

GOVT OF INDIA, MINISTRY OF DEFENCE

236 PET PL ASC

RECRUITMENT NOTICE NO 01/2016

**APPLICATION ARE INVITED FROM ELIGIBLE INDIAN NATIONALS TO FILL
UP FOLLOWING VACANCIES: GROUP 'C' (ERSTWHILE GROUP 'D')**

Note : Please read instructions carefully before filling up of applications form. Non completion of any one/or more instruction(s) will entail outright rejection of application.

<u>Name of the post</u>	<u>Pay Band & Grade Pay(Rs)</u>	<u>Essential qualification and Experience</u>	<u>Category</u>				
			<u>Gen (UR)</u>	<u>SC</u>	<u>ST</u>	<u>OBC</u>	<u>Total posts</u>
Industrial Labour	Pay Band-1 Rs. 5200 - 20200 with GP of Rs. 1800/-	(a) 10 th Standard pass or equivalent from a recognized board. (b) Should be proficient in trade.	02	-	-	01	03
Fireman	Pay Band-1 Rs. 5200 - 20200 with GP of Rs. 1900/-	(a) 10 th Standard pass or equivalent from a recognized board. (b) Should be proficient in trade. (c) Preferably have served in recognised	06	01	-	02	09
Fire Engine Driver (FED)	Pay Band-1 Rs. 5200 - 20200 with GP of Rs. 2000/-	Civil or Defence Fire Brigades as Fireman Grade II for a minimum period of three years. (d) Must have atleast three years experience of driving heavy vehicles and be in possession of valid heavy driving license. (For FED Only)	01	-	-	-	01

Note: - 1. Weightage for written test will be for 100 Marks. Aptitude/Practical test will be conducted and assessed on the basis of Qualified/Not Qualified only.

2. All post applicable for male candidate only.

Abbreviations: Gen (UR) – General (Un-reserved), SC – Scheduled Caste, OBC – Other Backward Classes & ST- Scheduled Tribes.

Note : above vacs are provisional and indicative of the number of vacancies are subject to change (increase/decrease) at a later state without any further notification.

1. **Age Limit** (For the post Industrial Labour, Fireman and Fire Engine Driver (FED)).

- (a) 18 to 25 years for UR candidates.
- (b) 18 to 30 years for SC and ST candidates.
- (c) 18 to 28 years for OBC candidates.

2. **Age Limit for (For Ex-servicemen)**

(a) **Ex-servicemen.** Resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 03 years. Calculation of age shall be as per the category for which the application has been made. No physical test will be conducted for ex-servicemen. On selection, ex-servicemen will be adjusted against respective category ie Gen/SC/ST/OBC.

(b) **Meritorious Sports Pers.** The age limit is 18 to 30 years for UR, 18 to 33 years for OBC and 18 to 35 years for SC/ST category. Meritorious sports persons should be in possession of certificate of competition awarded by following authorities:-

- (i) **International Competition** – Secretary of the National Federation of the game concerned.
- (ii) **National Competition** - Secretary of the National Federation or Secretary of the State Sports Association of the game concerned.
- (iii) **Inter University Tournament** – Dean of sports or other officer in over all charge of sports for the University concerned.
- (iv) **Physical Efficiency Drive** – Secretary or the office in overall in-charge of physical efficiency in the Government of India, Ministry of Education and Social Welfare.

(c) Age relaxation upto five years is available for candidates who have originally been domiciled in the state of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989 or as per Government policy/orders as applicable. Photo copy of certificate to this effect issued either by district Magistrate concerned within whose jurisdiction the candidate is ordinarily residing or other authority designated in this behalf by the Government of Jammu & Kashmir be attached with application and original one to be produced at the time of document verification.

(d) Age relaxable for the candidates belonging to the SC/ST/OBC category as per orders/instructions issued by the Central Government from time to time.

(e) No age relaxation is admissible to SC/ST/OBC candidates applying against unreserved posts.

3. The lower/upper age limits prescribed for the post i.e cutoff date will be 30 days from the date of publication of this advertisement i.e the last date of receipt of application by the appointing authority.

