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DIRECT RECRUITMENT OF GROUP 'C' DEFENCE CIVILIAN POSTS IN ARTILLERY CENTRE NASIK, SCHOOL OF ARTILLERY DEVLALI AND ARTILLERY RECORDS NASIK

1. Applications are invited from the eligible Indian National Citizens for following Group C Civilian posts at various Defence establishments at Nasik. The eligible candidates will address their applications to '**The Commandant, HQ Artillery Centre, Nasik Road Camp, Maharashtra, PIN- 422102'** 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:-

Name of Post	Total No of posts for recruitment	UR	SC	ST	OBC	EWS	Post reserved for PHP out of total posts (u/s 34(1) of RPwD Act 2016) as per clause.(____)				Post reserved for ESM out of total posts	MSP
							a	b	c	d		
LDC	*27	19	1	1	3	3	-	*1	*1	*1	*3	-
Model Maker	1	-	-	-	1	-	-	-	-	-	-	-
Carpenter	2	1	-	-	-	1	-	-	-	-	-	-
Cook	2	1	-	-	1	-	-	-	-	-`	-	-
Range Lascar	*8	3	2	1	1	1	-	-	-	-	*2	*1
Fireman	*1	-	1	-	-	-	-	-	-	-	-	*1
Arty Lascar	*7	4	-	-	2	1	-	*1	-	-	*1	*1
Barber	2	1	-	-	1	-	-	-	-	-	-	-
Washerman	3	1	-	-	1	1	-	-	-	-	-	-
MTS (Gardener & Head Gardener)	2	1	-	-	-	1	-	-	-	-	-	-
MTS (Watchman)	*10	3	1	1	4	1	-	-	-	-	*3	-
MTS (Messenger)	*9	-	1	3	4	1	-	-	*1	-	*2	-
MTS (Safaiwala)	*5	2	2	-	-	1	-	-	-	-	*2	-
Syce	1	1	-	-	-	-	-	-	-	-	-	-
MTS Lascar	*6	-	-	-	3	3	-	-	-	-	*1	-
Equipment Repairer	1	1	-	-	-	-	-	-	-	-	-	-
MTS	*20	14	-	1	3	2	*1	-	-	-	*4	-
Total	*107	52	8	7	24	16	*1	*2	*2	*1	*18	*3

Note : The number of vacancies may vary.

UR – Unreserved, **SC** – Schedule Cast, **ST** – Schedule Tribe, **OBC** – Other Backward Class, **EWS** – Economically Backward Class, **PHP** – Physically Handicapped Person, **ESM** – Ex Servicemen, **MSP** – Meritorious Sports Person.

*Persons with Benchmark Disabilities - PHP (PwBD)	(a)	(a) Blindness and low vision
	(b)	(b) Deaf and hard of hearing
	(c)	(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
	(d)	(d) Autism, intellectual disability, specific learning disability and mental illness
		(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness.

*** The vacancies of ESM, PHP and MSP are included in total No of vacancies and will be filled up first and adjusted in respective category.**

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2. Age Limit & its Relaxation.

(a)	For General and EWS	18 to 25 Years of age.
(b)	For SC & ST	18 to 30 Years of age.
(c)	For OBC	18 to 28 Years of age.
(d)	For PHP	Upper age limit for pers with disabilities shall be relax- able as under :- (i) **Gen Cat**. - 35 Years. (ii) **SC/ST Cat**. - 40 Years. (iii) **OBC Cat**. - 38 Years. (iv) **Govt Employees -** 40 Years for LDC & 35 Year for MTS.
(e)	For Ex-serviceman (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.
(f)	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

Name of Post	Pay Scale	Education Qualification & Other Qualification
Lower Division Clerk (LDC)	Level -2 Pay Matrix – Rs 19,900-63,200	**Essential Educational Qualification** (i) 12th Class pass from a recognized Board or University. (ii) English typing @ 35 w.p.m. on computer. OR Hindi typing @ 30 w.p.m. 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. **Desirable** : Course on Computer Concepts (CCC) Certificate issued by DOEACC/MS-CIT Course (Maharashtra State-Certificate in information Technology)/ Equivalent Computer Course of other States.
Model Maker	Level -2 Pay Matrix – Rs 19,900-63,200	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University with special subject in Geography, Mathematics and Drawing. ITI training preferable. Experience in making Models is essential.
Carpenter	Level -2 Pay Matrix – Rs 19,900-63,200	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. (ii) A certificate from recognized Industrial Training or equivalent in the appropriate field or trade.
Cook	Level -2 Pay Matrix – Rs 19,900-63,200	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
Equipment Repairer	Level -1 Pay Matrix – Rs 18,000-56,900	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. (ii) Should be able to carry out all canvas, textile and leather repair and replacement of equipment and boots.
Syce	Level -1 Pay Matrix – Rs 18,000-56,900	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. **Desirable** : Conversant with the duties of the respective trades.
Barber	Level -1 Pay Matrix – Rs 18,000-56,900	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. **Desirable** : One year's experience in the trade.
Washerman	Level -1 Pay Matrix – Rs 18,000-56,900	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. (ii) Must be able to wash and iron the military / civilian clothes thoroughly well.
MTS (Head Gardener) MTS (Watchman) MTS (Safaiwala) MTS Messenger MTS Lascar Range Lascar Arty Lascar MTS	Level -1 Pay Matrix – Rs 18,000-56,900	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. **Desirable** : Conversant with the duties of the respective trades with one year's experience in the trade.

