

MINISTRY OF DEFENCE
812 COMBAT ENGINEERING TRAINING CAMP
Recruitment Notice No 05/2016/812 CETC

DIRECT RECRUITMENT OF CIVILIAN POSTS GROUP 'C' VACANCIES

1. Applications are invited for direct recruitment of civilian posts Group 'C' vacancies at 812 CETC from the eligible Indian National for the undermentioned posts :-

Address	Place of Appointment	Post	Vacancies				TOTAL
			UR	SC	ST	OBC	
Officer Commanding, 812 Combat Engineering Training Camp, PIN-913812, C/O 99 APO	812 CETC, Damdim (50kms from Siliguri), West Bengal	Lower Division Clerk	01	-	-	-	01
		Driver Mechanical Equipment	01	-	-	-	01
		Painter and Decorator	01	-	-	-	01
		Equipment Repairer	01	-	-	-	01
		Lascar	04	-	-	-	04
		Watchman	03	-	-	-	03
		Safaiwala	01	-	-	-	01

2. Pay Scale, Minimum education qualification, Experience for the posts is as under :-

Ser No	Name of post	Pay Scale with Classification	Qualification	Age Limit
(a)	Lower Division Clerk (LDC)	PB-1 Rs 5200-20200 GP- 1900/- and other allowances General Central Services. Group'C' Non gazetted, Ministerial	12 th Class pass or its equivalent from a recognized Board or University. Typing speed of 35 Words per minute in English on computer or typing speed of 30 words per minute in Hindi on computer (35/ 30 words per minute correspond to 10500/ 9000 key depressions per hour on the average of 5 key depressions for each word.).	18 to 27
(b)	Driver Mechanical Equipment	PB-1 Rs 5200-20200 GP- 1900/- and other allowances General Central Services. Group'C' Non gazetted, Industrial	Matriculation or equivalent from a recognized board/ university and Industrial Training Institute/ National Trade & Vocational Training Certificate in the Motor driving Cum Mechanic. The Individual should be in possession of Heavy Vehicle Driving License.	18 to 27
(c)	Painter and Decorator	PB-1 Rs 5200-20200 GP- 1900/- and other allowances General Central Services. Group'C' Non gazetted, Industrial	Matriculation or equivalent from a recognized board/ university and Industrial Training Institute/ National Trade & Vocational Training Certificate in the Painter (Gen)	18 to 27
(d)	Equipment Repairer	PB-1 Rs 5200-20200 GP- 1900/- and other allowances General Central Services. Group'C' Non gazetted, Industrial	Matriculation or equivalent from a recognized board/ university and Industrial Training Institute/ National Trade & Vocational Training Certificate in the Lather and Canvas Good Maker.	18 to 27
(e)	Lascar	PB-1 Rs 5200-20200 GP- 1800/- and other allowances General Central Services. Group'C' Non gazetted, Non Ministerial	Matriculation or equivalent from a recognized board/ university.	18 to 25

Ser No	Name of post	Pay Scale with Classification	Qualification	Age Limit
(f)	Watchman	PB-1 Rs 5200-20200 GP- 1800/- and other allowances General Central Services. Group 'C' Non gazetted, Non Ministerial	Matriculation or equivalent from a recognized board/ university.	18 to 25
(g)	Safaiwala	PB-1 Rs 5200-20200 GP- 1800/- and other allowances General Central Services. Group 'C' Non gazetted, Non Ministerial	Matriculation or equivalent from a recognized board/ university.	18 to 25

ABBREVIATION USED – Sc- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Caste, UR- Un-Reserved, ESM- Ex Service Men, PH- Physically Handicapped, PB- Pay Band, GP- Grade Pay, TA- Travelling Allowance, DA- Daily allowance, CETC- Combat Engineering Training Camp.

3. **Age Relaxations :-**

- (a) For OBC Candidate - Three years for the candidates belonging to OBC.
- (b) For SC/ ST candidate - Five years for the candidates belonging to SC/ ST Category.
- (c) For PH Candidate - Ten years for the candidates belonging to Physically Handicapped (Additional 05 years in case of Physically Handicapped belonging to SC, ST & 03 years for OBC Category.)
- (d) For Ex-Servicemen - An Ex-Servicemen (ESM) who has put in not less than six years continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such services from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than three years. He shall be deemed to satisfy the condition regarding age limit.
- (e) For Government servant - Upto 40 years.