PROBATION PERIOD

4. All posts are temporary but likely to be permanent after a probation period of two years from the physical date of appointment.

5. Candidates after selection will be subject to All India Service Liability Rule, Field Service Rules and Army Act 1950. (India Liability – candidates can be transferred to anywhere in India including field area transfer liability).

6. Selection will be subject to the performance of candidates in the under mentioned tests:-

(a) **Test Paper, Standards and Marking System.** The Board of Officer(s), so detailed, shall test the candidates appearing for following tests and mark the candidates as under:-

<u>Serial No</u>	<u>Tests for Industrial Labour</u>	<u>Timing/ Benchmark</u>	<u>Pass Marks</u>	<u>Maximum Marks</u>
(i)	<u>Physical Endurance Test.</u> (Not applicable for ex-servicemen) (aa) 1600 mtrs Run (ab) Bent knee situps (ac) Chin Ups (ad) 9' Ditch	05 minutes 10 Numbers 04 Numbers Qualify	PASS / FAIL	NA
(ii)	<u>Written Test</u>	2 hours	33	100
(iii)	<u>Practical Test</u>	-	Qualified/Not Qualified	-

<u>Serial No</u>	<u>Tests for Fireman & Fire Engine Driver (FED)</u>	<u>Pass Marks</u>	<u>Maximum Marks</u>
(i)	<p>Physical Endurance Test.</p> <p>(Not applicable for ex-servicemen)</p> <p>(aa) Must be physically fit and capable of performing strenuous duties and must have passed the physical fitness test as under:-</p> <p>(aaa) Height without shoes : 165 cms; provided that a concession of 2.5 cms in height shall be all allowed for members of the ST</p> <p>(aab) Chest (Un-expanded: 81.5cms.</p> <p>(aac) Chest (on-expanded: 85cms.</p> <p>(aad) Weight : 50 Kgs (minimum)</p> <p>(aae) Endurance Test:-</p> <p>(ab) Carrying man (Fireman lift 65.5 Kgs to a distance of 183 meters within 96 seconds)</p> <p>(ac) Clearing 2.7 meters wide ditch landing on both feet (long jump)</p> <p>(ad) Clearing 3 meters vertical rope using hands and feet.</p>	PASS / FAIL	NA
(ii)	Written Test (Time 2 Hours)	33	100
(iii)	Practical Test	Qualified / Not Qualified	-

7. 236 Pet PI ASC will not (WILL NOT) be responsible to pay for any damages in case of injury/death to/of any candidate during various tests and thereafter.

8. Physical tests will be carried out as laid out above in sequence. Candidates will be disqualified immediately on failing to qualify any of the event given above and will not (WILL NOT) be permitted to appear in next event/subsequent tests. The candidate will be immediately escorted out of unit premises/test venue.

9. **Written Test.** The written test will comprise of four parts as per the details mentioned below and the question papers cum-answer sheet of written test will be bilingual (i.e in English and Hindi). However, the questions on the portion of English language will be in English only. Candidates scoring min 33% marks in each part will be considered pass.

(a) For Industrial Labour , Firemen & Fire Engine Driver (FED)

<u>Paper</u>	<u>Subject</u> <u>(All parts</u> <u>will be</u> <u>objective</u> <u>Multiple</u> <u>Choice</u> <u>Type)</u>	<u>No of</u> <u>Questions</u>	<u>Marks</u>	<u>Minimum</u> <u>marks</u> <u>required</u> <u>in each</u> <u>part</u>	<u>Negative</u> <u>Marking</u>	<u>Total</u> <u>duration</u>
Part-I	General Intelligence	25	25	8.25	0.25 marks for each wrong answer	2 hours
Part-II	English Language	25	25	8.25		
Part-III	Numerical Aptitude	25	25	8.25		
Part-IV	General Awareness	25	25	8.25		
	Total	100	100	33		

(b) **Syllabus for Industrial Labour, Firemen & Fire Engine Driver (FED) (Commensurate to Education of 10th class or Equivalent).**

(c) **Written Test Part-I,II,III & IV Details.**

(i) **Part I – General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, decision making, visual memory, relationship concepts, figure classification and arithmetical number series extra. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

(ii) **Part II – English Language:** In addition to the testing of candidates understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage extra their writing ability would also be tested.

