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AOC RECORD
PIN-900453
C/o 56 APO

Application are invited for the post of **Senior Material Assistant (SMA)** in Army Ordnance Corps. The vacancies are to be filled up by **deputation including short term** contract. Eligible candidates may submit their application **through proper channel** alongwith copy of Experience Cert, Edu Qualification Cert, last 05 ACRs/APARs, and Integrity & Vigilance Cert to AOC Records within 60 days from the date of publication of advertisement in **Employment News**. The details of post are given below:-

Name of the post	**No of vacancies and place of posting**	**Pay Matrix/Pay Band & Grade Pay (Pre-revised pay scale)**	**Qualification and experience**
Senior Material Assistant (SMA)	188 Vacancies all over India	Level-6 in the pay matrix (Rs 35,400-1,12,100)	(i) Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from a recognized University or institute. (ii) One Year experience in handling Stores and keeping Accounts in a Store or in a concern of Central Government or States Governments or Statutory or autonomous organisation or Public Sector Undertaking or recognised University or any recognised institution or Banks or in a private sector organization listed on the stock exchanges in India. OR (i) Bachelor's Degree in economics or commence or Statistics or Business Studies or Public Administration as a subject from recognized University or institute. (ii) Diploma in Materials Management or Warehousing Management or Purchasing or Logistics or Public Procurement from recognized University or institute. (iii) Two years experience in handling Stores and keeping Accounts in a store or a concern of Central government or States Governments or autonomous or statutory organization or Public Sector Undertaking or recognized University or Banks or in a private sector organization listed on the Stock exchanges or India.

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Note : Number of vacancies are subject to variation.

(Sd/-x-x-x-x-x-x-x)

Dated :

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Name of the Organization
Address

File No : Date :

Certificate by the Employer / Cadre Controlling Authority

1. The information / details provided by the applicant Shri/Smt/Km…… are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy Circular.

2. Also certified that :

(a) If selected, he/she will be relieved immediately.
(b) There is no vigilance or disciplinary case pending/contemplated against the officer.
(c) Integrity of the Officer is beyond doubt.
(d) CR Dossier, ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
(e) No major/minor penalty has been imposed during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
(f) His/her candidature will not be allowed to withdraw subsequently.

Countersigned

Employer / Cadre Controlling Authority with seal

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APPLICATION FOR THE POST OF SENIOR MATERIAL ASSISTANT (SMA)

Self Attested 03 x Passport Size Photograph

1. Name and address (in Block letter) -
2. Date of Birth (DD/MM/YYYY) -
3. Date of retirement under Central / State Government Rules -
4. Education Qualifications

Exam Passed	Board/University	Year of passing	Subject	Percentage

5. Please state clearly whether in the light of entries made by You above, you meet the requirement of the post -

6. Details of Employment, in chronological order (enclose a separate sheet, Duly authenticated by your signature, if the space below is insufficient

Office/Instt	Post held	From	To	Scale of pay and basic pay	Nature of Duties (in details)

7. Nature of present employment, i.e. adhoc or Temporary Quasi-Permanent or Permanent -

8. In case the present employment is held on deputation/contract basis please state -

   (a) Date of Initial appointment

   (b) Period of appointment of deputation / Contract

   (c) Name of the parent office / organization to which you belong

9. Additional details about present employment.
   (Central Government or State Government or UTs or Public Sector Undertaking or recognized research institute or Autonomous Organization)

10 Whether you are working in the same department
And are in the feeder grade or feeder to feeder grade.

11. Are you in the revised pay scale? If yes give the Date from which the revision took place and also Indicate the pre-revised pay scale -

12 Total emoluments per month now drawn -

13. Additional information, if any, which you would like to Mention in support of your suitability for the post -

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14. Whether belong to SC/ST -

15. Remarks

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of interview for the post.

Signature of the Candidates

Date : Address_____

Countersigned

……..
……..

(Employer with seal)