

MINISTRY OF DEFENCE

ARMY AIR DEFENCE COLLEGE

EMPLOYMENT NOTICE

1. Applications are invited from eligible Indian nationals for direct recruitment for the following posts at **Army Air Defence College, Golabandha (PO), Ganjam (District), Odisha - 761052** with all India service liability in the pay scales and educational qualifications as specified below :-

S. No.	Name of Post	No. of Vacancies	Age	Pay Scale	Educational and other qualifications required	Category to which reserved
(a)	Laboratory Assistant (General Central Service Group 'C' Non –Gazetted, Non-Ministerial)	01 (One)	18-25 Years and upto 35 Years for Government Servants in accordance with instructions or orders issued by the Central Government from time to time	Level – 4 (Rs. 25,500-81,100)	Essential: (i) Graduate in Science with Physics, Chemistry and Mathematics from a recognized University ; or Diploma in Electrical or Mechanical or Electronics Computer Engineering from a recognized Institution. Desirable : Two years experience in a Government or Private Institute.	01 x Unreserved
(b)	Lower Division Clerk (LDC) (General Central Service Group 'C' Non –Gazetted, Non-Ministerial)	01 (One)	18-30 Years and upto 40 Years for Government Servants in accordance with instructions or orders issued by the Central Government from time to time	Level -2 (Rs. 19,900-63,200)	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) English Typing @ 35 words per minute on Computer (OR) Hindi Typing @ 30 words per minute on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.	01 x Scheduled Caste
(c)	Stenographer Gd-II (General Central Service Group 'C' Non –Gazetted, Non-Ministerial)	01 (One)	18-30 Years and upto 40 Years for Government Servants in accordance with instructions or orders issued by the Central Government from time to time	Level – 4 (Rs. 25,500-81,100)	(i) 12th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms. Dictation : 10 mts @ 80 w.p.m and Transcription 50 mts (Eng), 65 (Hindi) (on Computer).	01 x Scheduled Caste

Note: 1. **Period of Probation if any.** Two years for direct recruits (As per Central Govt Recruitment Rules).
2. **Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees.** Not applicable.
3. **Detailed instructions given in Statutory Rules and Orders issued by the Ministry of Defence as per Gazette of India, will apply.**

2. **Age relaxation for Ex-serviceman :** Age limit will be present age minus period of service rendered in Armed Forces, the resultant age should not exceed the upper limit by more than three years.
3. **The crucial date for calculation of age limit will be as on last date prescribed for receipt of applications at this establishment.**
4. **Last Date of receipt of Application. Upto 45 days from the date of publication of advertisement in the Employment News/National Newspaper/ Local Newspaper.**
5. The application should be addressed to **Commandant, Army Air Defence College, Golabandha (PO), Ganjam (District), Odisha - 761052.** The envelope containing application should be superscribed **“APPLICATION FOR THE POST OF”.**
6. **Issue of Call letters.** Candidates are required to enclose self addressed envelope duly affixed with Rupees Forty Two postal stamp along with the application on which call letters for written test will be issued intimating the dates of examination, if candidate is found eligible in all respect.
7. **Syllabus of Written Examination.** Written Examination will consist of questions on General Intelligence & Reasoning, Numerical Aptitude, General English, General Awareness, Comprehension, Vocabulary, Grammar and subject related questions.
8. **Submission of Application.** A copy of all relevant certificates/documents (as listed below) properly **self attested** will be attached with the application. The original certificates/documents will be produced by the individual at the time of Written Test for verification/ checking :-
- (a) Proof of Date of Birth (Class X pass certificate from a recognized University or Board)/Birth Certificate issued by Birth Registration Office.
- (b) Marks Sheet of educational qualifications prescribed for the post.
- (c) Caste Certificate as applicable to the post concerned.
- (d) Nativity/Residential Certificate duly signed by the ADM/DM or Tehsildar.
- (e) Experience Certificate as applicable to the post concerned.
- (f) Army Discharge Certificate (for Ex-Servicemen Candidates only).
- (g) Character Certificate issued by the Sarpanch/Gazetted Officer.
- (h) Two passport size recent photographs attested at the front by a Gazetted Officer, one to be pasted in the application form and another to be pasted on the call letter to be issued.
- (j) PAN Card and Aadhar Card.
- (k) Over writing/Erasing/Incorrect/Incomplete information in the application will render the application invalid and rejected.

9. **GENERAL INSTRUCTIONS.**

- (a) The Application and Call letter for Written test will be submitted on the prescribed format given below.
- (b) Date & Time of Written Examination/Practical Test will be intimated by post separately to the eligible candidates whose application is found in order.
- (c) No Travelling allowance will be admissible for Written Examination/Practical Test. Candidates will make their own boarding/lodging arrangement for Written Examination/Practical Test.
- (d) Candidates will bring original certificates in educational & other qualifications, experience, caste & other documents etc on the date of written examination for verification/checking.
- (e) Please note that incomplete applications without affixing photographs/without signature or without enclosing attested copies of all required certificate will be rejected without any notice.
- (f) Dates of test & No. of vacancies may change due to unforeseen

- circumstances at the discretion of the Commandant, Army Air Defence College. This establishment will not be responsible for not receiving of application forms and non receipt of callers by candidates.
- (g) No application will be accepted in person by hand or through any representative. The application must be posted to the addressee. This establishment will not responsible for any kind of postal delay.
- (h) This establishment will not be held responsible for lost /delayed/misplaced or wrongly delivered mail.
- (j) **Place of works :** Army Air Defence College, c/o 99 APO with all India service liability.

APPLICATION FORM

1. Post applied for :
2. Category for which applied : **Unreserved/ Scheduled Caste**
3. Full Name (in Block letters) :
4. Sex :
5. Father's/Husband's Name :
6. Date of Birth :
7. Age as on last date of application : ____ Years ____ Months ____ Days.
8. Nationality :
9. Religion :
10. Marital Status : Married/Unmarried
11. Educational Qualifications :
12. Experience in the subject field of selection :
13. Correspondence Address with Telephone No :
14. Permanent Address with Telephone No :
15. Whether you are ever debarred or disqualified by any Public Service Commission /Recruitment Board from any of their Examination/Selection :
16. Whether you have been ever convicted by any Court for any offence :
17. Do you have any close relative working in Army Air Defence College, if yes, give name and official address :
- (Affix passport size attested photograph)

DECLARATION

I, _____ hereby declare that the particulars filled by me in this form are true to the best of my knowledge and belief and in case they are found false, my candidature shall be liable to be rejected.

Place : _____ **Signature of Candidate**
Date : _____ **(Name of candidate in Capital letters)**

CALL LETTER FOR WRITTEN EXAMINATION
(To be issued to eligible candidates)

1. Post applied for :
2. Full Name (in Block letters) :
3. Father's/Husband's Name :
4. Full address for communication :
with telephone No.
FOR OFFICIAL USE
6. Index / Roll No : _____
7. Date of Written Examination : _____
8. Time of Written Examination : _____
9. Venue of Written Examination : _____
Date : _____ **(Signature of Exam Officer)**
davp 10620/11/0001/2223
- (Affix passport size attested photograph)
- EN 10/37