

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
EMPLOYMENT NOTICE : GROUP 'C' POSTS
HQ K&K SUB AREA& STN HQ KOCHI

1. Applications are invited for under mentioned vacancies from eligible Indian National candidates in the prescribed format as given below alongwith self attested photocopies of documents to reach Officer Commanding Establishment, HQ Karnataka & Kerala Sub Area, Cubbon Road, Bangalore-560001, (Karnataka) by Ordinary post within 21 days from the date of publication of this advertisement in the Employment News :-

Name of post with scale of pay as per 7 th CPC Pay Matrix Level	Unit	Vacancies		Unit Location
		UR	OCB	
Steno II (25500-81100)	HQ K&K Sub Area	01	-	Bengaluru
MTS(Messenger) (18000-56900)	HQ K&K Sub Area	02	01	Bengaluru
MTS(Messenger) (18000-56900)	Stn HQ Kochi	01	-	Kochi
MTS(Daftary) (18000-56900)	HQ K&K Sub Area	01	-	Bengaluru
MTS(Safaiwala) (18000-56900)	HQ K&K Sub Area	01	-	Bengaluru

2. Calculation of Age. Age calculation will be reckoned from last crucial date of receipt of application i.e. 21 days. Age relaxation with respect to all categories and services as per existing Central Govt Policies. Age relaxation of 03 years for OBC candidates for selection against OBC post. Education Qualification, Technical Qualification & Desirable skill will be as under:-

Events	Steno II
Age limit	18 to 25 Years
Educational and other Qualification	12 th Standard pass or equivalent from a recognized Board of States/ Centre and Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription : 50 mts (Eng), 60 mts (Hindi) (on computer)
MTS(Messenger)	
Age limit	18 to 25 Years
Educational and other Qualification	Matriculation pass or equivalent from recognized Board of States/ Centre.
Desirable Skill	Conversant with the duties of the messenger trade with one year experience in the trade.
MTS(Daftary)	
Educational and other Qualification	Matriculation pass or equivalent from recognized Board of States/ Centre.
Desirable Skill	Conversant with the duties of the daftary trade with one year experience in the trade.
MTS(Safaiwala)	
Educational and other Qualification	Matriculation pass or equivalent from recognized Board of States/ Centre.
Desirable Skill	Conversant with the duties of the safaiwala trade with one year experience in the trade.

3. Candidates fulfilling above conditions may submit their application as per the format given and attach the following documents:-

- Affixing two recent passport size photographs duly attested by a Gazetted Officer one on right hand corner of the application and another on the Acknowledgement Card.
- Signature of Gazetted Officer and stamp of institution must be endorsed partially on Application Form and partially on the photograph. All photocopies of documents attached with the application should be clear & legible. Illegible/blurred copies of partially filled /faulty applications will be summarily rejected.
- Only clear colour photographs taken by still camera pasted on the application form and acknowledgement/admission card will be accepted and unclear/ scanned /digitally printed photographs will be not accepted and application will be summarily rejected.
- Self attested copies of the following documents must be attached as applicable:-

- Educational certificate where Date of Birth is en faced.
- Technical qualification certificate.
- Caste certificate.
- Discharge certificate for Ex-Serviceman.
- Two self-addressed envelopes of 28 cm x 12 cm size with postal stamps of Rs 25/- each.

4. Written Test. Written Test will be conducted for only those candidates whose applications are found to be complete and in order:-

(a) Syllabus of written examination is as under, the question paper will be objective type, Timing 2 hrs and it contains 150 questions for 150 marks. The question paper will be in bilingual format Negative marking 0.25 marks for each wrong answer.

(i) General intelligence and reasoning - 25 Marks (Non-Verbal)	- 25 Marks
(ii) Numerical Aptitude	- 50 Marks
(iii) General English	- 50 Marks
(iv) General Awareness	

5. Physical Endurance/Skill Test for Steno II. Physical Endurance/Skill tests will be conducted for candidates who have qualified based on the merit of written test. The Physical Endurance and practical test as deemed fit by the Board of Officers will be conducted for candidates. This test carries no marks and the candidates will be declared either 'PASS' or 'FAIL'.

General Instructions.

1. Service liability of a candidate is anywhere in India. Field Service liability rendered is also applicable. New entrants to Central Govt Service will come under New Contributory Pension Scheme.

2. ALL APPLICATIONS SHALL BE RECEIVED BY POST ONLY. NO applications shall be accepted by hand/courier. The envelope must be superscribed with the "APPLICATION FOR THE POST OF _____ UR/OCB" in the right top corner clearly and in large font. Applications received without marking any particular category shall be deemed to be incomplete & thus rejected. One Application will be accepted for one post only. Applications received after due date/incomplete in any respect will be summarily rejected and no correspondence in this regard shall be entertained. Please note that incomplete applications without affixing photograph or without enclosing attested copies of educational certificate/showing date of birth and caste certificate (as applicable) or if applicant is found underage/overage on last date of receipt of application as indicated above will be rejected and candidate will not be accepted for recruitment.

3. No TA or DA is admissible to any candidate. Candidates will make their own arrangements for lodging/boarding during the written test and physical endurance and practical test, whenever called.

4. Application NOT confirming/matching to the format given in notification, any mismatch in particulars will NOT be accepted and no repeat no information on rejection of application will be given. Application must be on A4 size paper on front & reverse side and ACKNOWLEDGEMENT / ADMISSION CARD also must be on A4 size paper separately.

5. NO ORIGINAL CERTIFICATE SHOULD ACCOMPANY THE APPLICATION. These should be produced only at the time of written test and during Physical/Skill test or when called for. This HQ assumes no liability towards loss of original certificates.

6. The vacancies shown above are provisional and may be increased/reduced or even made Nil without assigning any reason.

7. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.

8. Caste cert issued under the auth of Union Government of India will be accepted.

9. Merely fulfilling the basic selection criteria does not automatically entitle a candidate to be called for the test.

10. No extra weightage will be allotted for additional/higher qualification.

11. Any legal dispute will be under the jurisdiction of the Bangalore Courts only.

12. Appointment of selected candidates will be subject to medical examination and police verification for character and antecedents.

WARNING : All the candidates are warned to be careful from the self-styled agents/touts and also advised to report to the GOC HQ K&K Sub Area against any malpractice seen/observed by them.