

**RECRUITMENT OF CIVILIANS**

762 Transport Company ASC (Civil GT) will carry out recruitment of civilian candidates at Bathinda Cantt for the following post:-

Name of Post	Type of Post	No of Posts	Pay Scale Rs	Qualification / Experience required and age
Lower Division Clerk Group- C	<b>Gen-02</b>	<b>02</b>	Pay Band Rs.5200-20200 and Grade Pay Rs.1900/-	(a) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. English typing paragraph of 350 words @ 35 w.p.m. on computer.  (b) Experience minimum one year.  (c) Age 18 to 25 Yrs as on last date of receipt of application. (Relaxation for Govt servants upto 40 yrs for Gen as per orders or instrs issued vide the Central Govt from time to time).
Civil Motor Driver (Ordinary Grade) Group- C	<b>SC - 02</b>	<b>02</b>	Pay Band Rs.5200-20200 and Grade Pay Rs.1900/-	(a) Must possess a civil driving license for heavy vehicles and have 02 yrs experience on driving such vehicle from dt of issuance of heavy license.  (b) Matriculation or equivalent.  (c) Age 18 to 32 Yrs (SC Cat) as on last date of receipt of application. (Relaxation for Govt servants upto 45 yrs for SC candidates as per orders or instrs issued vide the Central Govt from time to time)

**Application be sent on plain paper as per following Performa  
APPLICATION FOR THE POST OF**

- Affix passport size photograph
- Post applied for \_\_\_\_\_
  - Name \_\_\_\_\_  
(In block letters)
  - Father's Name \_\_\_\_\_
  - Date of Birth \_\_\_\_\_  
**(att copy of birth certificate duly attested)**
  - Age as on last date prescribed for receipt of application  
\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days
  - Address for correspondence with Tele No :  
House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Distt \_\_\_\_\_  
State \_\_\_\_\_ PIN Code \_\_\_\_\_
  - Permanent address**  
House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Distt \_\_\_\_\_  
State \_\_\_\_\_ PIN Code \_\_\_\_\_
  - Caste : SC \_\_\_\_\_ (Attach certificate in case of SC)
  - Educational qualifications \_\_\_\_\_ (Attach education Certificate duly attested).
  - Any other qualification/Experience \_\_\_\_\_  
(Attach copy of experience certificate duly attested)
  - Category for which applied : \_\_\_\_\_  
(Attach copy duly attested)
  - Tech Training/Experience \_\_\_\_\_ (Attach Copy attested)
  - Domicile : \_\_\_\_\_ (Attach copy duly attested)
  - Whether registered with any Employment Exchange :-  
Yes/No : if yes, mentioned Registration No and Name of employment exchange \_\_\_\_\_

I do hereby declare that all particulars furnished by me above are correct and true to best of my knowledge and belief. I understand that in the event of any particulars or information given by me found false or incorrect at any stage, my candidature is liable to be rejected or cancelled at any stage.

**Dated :** \_\_\_\_\_ **(Signature of the candidate with date)**

**(TO BE SUBMITTED IN  
ALONG WITH APPLICATION  
ADMIT CARD**

**Admit Card No/Roll No**

- Name of candidate
- Father's Name
- Address for correspondence
- Date of physical test
- Date of written/practical test
- Date of interview
- Venue of test/interview

**DUPLICATE (TWO)**

Candidate copy/  
Office Copy

Affix passport size photograph

(Signature of issuing officer with stamp)

**FOR OFFICIAL RECORD ONLY**

- Received on \_\_\_\_\_
- Accepted/Rejected \_\_\_\_\_
- Reason for rejection Underage/overage/incomplete documents/Any other reasons to be specified \_\_\_\_\_
- Index No \_\_\_\_\_ Date of test/interview \_\_\_\_\_

**GENERAL INSTRUCTIONS :-**

1. Candidates fulfilling above conditions may submit their application and admit card as per format duly affixed passport size photographs duly attested by Gazetted officer (and one spare) alongwith two self-addressed envelope of the size 12 cm x 27 and name of post should be written on the top corner envelope be affixed postage stamps Rs 27/- each be sent to Officer Commanding, 762 Tpt Coy ASC (Civ GT) Pin :905762, C/O 56 APO. Applications can be submitted within 21 days from the date of publication. Applications will be rejected in case of receipt of same before the date of publication and also not entertained on or after 22<sup>nd</sup> day.
2. Relaxation in age is admissible as per Govt. of India Rules for the categories belonging to SC.
3. All posts are temporary but likely to be permanent with probation period of two years.
4. Candidates after selection will be subject to "All India Service Liability Rules", "Field Service Liability Rules" and "Army Act 1950".
5. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview.
6. No Traveling Allowance will be admissible for test/interview. Candidates will make their own boarding/lodging arrangement for test/interview.
7. Date & Time of Test/Interview will be intimated by post separately to the eligible candidates whose application is found in order.
8. Candidates will bring original certificates in support of age, qualification, experience, caste etc on the date of test/interview.
9. Unit will not be responsible to pay any damages in case of injury/details of candidate during physical tests.
10. For the time being no seat reserved for physically handicapped person out of above posts till such time a clarification is received from Govt of India, Min of Def regarding filling up of the post from physically handicapped persons.
11. Medium of writing in Application form and tests etc will be Hindi or English only.
12. 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.
13. The Nos of posts/vacancies are tentative. The recruitment process can be cancelled/suspended/terminated without assigning any reasons. The decision of appointing authority will be final and no appeal will be entertained.
14. Other terms & conditions will be announced at the time of test/interview as applicable for Central Govt Defence Civilian employees.
15. Selection will be subject to Medical Fitness and verification of Character and antecedents from Civil authorities.
16. No application will be accepted in person by hand or through any representative. The application must be posted to the addressee. The unit will not be responsible for any kind of postal delay.
17. Unit will not be held responsible for lost/delayed/misplaced/or wrongly delivered mail.
18. Female Candidate can apply only for the post of "Lower Division Clerk," whereas, Female candidate not applicable for the post of CMD (OG).

**WARNING**

All the candidates are warned to be careful from the self-styled agents and also requested to report to the Officer Commanding 762 Tpt Coy ASC (Civ GT) against any malpractice seen/observed by them.

Lt Col Officer Commanding, 762 Tpt Coy ASC (Civ GT)

*Handwritten signature and number:*  
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