4. Reservation for SC/ST/OBC/ESM/PH will be governed as per existing Government of India rules in Force.

5. The CRUCIAL DATE for determining the age limit shall be the closing date for receipt of application.

6. **Closing Date:** Closing date for receipt of application is 30 days from the date of publication in Employment News including for the applicant located in the North Eastern States J&K Andaman Nicobar Island. Lakshadweep and Remote area of Himachal Pradesh and Uttarkhand etc Application must be sent only by Government post (Ordinary/Registered/Speed Post) or dropped by hand in the box kept for this purpose at 812 CETC Damdim(West Bengal).

7. **How to apply** The application is to be submitted as per the format given, along with Admit Card (in duplicate). Relevant annexures and attested certified copies of the following documents:-

- (a) Three Passport size recent photographs duly attested by Gazetted Officer. Affix one on right corner of the application and one each on Admit Card (In duplicate) and two self-attested (on reverse side) passport size photographs are to be enclosed separately with the application with name, date of photo and DOB written at the back side.
- (b) Copies of supporting documents for date of birth (Birth Certificate and 10th Class Certificate), education qualification and experience certificate issued by competent authority duly attested by Gazetted Officer are to be attached along with the application by all candidate in addition attested copies of all categories related certificate like the caste certificate, the non-creamy layer certificate (In case of OBC candidates), the no objection certificate (in case of persons serving Armed Forces/Government service), the Physical Handicap certificate issued by DMO (District Medical officer) (In case of Physically Handicapped candidates) and the Discharge certificate (In case of an Ex-servicemen) be enclosed.
- (c) The application can be filled by the candidate either in English or Hindi Black ink will be used for typing/writing the application proforma and the blue ink will be used for filling the individuals details there in.

(d) Application form duly filled as per the prescribed format along with supporting documents, one self-attested passport size photograph and one self-addressed envelope of size 25cm x 10cm affix stamp Rs 25/- (for candidates applying for the post of Lascar/ Safaiwala/ Watchman), two self-attested passport size photographs and two self-addressed envelope of size 25cm x 10cm affix stamp Rs 25/- each (for candidates applying for the post of LDC/ DME/ Painter & Decorator/ Equipment Repairer)), completed in all respect will be addressed to "The Officer Commanding, 812 Combat Engineering Training Camp, Pin – 913812 C/O 99 APO" The applicant must seal his application in an outer envelope and clearly write "APPLICATION FOR THE POST OF (NAME OF POST)" on the top of the envelope in capital letters.

(e) **NOTE :-** Original certificates should not be sent with the application.

8. **Selection Process:** The Selection process will comprise of an initial Screening of all candidates, a Physical Test (as applicable), Written Test (for all categories) and. Trade Test (as applicable). Final merit will be decided on the basis of marks obtained in the Written Test and qualifying in Physical/ trade Test. No marks will be awarded for physical/trade test however it is essential to qualify the physical/ trade test. Mere fulfilling of minimum prescribed qualifications does not vest any right in a candidate for being selected or called for the selection process.

(a) **Initial Screening.**

(i) Screening of applications received till closing date will be carried out by the departmental Board of Officers to ascertain their correctness and completeness. Incomplete applications will be summarily rejected and no correspondence in this regard will be entertained. Applications with over writing in any part of the application will also be rejected. Department will not be responsible for non-receipt or late receipt of an application due to postal delay or any other reason.

(ii) **Rejection of application.** The following applications would be rejected :-

- (aa) Application not as per prescribed format.
- (ab) Incomplete/unsigned application.
- (ac) Application without thumb impression/ signature.
- (ad) Application not accompanied with the attested copies of qualification, date of birth and categories(if applicable).
- (ae) Applications without attested passport size photographs (by Gazetted Officer) on the application and admit card.
- (af) Candidates not sending self attested additional passport size photographs alongwith the application.
- (ag) Application with cutting and overwriting in any part of the application.
- (ah) Non receipt or late receipt of an application due to postal delay or any reason.
- (aj) Non submission of relevant supporting certificates as applicable.