(iii) **Part III – Numerical Aptitude.** This paper will include questions on problems relating to number systems, computation of whole numbers, decimals and fractions and relationship between number fundamental arithmetical operations, percentages. Ratio and proportion, average, interest, profit and loss discount, use of tables and graphs, menstruation, time and distance, ratio and time extra.

(iv) **Part IV – General Awareness.** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated persons. The test will also include relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economics, Science, General Policy including Indian Constitution, and Scientific Research etc. These questions will be such they do not require a special study of any discipline.

Note: - Only those candidates who secure at least the minimum qualifying marks i.e 33% in the written examination, will be called for skill/practical test without disclosing their marks in the said test. Candidates failing or disqualify the written test will not be permitted to appear in next event/subsequent tests and the marks obtained will not be disclosed to them either.

10. Selection will also be subject to the following conditions:-

- (a) Medical Fitness Test.
- (b) Verification of Character and Antecedents.
- (c) Verification of SC, ST and OBC status (Belonging/Not belonging to creamy layer)
- (d) Verification of Education qualification certificates & Experience certificates.
- (e) Verification of all certificates/documents from issuing Authority.

11. Verification of all documents mentioned at Para 10 (b) to (e) are required to be verified within 90 days of initial dispatch of letters to various departments/agencies extra for document verification. In case any/some/all such letters draw no response within this stipulated time the candidature of the candidate(s) will stand terminated. 90 days time is sufficient for dispatching reminders and leveraging provisions of RTI Act 2005.

12. It may be noted that document verification is just another stage in the selection process. Merely being called for verification of documents does not indicate that his/her name will also appear in the final merit list. There may occur changes in the merit position including exclusion from the zone of consideration. Candidature of a candidate may be cancelled at any stage of the recruitment in case of violation of necessary instruction/conditions/eligibility.

CENTRE FOR TESTS

13. Test will be held at 236 Pet PI ASC (Near Railway Station, Bari Brahmna) or a place decided and promulgated by appointing authority on dates mentioned in the Call Letter or Admit Card (**Appendix B**). Applicants should report to 236 Pet PI ASC or as directed on the date and time of test as mentioned therein. No separate letter will be issued for the same. Call Letter/Admit Card will be dispatched by Registered Post to only those applicants whose applications and all supporting documents are found complete and correct in terms of age, mandatory educational qualification and other parameters as mentioned above. Incomplete applications will be rejected and no correspondence will be made/entertained in this regard. Candidates not in possession of the acknowledgement card will stand automatically disqualified. The test will be conducted over a period of six to eight (6-8) days and candidates should be prepared for the same. No lodging and boarding or traveling allowance will be provided by this unit.

HOW TO APPLY

14. Candidates fulfilling the conditions can submit their application only by **REGISTERED/SPEED POST/ORIDINARY** as per the format given at **Appendix 'A' to 'B'** in this advertisement and must attach duly attested photocopies of under mentioned documents from (a) to (f) as applicable. The photographs and documents should be attested by some serving group A/B Gazetted Officer (as per DOPT's Order No- S.O.946(E) dated 09 Apr 2009) along with the application. **If applying for more than one post separate application in separate envelopes should be sent for each post.** Original certificates are not to be dispatched with the application form and should be brought in person on the first day of the test. The candidates should check the application as per check sheet attach as **Appendix 'E'** and in case of doubts/clarification please call to Help Line No **01923-222807** for clarification. Candidates to attach **Appendix 'E'** with the application form. Despatch of original documents will entail outright rejection:-

- (a) Education Qualification Certification.
- (b) Caste Certificate (As per Appendix 'C' or Appendix 'D' as applicable).
- (c) Domicile Certificate.
- (d) Experience Certificate.
- (e) Heavy Motor Vehicle Driving licence issued by RTO (for civilian Motor Driver).
- (f) Discharge Certificate where applicable (for Ex-Servicemen).

