

## EMPLOYMENT NOTICE :DIRECT RECRUITMENT OF CIVILIAN GROUP 'C' HEADQUARTERS 41 SUB AREA, LICHUBARI, JORHAT (ASSAM)

1. Applications from eligible Indian citizens are invited for the post as indicated below. Application form as duly completed in all respects along with all requisite documents, duly self-attested should reach Headquarters 41 Sub Area within 30 days from the date of publication of this advertisement in the Employment News.

S. No.	Post	No. of Post	Cat	Age Limit	Pay Scale	Education Qualification
(a)	Steno Gd II	01	Unreserved (UR)	18-27 Yrs (Relaxation for Central Government Servants and employees of the Central Administrative Tribunal up to 40 years. For ESM age relaxation refer para 3(f) below)	Pay Level-4 (Rs. 25500-81100)	<b>Essentials :</b> (i) 12th Class Pass or equivalent from a recognized Board or University. (ii) <b>Skill Test Norms</b> <b>Dictation:</b> 10 minutes @ 80 w.p.m <b>Transcription :</b> 50 minutes (English) and 65 minutes (Hindi) (on Computer)

2. Employment. All India Service Liability including field service liability. Two years' probation period.

3. Important/Rejection instruction to the candidates/Applicants :-

Ser. No.	Important Instruction
(a)	Interested applicants will submit <b>only typed application in English/Hindi Language</b> as per format alongwith all the prescribed documents attached. Application will be forwarded by Indian post in an envelope endorsed with "APPLICATION FOR THE POST OF STENO GD-II" on the top of the envelope. <b>Application by hand will be rejected.</b> The following documents duly self-attested are required to be submitted alongwith the application form: - (i) Photocopy of Educational Qualification Certificate of a recognized Board. (ii) Photocopy of Birth Cert (Proof of age) issued by Registrar/Matriculation certificate of recognized Board. (iii) Aadhaar Card. (Proof of Address) (iv) Two self-addressed envelope, affixed with Rs 25/- stamps on each for Registered post for dispatch of acknowledgement/Admit Card. (v) In addition to photos pasted on application, two passport size photos (not older than three months) without wearing cap, goggles & mask will be enclosed with name and father's name written on reverse. Do not put any mark or signature on the photograph. (vi) Crossed Indian Postal Order (IPO) or Demand Draft worth Rs. 100/- (Rupees One Hundred Only) in favour of "Camp Commandant 41 Sub Area". <b>Postal Order/Demand Draft should be issued on or after the date of publication of the advertisement. The application fee is non-refundable.</b> (vii) The application along with the above enclosures must be addressed to: - <b>Officer Commanding Troops HQ 41 Sub Area, Lichubari Army Camp, Jorhat (Assam)-785001.</b>
(b)	Centre for written/trade tests will be in Jorhat (Assam) only. Date & Time will be intimated later on by admit card to the eligible candidates.
(c)	The crucial date for determining the age limit shall be the last date of receipt of application.
(d)	The closing date of receipt of application will be <b>upto 37 days from the date of publication of advertisement in the Employment News</b> in respect of North East region i.e Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh UT, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
(e)	Ex-servicemen Certificate should have been issued by the Competent Authority. <b>A self-attested copy of Discharge Certificate and Character Certificate Exemplary/Very Good in Service Record is mandatory to be enclosed with the application.</b>
(f)	<b>Age Relaxation for Ex-Servicemen up to Period of Military service plus 3 years. No age relaxation to SC/ST/OBC candidate will be given for unreserved category vacancy as per existing Govt Orders.</b>
(g)	Soldiers of Army/Navy/Air Force, who are in service and applying for above posts, must enclose "No Objection Certificate" (NOC) issued by their Record Office duly sanctioned by Officer-in-Charge Records.
(h)	Persons working in Central/State PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.
(j)	<b>New entrants to Government services, entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension Scheme (Known as New Pension Scheme).</b>
(k)	No extra weightage will be given to additional/extra or higher qualification for recruitment.
(l)	Usage of unfair means during the exam will be considered as misconduct and will lead to disqualification of the candidature. There may be <b>negative marking in the written exams.</b>
(m)	<b>This Headquarters will not be responsible for any injury which any occur during the Written/Physical/Skill Test.</b>
(n)	No boarding or lodging/expenses on traveling for the post will be provided. Candidates must make their own arrangements.
(o)	Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for the test.

