will be conducted at Hyderabad (Telangana) only.
26. Syllabus & other instructions for written examination for the posts is as follows:-
- (a) **Lower Division Clerk (LDC), Bootmaker & Draughtsman.**
- (i) General intelligence.
- (ii) English Language.
- (iii) Numerical Aptitude.
- (iv) General Awareness.
- (b) **MTS(Lascar & Watchman).**
- (i) General Intelligence & Reasoning - 25 Questions, 25 Marks.
- (ii) Numerical Aptitude - 25 Questions, 25 Marks.
- (iii) General English - 50 Questions, 50 Marks.
- (iv) General Awareness - 50 Questions, 50 Marks.
- (c) **Instructions**
- (i) **Skill Test.** For LDC Skill Test will be taken on computer and for others as applicable.
- (ii) Skill test will be of qualifying in nature.
- (iii) Time Allowed : 2 Hours
- (iv) Time allowed (visually handicapped) 2 hours 20 minutes (MTS only)
- (v) Negative Marking : 0.25 marks for each wrong answer (MTS only).
27. **General Instructions.**
- (a) Only one application should be submitted for the post. Candidates desirous of applying for separate posts should submit separate applications clearly indicating the post for which they have applied for.
- (b) Those Candidates sponsored by Employment Exchange are also required to apply in accordance with this Advertisement.
28. Any dispute in the Recruitment will be settled within jurisdiction of Hyderabad (Telangana) only.
29. The selected candidates will be on probation for two years. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character & antecedents / education certificate with date of birth / Physically handicapped certificate, Caste Certificate and Medical fitness examination.


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FORMAT FOR APPLICATION

To,

The Commandant,
Artillery Centre
Ibrahimbagh Lines (Post)
Hyderabad
PIN – 500031

Passport size
photo duly self
attested.

APPLICATION FOR THE POST OF : _____ IN CATEGORY _____

1.	Please refer to your Advertisement given in News Paper " _____ " dated _____				
2.	Name in full (Block Capital letters)				
3.	Father's Name / Husband's Name				
4.	Sex				
5.	Date of birth (As in Matriculation Certificate) (Attested copy of certificate as a Proof of age to be enclosed)				
6.	Present age as on closing date of receipt of application		Years	Months	Days
7.	Marital Status		Married / Unmarried (Strike out whichever is not applicable)		
8.	Nationality				
9.	Religion / Caste / Sub- caste (Attested copy of certificate of proof of Caste)				
10.	Passed Examination	Board / University	Year	Marks Obtained	Percentage of Marks
	10 th / SSC				
	12 th / HSC				
	Any other				
11.	Experience certificate if any, as applicable to the post				
12.	Choice / Option of Typing / Skill test (for LDC only)			(Hindi / English)	
13.	Employment Registration Card No and Date with District if any				
14.	Address for communication with PIN code.				
15.	Mobile No and E-mail address (if any)				

DECLARATION

I, Shri/ Smt/Kumari _____ hereby declare that all the statements made in the 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 false / incorrect or being detected ineligible before or after the written test/aptitude test, my candidature is liable to be rejected or any misstatement / discrepancy detected after my appointment, my services are liable to be terminated without any notice to me.

Place :

Date :


(Signature of the applicant)

ACKNOWLEDGEMENT CARD/ ADMIT CARD
(To be filled in capital letters on A-4 Size paper separately)

- Name of the post applied for _____
- Name of the candidate (in block letters) _____
- Father's/Husband's name (in Block letters) _____
- Complete Postal Address _____
- Signature of candidate : _____
(Note: Ser No1 to 5 to be filled by candidate)
- (FOR OFFICE USE ONLY)**
- Your application is hereby accepted.
- Index No _____
- Written test (a) Date _____ (b) Time _____ (c) Place _____

Affix recent
passport size
photograph
duly attested
by a Gazetted
Officer

Note : Candidates to bring all original documents in support of information submitted in the application on the date of written examination. Mobile phones and electronics devices are not allowed in Defence area. **Acknowledgement Card/Admit Card** to be submitted **IN DUPLICATE**.


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