

**RECRUITMENT NOTICE FOR CIVILIAN DEFENCE EMPLOYEES OF GROUP-C FOR  
UNITS UNDER HEADQUARTER SOUTHERN COMMAND**

1. Headquarters Southern Command, Pune invite application for eligible candidates for the following posts :-

S/No	Name of Post	No of vac	Reser-ved for	Pay Scale	Age limit	Essential Qualification & Desirable Qualification
(a)	Steno Gde II	01	EWS-01	Level - 04 of 7 <sup>th</sup> CPC (Rs 25500-81100)+ Allowance as per rule	18-25 Years (Age relaxation as per Para D)	(i) 12 <sup>th</sup> pass or equivalent from a recognized board or university) (ii) Skill Test norms- Dictation : 10 mts@30wpm Transcription: 50mtrs (Eng)  65 mts(Hindi) on computer.
(b)	LDC	08	UR-05 EWS-01 SC-01 OBC-01	Level - 02 of 7 <sup>th</sup> CPC (Rs 19900-63200)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) 12 <sup>th</sup> pass or equivalent from a recognized board or university) (ii) Skill Test norms-  English Typing @35WPM or Hindi Typing @ 30 WPM on computer.
(c)	Cook	01	UR-01	Level - 02 of 7 <sup>th</sup> CPC (Rs 19900-63200)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Matriculation pass or equivalent from recognized university (ii) Must have knowledge of Indian cooking and proficiency in trade.
(d)	MTS (Daftary)	01	UR-01	Level - 01 of 7 <sup>th</sup> CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential: Matriculation pass or equivalent from recognized university (ii) Desirable: One-year experience in the trade.

(e)	MTS (Messenger)	14	UR-10 ST-01 OBC-01 EWS-02	Level - 01 of 7 <sup>th</sup> CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential: Matriculation pass or equivalent from recognized university  (ii) Desirable: One-year experience in the trade.
(f)	MTS (Safaiwala)	05	UR-04 EWS-01	Level - 01 of 7 <sup>th</sup> CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential: Matriculation pass or equivalent from recognized university  (ii) Desirable: One-year experience in the trade.
(g)	MTS (Chowkidar)	02	UR-02	Level - 01 of 7 <sup>th</sup> CPC (Rs 18000-56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential: Matriculation pass or equivalent from recognized university  (ii) Desirable: One-year experience in the trade.

**Note:-** UR- Un-Reserved, SC – Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class (Non Creamy Layer), PH- Person with Bench Mark Disabilities, EWS- Economically Weaker Section, ESM-Ex-Servicemen, LDC- Lower Division Clerk.

2. Age Limits and its relaxation :-

Ser No	Category	Age limit			Remarks
		UR	OBC	SC/ST	
(a)	UR	18 yrs to 25 yrs			
(b)	OBC	18 yrs to 25 yrs			
(c)	SC/ST	18 yrs to 30 yrs			
(d)	PH	UR	OBC	SC/ST	
		18 to 35 yrs	18 to 38 yrs	18 to 40 yrs	
(e)	ESM	Service rendered in Army/ Navy/Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit ie 25 yrs prescribed for the post by more than three yrs			

3. The crucial date for determining the age limit shall be the closing date for receipt of application.

4. Applications for the above posts are being taken online only. **Application format and other details are available on [www.HQSCrecruitment.com](http://www.HQSCrecruitment.com) online application are invited from eligible candidates between 20 Jun 2022 to 19 Jul 2022.** One candidate can apply for only one post under any one category/ reservation. Applications received from same candidate for different posts are liable to be rejected

5. The above post are subject to all India Service liability including field service.

6. In case the large numbers of applications are received, the department reserves the right to screen applications on the basis of percentage of marks obtained in the exam of essential qualifications so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle the individual to be called for written test/ skill test whenever applicable. Candidates would be intimated separately for appearing in the exam. Only candidate who are intimated are required to appear for exam. One candidate can apply for only one category/ reservation. Applications recd from same candidate to different posts are liable to be rejected.

7. **Scheme of Examination**. A written test will be held which will have questions of the level of Class 10<sup>th</sup>/12<sup>th</sup>/ ITI as per essential educational qualification of respective post. Candidates appearing for written test would also be subjected to skill/ practical test wherever applicable. Medium of written test will Hindi/ English only.

8. The **SC/ST/OBC** candidates who apply against gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

9. Certificate of experience in the trade where experience is desirable be produced along with the applications.

10. Photocopy of the following documents/ Certificate to be attached along with application duly self attested.

- (a) Passport size photographs duly self attested.
- (b) Education qualification certificate.
- (c) Date of birth Certificate.
- (d) Caste Certificate where applicable.
- (e) Discharge cert for EX-serviceman where applicable.
- (f) EWS certificate for EWS where applicable.

11. **Place of Written test/ skill Test**. The written test and skill test will be held in Pune. Candidates should come prepared to stay for two-three days for completion of the process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. No **TA/ DA** would be paid to candidates called for examination.

12. **Note.** Central Government civilian employees must furnish " No objection certificate" from their employer/ office at the time of the skill test else their candidature will be cancelled.
13. Incomplete/ Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible and selected candidates will be called for the written examination and further tests.
14. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that numbers of posts/ vacancies are tentative and recruitment process can be cancelled/suspended/ terminated by the HQ Southern Command at any stage, due to administrative reason.
15. The written examination will consist of General Intelligence, Reasoning, General Awareness, English Language & Comprehension. Skill test will be conducted only for those candidates who obtain qualifying marks in the written examination (the standard of questions will be of 10<sup>th</sup> and 12<sup>th</sup> as applicable).
16. Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.
17. In the event of their failure to produce original/ essential documents after skill test, the candidature is liable to be rejected. Documents relating to essential education/ higher education/ Experience certificate will be checked after skill tests. The original Caste certificate/ Character certificate/ Disability certificate for handicapped as applicable will be checked after the skill tests.
18. If the candidate produces false certificate/ fabricated documents inaccurate or tempered information then he will be disqualified/ dismissed from service, if appointed inadvertently.
19. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
20. Obtaining support for his candidature through unfair means shall disqualify the candidature.
21. Candidate found resorting to any irregular or improper means in connection with his candidature for the selection and any other reason as observed by the Board of Officers then application will be rejected.
22. **Any legal cases arising out of this recruitment will be subject to Pune district court jurisdiction.**
23. **Warning.** All candidates are warned to be careful from the self -styled-agents and also requested to inform Headquarter Southern Command Pune against any malpractice seen/ observed by them.