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Fireman	Level -2 Pay Matrix – Rs 19,900-63,200	**Essential Educational Qualification** (i) 10th Class pass from a recognized Board or University. (ii) Must have undergone training in Fire Fighting under a state fire service or a recognized institute of repute. (iii) Must be conversant with the use and maintenance of all types of extinguishers, Hose fitting and fire appliances and equipments like Fire Engine, Trailer Fire Pumps and Foam Branches. (iv) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Note below :- **Desirable** : (i) Should be familiar with maintenance and operation of various types of fire appliances. (ii) Experience of having worked in a regular civil or defence fire brigade as Fireman Grade-I or Senior Fireman. (iii) Have passed the General Fire Fighting Course of Defence Institute of Fire Research, Ministry of Defence or Sub-Officers course from National Fire Service Collage, Nagpur or any other similar recognized course. **Note :** (i) Height without shoes : 165 cms provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribe. (ii) Chest (Non-expanded) – 81.5 cms (iii) Chest (Upto-expansion) – 85 cms (iv) Weight – 50 kg minimum (v) Endurance Test. (1) Carrying a man (fireman lift of 63.5 kgs to a distance of 183 meters within 96 seconds) (2) Clearing 2.7 meters wide ditch landing on both feet (long jumps) (3) Climbing 3 meters vertical rope using hand and feet.

Note : Nomenclature of the post is subject to change as per Govt orders.

Important Instructions to the Candidates/Applicants

4. Any one 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, Headquarters, Artillery Centre, Nasik Road Camp PIN – 422102**" through ordinary post. Candidates must clearly subscribe the words **"Application for the post of _____in Category_____(Gen, SC, ST, OBC, EWS, ESM, PHP, and MSP) "** 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 for birth proof/ School Leaving Certificate.
(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.
(h) Photocopy of Caste Certificate (SC/ST & OBC) duly attested by self for reserved posts.
(j) If candidate applying for PHP, copy of disability/medical certificate issued by civil surgeon of Govt Hospital/CMO certifying the disability.

7. The following applications 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 and if no additional 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.

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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. Question Paper will be Objective Type with Negative Marking of **0.25** Marks for each wrong answer. English language test for LDC only will include questions on composition and comprehension.

11. Date of Written Test / Skill Test will be intimated to eligible candidates separately. Examination will be conducted at Nasik (Maharashtra) only.

12. No enquiry or correspondence for any information will be entertained.

13. Candidates living with more than one spouse or married to another spouse while the first spouse is alive, shall not be eligible to apply.

14. SC/ST/OBC candidate applying for **General Category** post is not entitled to any relaxation in the age limit.

15. **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.**

16. 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.

17. Candidates who fulfill 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 antecedent from police authority and if found fit after medical examination.

18. The candidates selected shall be governed by the provision of the **New Pension Scheme (NPS) - 2004**.

19. Selected candidates shall be initially posted to any of the three Defence Establishment at Nashik as per vacancy with subsequent all India Service transfer liability.

20. No TA / DA is admissible to the candidates for appearing for written test/skill test.

21. The decision of the Appointing Authority regarding selection / rejection shall be final.

22. Appointing authority has right to cancel / postpone / suspend / terminate / modify this Notification of recruitment process without any prior notice / assigning any reasons at any stage and no enquiry or correspondence will be entertained for any information.

23. 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.

24. 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.

25. The candidates appointed as "Multi Tasking Staff" will perform the duties, as per 'Charter of Duties of Multi Tasking Staff'.

26. **Question Papers**. The question Papers of all written tests will be bilingual i.e. English and Hindi.

27. Syllabus for written examination for recruitment to the post of LDC is as follows:-

Time Allowed : 2 Hours.

Topic of Paper are as under :-

(a) General Intelligence.
(b) English Language.
(c) Numerical Aptitude.
(d) General Awareness.
(e) Skill Test (Skill Test will be taken on Computer).

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28. Syllabus for written examination for recruitment to the other post :-

Time Allowed	: 2 Hours.
Additional compensation time for PHP candidate	: 20 Minutes.
Question Paper	: Objective Type.
Negative Marking	: 0.25 marks for each wrong answer.

Topic of Paper are as under:-

(a)	General Intelligence & Reasoning	-	25 Qs, 25 Marks.
(b)	Numerical Aptitude	-	25 Qs, 25 Marks.
(c)	General English	-	50 Qs, 50 Marks.
(d)	General Awareness	-	50 Qs, 50 Marks.

29. **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.

30. Any dispute in the Recruitment will be settled within jurisdiction of Nasik only.

31. 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 & antecedent / education certificate with date of birth / Physically handicapped certificate and Medical fitness examination.

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FORMAT FOR APPLICATION

Passport size photo duly self attested

To,

The Commandant,
Headquarters
Artillery Centre
Nasik Road Camp
PIN – 422102

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			_____	
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
	10th / SSC				
	12th / HSC				
	Any other				
11.	If applied for PHP Category :- (Certificate for disability required to be attached duly attested)			Type of disability (As per RPwD Act 2016 as per clause a, b, c, d&e)	% of Disability
12.	Experience certificate if any			_____	
13.	Choice / Option of Typing / Skill test (for LDC only)			_____(Hindi / English)	
14.	Employment Registration Card No and Date with District if any			_____	
15.	Address for communication with PIN Code.			_____ _____	
16.	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)

Davp-10612/11/0003/2122