Ser. No.	Rejection Instruction
(a)	Hand written/ineligible/Incomplete/unsigned application and v Left/Right Hand Thumb Impression on applications not accor by self-attested copies of certificates or application received. Sub Area after the last date of receipt of application will be s rejected and no correspondence in this regard will be enterta sides all eligibility criteria has to be met by the applicant for c tion in further process.
(b)	Depending on the number of applications received for a particular competent authority reserves the right to fix a benchmark/ cut-off for the restriction on the number of candidates to be called for writ tests.
(c)	The recruitment process can be cancelled/suspended/postponed t Officer Commanding Troops, HQ 41 Sub Area at any stage and hi in this regard will be final and no appeal will be entertained.

4. SPECIAL INSTRUCTION FOR THE PH (PWD) CANDIDATES IN C ARE CALLED FOR THE WRITTEN EXAMINATION :-

(a) Persons with visual disability of less than forty percent considered as visually disabled persons. One eyed candidates and candidates who are able to read the normal Question Paper set for all the with or without magnifying glass and who wish to write/indicate the ans help of Magnifying Glass will be allowed to use the Magnifying C Examination Hall and will not be entitled to a Scribe. Such candidates bring their own Magnifying Glass to the Examination Hall.

(b) IDENTIFIED POST FOR PH (PWD)

S. No.	Designation	Physical Requirements	Categories of Dis suitable for jobs
1.	Steno Gd II	S, ST, W, MF, SE, RW, H	OA, OL, BL, OAL, LV

ABBREVIATIONS USED : S= Sitting, ST= Standing, W= Walking, MF= with fingers, SE= Seeing, RW= Reading and Writing, C= Communication, OA= One Arm, OL= One Leg, BL= Both Leg, OAL= One Arm & One L LV= Low Vision, HH= Hearing Impaired.

### 5. Selection Procedure

(a) All applications will be screened by a Board of Officer and eligible ca be called for test.

(b) Eligible candidate will be subject to written & screening tests as fin Board of Officers.

### 6. Scheme of Examination

(a) The selection will be made strictly on the basis of merit. The selection comprise of written test and Skill test. The selection to all Group 'C' posts solely based on marks obtained by the applicants in the written test on qualifying in the trade test. The scheme of examination is tabulated below

Paper/ Section	Subject	No. of Questions	Marks	D E
Section -I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	
Section-II	General Awareness (Objective Multiple Choice Type)	50	50	2
Section-III	General English (Objective Multiple Choice Type)	50	50	
Section-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

(b) The question papers of Written Test will be bilingual i.e English & Hindi the questions on the portion of English Language subject will be in English

### 7. Syllabus for Examination

(a) **General Intelligence & Reasoning.** The questions will be of 12th s would include questions of non-verbal type. The test may include c analogies, similarities and differences, space visualization, problem solvi judgment, decision making, visual memory, discrimination, observation, concepts, figure classification, arithmetical numbers series, non-verbal test will also include questions designed to test the candidate's abilities abstract ideas and symbols and their relationship arithmetical-computati analytical functions.

(b) **General Awareness.** The questions will be of 12th standard. The que designed to test the ability of candidate's general awareness of the around him/ her and its application to society. Questions will also be des knowledge of current events and of such matters of everyday obs experience in their scientific aspects as may be expected of 12th standa person. The test will also include questions relating to India and its countries especially pertaining to Sports, History, Culture, Geography Science, General Polity including Indian Constitution and Research etc. T will be such that, they do not require a special study of any discipline.

(c) **English Language.** The questions will be of 12th standard. understanding the basics of English Language, its vocabulary, gramm structure, synonyms, antonyms and its correct usage etc. his / her writing be tested.