Note for Ex-Servicemen

- (i) **Soldiers Served as Driver (MT)** Civil heavy motor vehicle driving licence and minimum two- years experience certificate, discharge book mentioning experience as driver required alongwith above mentioned documents.
- (ii) **Soldier Served as Soldier (GD)**. Civil heavy motor vehicle driving licence and minimum two years experience certificate from civil and experience certificate from respective Records or Parent unit required alongwith above mentioned documents.
- (iii) Minimum two years heavy motor vehicle driving experience should be after the Date of Issue of civil heavy motor driving licence.

15. Candidates will enclose a **self addressed envelope, affixing postal stamps of Rs. 25/-** alongwith the Application Form for dispatch of Call Letter/Admit Card if screened successfully so as to reach **Officer Commanding, 236 Pet PI ASC, PIN : 905236, C/O 56 APO** within 21 days from the date of publication of this advertisement. The candidates are required to superscribe on the top of envelope **"APPLICATION FOR THE POST OF**
"ALONGWITH NAME & FATHER's NAME. Call Letter/Admit Card and Certificate from Attesting Authority to be typed on separate A4 size papers as per **Appendix 'B'**. Application will not be entertained without **Appendix 'B'** or non receipt of **self addressed envelope duly affixed with postal stamps of Rs. 25/-** and after closing date i.e 21 days from the date of publication advertisement notice in Employment News and/or other Newspapers.

16. Individual who has furnished wrong information in the application form, false certificate to avail benefits, false/wrong information in the application form regarding relatives or who have fully or partially suppressed any material information shall be liable to cancellation of candidature at any stage of recruitment process and/ or termination of service, even if the candidate got selected.

FORM OF APPLICATION**(Form should be filled in only blue ink by ball point pen in own hand)****IN 236 PET PL ASC**

1. (a) Post applied for _____
 (b) Have you also applied for any other post featured in this advertisement (Yes/No) **Industrial Labour / Firemen / Fire Engine Driver (FED)**. (If yes tick the post / posts applied for).
2. Name of the candidate _____
 (IN BLOCK LETTERS)
3. Father's Name _____
4. Date of birth _____/_____/_____ (As per Matriculation Examination Certificate & attach photocopy duly stamped & attested by Serving Gazetted officer Group A/B or equivalent).
5. Age as on last date prescribed for receipt of application (Years ____ Months ____ Days ____)
6. Identification Mark _____
7. Address for Correspondence:-
 House No / Street / Village _____ Post Office _____ Tehsil _____
 District _____ State _____ PIN code _____
8. Permanent Address:-
 House No / Streets / Village _____ Post Office _____ Tehsil _____
 District _____ State _____ PIN code _____
9. Caste (Gen/(UR)/SC/ST/OBC) _____ (Attach photocopy duly stamped & attested by serving gazetted officer Group A/B (applicable for SC/ST/OBC candidate only) or EQUIVALENT.
10. Category for which applied (Gen/SC/ST/OBC/Ex-Serviceman) _____

Paste a passport size latest coloured photograph duly stamped & attested by Group A/B Gazetted officer

11. Education Qualification _____ (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B or equivalent)
12. Civil Driving Licence (for the post of FED only) No _____ dated _____ for heavy vehicle valid upto _____ (with date) issued by _____ (Attach photocopy duly stamped & attested by Serving Gazetted Officer Group A/B) or equivalent.
13. Driving Experience Certificate (for heavy vehicle) (for the post of FED only) Number of years with date of issue (must be after the date of issue of Driving Licence & attach photocopy duly stamped and attested by Serving Gazetted Officer Group A/B or equivalent).
14. Domicile Certificate _____ (Attached photocopy duly stamped & attested by Serving Gazetted Officer Group A/B or equivalent).
15. Option for the reservation category of SC/ST/OBC (tick any one only) = Signature

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(a) **Option-I.** I am SC/ST/OBC candidate but has applied against the vacancy of general candidate. I will not avail the relaxation/service benefits/promotional benefits etc as admissible to the candidates belonging to SC/ST/OBC categories.