(d) **Numerical Aptitude.** This paper will include questions on problem Number Systems, Computation of Whole Numbers, Decimals and F Relationship between Numbers, Fundamental Arithmetical Operations, f Ratio and Proportion, Averages, Simple and Compound Interests, P Discount, use of Table and Graphs, Mensuration, Time and Distance, Ra Time and Work etc.

8. **Caution to all Applicants.** Some unscrupulous elements may appro the assurance of procuring appointment for you through illegal gratificati not fall prey to such false assurance or exploitation and must not encourage such elements in any way. It is emphasized and reassured ti test will be done on merit only in a transparent manner.

Officer Commanding Troops, HQ 4

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## APPLICATION FORM

Application for the post of 'STENO GD-II (GROUP 'C')

Ref Emp News paper \_\_\_\_\_ Advertisement No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/2022

To  
Officer Commanding Troops  
HQ 41 Sub Area,  
Lichubari Army Camp,  
Jorhat (Assam)- 785001.

Recent Passport  
size photo duly  
self-attested

1. Details of the applicant (IN BLOCK LETTERS) As per Matriculation Certificate				
(a) NAME				
(b) FATHER'S /HUSBAND'S NAME				
(c) MOTHER'S NAME				
2. Gender	Male/Female			
3. Mobile/Contact Number				
4. Email ID				
5. Aadhaar No.		7. Nationality :		
6. PAN No.		8. Religion :		
9. Date of Birth & Age	____/____/____ (DD/MM/YY), ____ Years			
10. Full Postal Address	House No. - _____ Street/Landmark- _____ Village - _____ Post office- _____ Police Station- _____ District - _____ PIN Code - _____ State - _____			
11. Permanent Address	House No. - _____ Street/Landmark- _____ Village - _____ Post office - _____ Police Station- _____ District - _____ PIN Code - _____ State - _____			
12. Educational qualification (Photocopy of mark sheet and certificate to be attached)				
Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division
13. Employment Exchange Registration Card Number, (if any)				
14. Experience if any (attach Certificate)				
15. Whether PWD /ESM/Govt Servant (att relevant certificate as applicable)				

I do hereby certify that the particulars mentioned in the application are correct and true to the best of my knowledge and belief. If particulars mentioned by me are found false/incorrect at any stage of selection process then my candidature will stand automatically cancelled without any notice.

Dated : ..... 2022

(Full signature of the Applicant)

## Enclosures:-

- (i) Two self-addressed registered envelope duly affixed with minimum Rs 25/- postal stamps.  
 (ii) Postal Order/DD No----- & Date ..... for Rs. 100/-  
 (iii) Self-attested copies of certificates (\_\_\_\_) sheets.

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(Left hand thumb impression of male candidate and  
Right hand thumb impression in case of female candidate)  
FOR OFFICE RECORD ONLY

1. Received on	2. Accepted/Rejected
3. Reasons for Rejection	Underage/Overage/Incomplete Documentation/Any other reason to be specified
4. Index No.	5. Date of Test/Interview

## ACKNOWLEDGEMENT CARD

Post : STENO GD-II

1. Name : \_\_\_\_\_  
 2. Father's/Husband's Name : \_\_\_\_\_  
 3. Address for Correspondence : \_\_\_\_\_  
 (To be filled same as per Column 10 of application form)  
 House No. \_\_\_\_\_ Street/Landmark \_\_\_\_\_  
 Village \_\_\_\_\_  
 Post Office \_\_\_\_\_ Police Station \_\_\_\_\_  
 Distt \_\_\_\_\_ State \_\_\_\_\_  
 PIN Code \_\_\_\_\_

Latest coloured  
passport size  
photograph duly  
self-attested

## FOR OFFICE USE ONLY

4. Index No : \_\_\_\_\_ Date and Time of Test / Interview \_\_\_\_\_  
 5. Venue of Written /Interview \_\_\_\_\_

(Signature of Controlling Officer)

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