(b) **Option-II.** I am SC/ST/OBC candidate and has applied against the vacancy of SC/ST/OBC candidate. I will avail the relaxation/service benefits/promotional benefits etc as admissible to the candidates belonging to SC/ST/OBC categories.

16. I hereby certify that above 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 at any stage then my candidature shall be liable to be terminated without any notice.

Dated: _____

LEFT HAND THUMB
IMPRESSION
(FOR MALE)

(Signature of the candidate)

FOR OFFICIAL RECORDS ONLY

1	Date of Receipt	
2	Status	Accepted/Rejected
3	Reasons for rejection (Underage, overage, incomplete documents or any other reason to be specified)	
4	Index No	
5	Date of Test	

(Presiding Officer)

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CALL LETTER/ADMIT CARD

**(Form should be filled in only blue ink by ball point pen in own hand)
(IN DUPLICATE)**

TO BE FILLED IN BY CANDIDATE

1. Post applied for _____
2. Name _____
3. Date of Birth _____ Age _____
4. Father's Name _____
5. Category: SC/ST/OBC/Gen(UR)/Ex-Servicemen _____

Paste a passport size latest coloured photograph duly stamped & attested by Group A/B Gazetted officer

6. Address for Correspondence
(To be filled same as per column 7 of application form (Appendix 'A'))

House No / Street / Village _____ Post Office _____ Tehsil _____

District _____ State _____ PIN code _____

7. Identification Mark _____

LEFT HAND THUMB IMPRESSION
(FOR MALE)

(Signature of the Candidate)

(LEFT HAND THUMB IMPRESSION (FOR MALE))

FOR OFFICE USE (NOT TO BE FILLED IN BY THE CANDIDATE)

8. Index No _____
9. Date and Time of Written Test/Practical Test _____
10. Venue of Written Test/Practical Test _____
11. Candidate should report to above venue at _____ hrs on _____ along with ORIGINAL documents/Certificates as mentioned in Para 16 (how to apply) of this advertisement.
12. **Production of this letter in original is mandatory for entry. Entry will be denied in case not produced or report late on above given date & time.**

(Signature of Presiding Officer)



Chest No

(To be filled on reporting of individual)

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FORM OF CERTIFICATE PRESCRIBED

Form of certificate as prescribed in M.H.A, O.M.No.42/21/49-N.G.S. dated 28-1-1952 as per Dept of Per, & A.R, letter No 36012/6/76-Estt.(S.C.T) dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe or Other Back Ward Classes in support of his claim.

FORM OF CASTE CERTIFICATE

1. This is to certify that Shri / Shrimati* _____ son/daughter of _____ of village / town* _____ in District / Division _____ from state / Union Territory* _____ belongs to the _____

Caste/Tribe *which is recognized as a **Scheduled Caste**

* Scheduled Tribe

*Other Backward Classes

Under :-

The Constitution (Schedule Castes) Order, 1950.

*The Constitution (Schedule Tribes) Order, 1950.

*The Constitution (Schedule Castes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (modification Order) 1956, Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, The North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 1976).

- *The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order 1959 as amended the Scheduled Castes and Scheduled Tribes orders(Amendment Act, 1978.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978.
- *The Constitution (Sikkim) Scheduled Castes Tribes Order, 1978.
- *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (Scheduled Castes) Order(amendment), Act, 1990.
- *The Constitution (Scheduled Tribes) Order(Amende, Act, 1991.
- *The Constitution (Scheduled Tribes) Order Second (amendment) Act, 1991.

2. ** This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate to Shri/Srimati*.....Son / Daughter* of Shri / Shrimati / Kumar*.....Village / town*.....in the District/Division*of the State/Union Territory who belongs to the Caste / Tribes* in the State / Union Territory.....issued by thedated.....

3. Shri / Shrimati / Kumari*.....and/or* his/her* family ordinarily resides in Village/ town*.....ofDistrict/Division* of the State/Union Territory.....

* Please delete the words which are not applicable.

** Applicable in the case of SCs/STs, and OBCs persons who have migrated from one State - UT.

AUTHORITIES EMPOWERED TO ISSUED CASTE CERTIFICATE

(G.I.Dept. of Pers & Trg, O.M. No. 36012/6/88-Estt.(SCT),(SRD,III) and 24-4-1990)

The under mentioned, authorities have been empowered to issue Caste Certificates of verification.

1. District Magistrate/Additional District magistrate/Collector/Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency / Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA

(G.I.Dept. of Pers & Trg, O.M. No. 36033/28/94=Estt (Res),dated 2-7-1997)

This is to certify thatson of
.....of.....District/Division.....in the.....belongs
to thecommunity which is recognized as an Other Backward Class
under _____

*(i) Government of India, Ministry of Welfare, Resolution No-12011/68/93-
BCC(c), dated the 10th September, 1993, published in the Gazette of India,
Extraordinary, Part-I, Section 1, No-186, dated the 13th September, 1993.

*(ii) Government of India, Ministry of Welfare, Resolution No-12011/9/94=
BCC, dated the 19th October, 1994, published in the Gazette of India,
Extraordinary, Part-I, Section 1, No-163, dated the 20th October, 1994.

*(iii) Government of India, Ministry of Welfare, Resolution No-12011/7/95-
BCC, dated the 24th May, 1995, published in the Gazette of India,
Extraordinary, Part-I, Section 1, No-88, dated the 25th May, 1995.

*(iv) Government of India, Ministry of Welfare, Resolution No-12011/44/96-
BCC, dated the 6th December, 1996, published in the Gazette of India,
Extraordinary, Part-I, Section 1, No-210, dated the 11th December, 1996.

Shri.....and/or his family ordinarily reside(s) in the
.....District/Division of theState. This is also to certify that he/she
does not belong to the persons (Creamy Layer) mentioned in Column 3 of the
Schedule to the Govt of India, Department of Personnel and Training, O.M.
No.36012/22/93-Estt,(SCT0, dated 8-9-1993.

District Magistrate,
Deputy Commissioner, etc

Dated:

SEAL

*Strike out whichever is not applicable.

N.B.- (a) The term 'Ordinarily' used here will have the same meaning as Section 20 of the representation of the People's Act 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional District Magistrate/Collection/Deputy Commissioner/Additional Commissioner/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of class Stipendiary Magistrate).

(ii) Chief Presidency / Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar, and Sub- Divisional Officer of the area where the candidate and/ or his family normally resides.

CHECK LIST FOR SCRUTINY OF APPLICATION FORM
APPLIED FOR THE POST OF
APPLICATION SER NO

Ser No	Check List	Remarks
1	Application received under Registered Post/Speed Post/Normal Post	YES/NO
2	Post applied for mentioned.	YES/NO
3	Post applied for column alongwith Self & Father's name mentioned on the envelope	YES/NO
4	Self addressed envelope affixing postal stamp of Rs. 25/- enclosed	YES/NO
5	Call Letter/Admit Card in duplicate as enclosed in Appendix 'B'	YES/NO
6	Photographs duly attested by serving Group A/B Gazetted Officer	YES/NO
7	Education Certificate duly attested by serving Group A/B Gazetted Officer	YES/NO
8	Caste Certificate duly attested by serving Group A/B Gazetted Officer	YES/NO
9	Is the caste certificate issued from competent authority in prescribed format (for reserve candidates only)	YES/NO
10	Domicile Certificate duly attested by serving Group A/B Gazetted Officer	YES/NO
11	Domicile certificate issued from competent authority in prescribed format	YES/NO
12	Discharge Certificate duly attested by Serving Group A/B Gazetted Officer	YES/NO
13	Driving License duly attested by Serving Group A/B Gazetted Officer	YES/NO
14	Experience certificate duly attested by serving Group A/B Gazetted Officer	YES/NO
15	Left Thump Impression (LTI) / Right Thump Impression (RTI) found in application form & call letter	YES/NO
16	Is application form filled correctly with all details including identity mark	YES/NO
17	Is caste certificate signed by concerned empowered authority	YES/NO
18	Is the spelling of candidates name matching in all documents	YES/NO
19	Is the spelling of Father's name matching in all documents	YES/NO
20	Is the Date of Birth matching in all documents	YES/NO
21	Is the applicant's age within prescribed limits on the last date of receipt of application	YES/NO
22	Is the applicant overage	YES/NO
23	Is the applicant underage	YES/NO
24	Is the applicant above 20 years of age when he was issued heavy driving license/transport license(for the post of Fire Engine Driver (FED))	YES/NO
25	Is the applicant above 22 years of age when he was issued with experience certificate for the post of Fire Engine Driver (FED)	YES/NO
26	Is the period of two years experience on heavy transport commenced after issue of heavy driving license/transport license for the post of Fire Engine Driver (FED))	YES/NO
27	Is two years driving experience certificate issued after the date of issue of driving license	YES/NO
28	Any variation in the material/matter (including date) written in hand by the applicant in the application form with the details on attached documents.	YES/NO
29	More than one application submitted by the applicant for the same post	YES/NO
30	Meeting/qualifying/passing the laid down mandatory educational qualifications/standards/test	YES/NO
31	Overwriting/Cutting found in the application	YES/NO
32	Improper/incomplete filling of application form	YES/NO
33	Any other observations	YES/NO

Note - This is a suggestive check list. Board of Officer/scrutiny members to go through Recruitment Rules, letters/Standard Operating Procedure issued by IHQ of MoD (Army) and Advertisement Publication on Recruitment before scrutiny of applications.

CHECKED BY

Sig
No
Rank
Name
Unit
Date

ACCEPTED/REJECTED

RECHECKED BY

Sig
No
Rank
Name
Unit
Date

- 741 -

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Appendix 'F'

Extract of Director General of Supply & Transport Quarter Master General's Branch Integrated HQ of MoD (Army) letter No-78855/DR/Q/ST-12(Civ) dated 10 Nov 2011.

1 to 8 x x x x x x x x x

Notification of Vacancies

9. Following the instructions issued by Department of Personnel and Training vide their OM No-14024/2/96-Estt(D) dated 18 May 1998, all vacancies to be filled on regular basis, except those who are within the purview of UPSC/Staff Selection Commission, are to be notified to the local Employment Exchange. In addition, the vacancies are also required to be given wide publicity on an all India basis which it is advised that the same may be published in the Employment News/Local Newspapers. Recruitment notices are also to be displayed on the Notice Boards of the units concerned.

10 to 23 x x x x x x x x x

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GENERAL INSTRUCTIONS

1. All part of the application to be filled by the candidate in their own hand writing by blue ball point pen only.
2. Before applying for the post, the candidates should ensure that he fulfills the eligibility and other criteria. Recruitment Authority would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if error appointed, such candidates shall be liable to termination from service if appointed.
3. No application will be accepted in person by hand or through any representative. The application must be sent to the addressee only under REGISTERED/SPEED/ORDINARY POST. Application through Courier will not be accepted. The unit will not be responsible for any kind of postal delay either in receipt of application or in dis-acknowledgement cards. Two applications will not be accepted in single envelope.
4. No travelling allowance will be admissible for the test. Candidates will make their own boarding arrangement for test. Unit 236 Pet PI ASC will not be responsible to pay for any damages in case of injury/death of candidate during various tests.
5. Date, time and place of test will be mentioned in the Call Letter / Admit Card. 'At the time of test, the candidates should be in possession of stamped Call Letter/Admit Card sent by this unit, all ORIGINAL certificates in support of age, educational qualification, experience, caste, and registration certificate from their local Employment Exchange name already registered with them. Individuals who are not in possession of Call Letter/Admit Card or original certificate will not be entertained.

6. Application which is incomplete, incorrect, wrongly filled, without signature, without photograph, photo with wearing goggles/coloured glasses, or without enclosing attested copies of photograph/documents by Government Serving Gazetted Officer or equivalent if applicant is found under/over age on last date of receipt of application will be rejected on spot without any reasons/notice. Application can also be rejected by any other reason as observed by the Board of Officers.

7. Candidates living with more than one spouse or married another spouse while the first spouse is alive are not eligible to apply, if such case (s) comes to light at any stage of recruitment or post appointment stage the appointing authority will terminate the appointment.

8. Candidate already employed in Centre/State Govt offices/PSU should submit their application through proper channel duly submitting service certificate and 'No Objection Certificate' from the employer.

9. The number of candidates to be called for written test will be restricted to ten times of the number of vacancies. Bench mark percentage will be fixed for the same depending on the number of applicants. Mere fulfillment of essential qualifications and experience does not vest any right in a candidate for being eligible to appear for written/physical tests. All applications received will be scrutinized/screened and Selection Board /Board of Officers detailed will organize further tests. The Selection Board/Board of Officers reserves the right to call for test only screened-in candidates and will not entertain any correspondence in this regard.

10. A select panel equal to the number of vacancies notified and based on the performance of candidates in physical, written and practical tests will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness test, police verification, education and caste certificate verification before actual appointments. The reserve penal will be operated strictly as per merit only in case a candidate from the select panel refuses appointment or is disqualified. The reserve penal will not be operated for any subsequent recruitment i.e. additional vacancies in the same year or next year.

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11. Candidate who apply against OBC category shall attach and produce **"Other Backward Class"** certificate applicable for Central Government Service and not the **"Backward Class"** Certificate duly signed by the appropriate authority.

12. Officer Commanding, 236 Pet PI ASC reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.

13. Medium of writing in application form and test etc will be in Hindi/English only.

14. The date of publication will be the first day towards the accounting of number of days for submission of applications.

15. The recruitment process can be cancelled/suspended/postponed without assigning any specific reasons. The decision of the Appointing Authority will be final and no appeal will be entertained. Recruitment will be carried out as per the amendments and all prevailing Government Rules and Regulations.

16. All candidates considered for selection should have passed in each test. The candidates not passing in any test will not be permitted to appear in the subsequent test(s). The minimum standard for passing in each test will be as under:-

- | | | | |
|-----|----------------|---|---------------------------|
| (a) | Physical test | - | Pass/Fail |
| (b) | Written Test | - | Minimum 33% in each Part. |
| (c) | Practical Test | - | Qualified/ Not Qualified. |

17. Any dispute with regards to the recruitment will be subject to jurisdiction of J&K Civil Court.

18. Candidates application will be rejected if "POST APPLIED FOR" column & SELF & FATHER's named is left blank on the envelope submitted by the candidate alongwith application duly affixed with Rs 25/- postal stamps.

19. SC/ST/OBC candidates who apply against un-reserved post will not be given any age or other concession meant for Selection. Similarly, SC/ST/OBC candidates selected on merit vis-a-vis the general candidates would not be counted towards SC/ST/OBC quota.

20. Ex-servicemen and Meritorious Sportsmen will be selected first and will occupy the slot of SC/ST/OBC/Gen (UR) i.e. from any category they belong to and will be adjusted horizontally against the particular category as per post based reservation roster. Reservation for rest of the category will be worked out after filling up vacancies for Ex-Serviceman and Meritorious sportsmen.

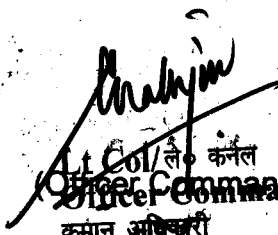
WARNING:-

21. All the candidates are warned to be careful from **self styled agents/touts** and also requested to report the same to Officer Commanding 236 Pet PI ASC against any malpractice seen/observed by them.

22. Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).

File No: 457/DR/FC/Maz/ST=12 (Civ)

Dated: 10 Jan 2017


Lt Col/लेफ्ट कर्नल
(Officer Commanding)
236 Pet PI ASC
कमान अधिकारी
236 पेट प्लाटून ए.एस.सी.

daip. 10602/11/0079/1617