(iii) All those candidates whose application found correct and are eligible candidates after scrutiny, will be issued admit card intimating for the written examination date and the list of such candidates would be displayed seven days before the written examination date in the office of 812 CETC, Damdim (West Bengal).

(b) **Physical Efficiency Test (PET) (For Lascar, Safaiwala & Watchman only).** PET shall be conducted for all short listed candidate who qualify for the post applied. The criteria for PET is to qualify the 1.6 KM run as per the following timings :-

- (i) Male candidates in 6 Minutes 30 Seconds
- (ii) Female Candidates in 8 Minutes 30 Seconds.

Candidates qualifying the PET would only be called for the written test.

(c) **Written Test.** The written examination will be of two and half hours (2 Hours) duration on the date to be notified separately. The written test will comprise of four parts as given below. The question paper will be bilingual i.e. English and Hindi However the questions on the portion of English language subject will be in English only. The question will be of a level appropriate to the minimum essential educational qualification for the different posts.

Part	Subject	Maximum Marks	Total Duration
Part-I	General intelligence & Reasoning	50	2 Hours
Part-II	Numerical Aptitude	50	
Part-III	General English & General Awareness	50	
Part-IV	Specialized Trade Topic	50	

(d) **Trade Test.** Call letters for trade test will be send to only those candidates who comes top in the merit list (written test) depending on the number of vacancies.

(i) **LDC** - Typing speed of 35 Words per minute in English on computer or typing speed of 30 words per minute in Hindi on computer (35/ 30 words per minute correspond to 10500/ 9000 key depressions per hour on the average of 5 key depressions for each word) and letter drafting ability.

(ii) **Driver Mechanical Equipment/ Painter & Decorator/ Equipment Repairer** - Trade proficiency test.

(e) Venue for Physical test/ written test/ skill test/ interview. 812 CETC, Damdim.

(f) Candidates be in possession of admit card, identification proof like voter card/ driving license/ adhar card etc and writing material (pen, pencil, clipboard etc) for written exam.

(g) Admit card would be carried by the candidates for physical test, written test and interview.

(h) **RESOLUTION OF THE CASES.** In cases where more than one candidates secure the equal aggregates marks, tie will be resolved by applying the following methods one after another :-

(i) Total marks in written examination

(ii) Date of birth, the candidate older in age gets preference.

(j) **Medical Examination** - Candidates shortlisted for the final appointment will have to undergo a Medical Examination as per government rules.

9. **Disqualification**

(a) Individual who has entered into or contracted marriage with a person having a living spouse or

(b) Individual who is having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.

(c) Central Government may exempt any person from the operation of rules at Para quoted above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing.

(d) Individual who has furnished wrong information in the application form, false certificate to avail benefits/ wrong information in the application form regarding relatives/ close relatives, working in Ministry of Defence, or who have willfully suppressed any material information shall be liable to cancellation of candidate at any stage of recruitment process and/ or termination of service if the candidate has been selected.

10. Action against candidates found guilty of misconduct – Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case temper with entry in a document or its attested/ certified copy submitted by them nor should they submit a tampered/ fabricated documents if there is any inaccuracy or any discrepancy between two or more such documents or their attested/ certified copies, an explanation regarding the discrepancy should be submitted. A candidate who is or has been declared by the Deptt to be guilty of the acts/ omissions specified above including attempt to commit or abetting as the case may be of all or any of the acts specified in the under mentioned clauses may be in addition to rendering himself/ herself liable to criminal prosecution will also be liable :-

(a) To be disqualified by the Deptt from selection for which he/she is a candidate. And/or

(b) To be declared either permanently or for a specified period.

(i) By the Deptt from any examination or selection held by them.

(ii) By the Central Government from any employment under them, and

(iii) If he/she is already in service under Government to disciplinary action under the appropriate rules.

(c) The acts/omissions which will invite the prosecution mentioned in Para above are:-

Obtaining support of his/her candidature by any means, or Impersonating or Procuring impersonation by any person or Submitting fabricated documents or documents which have been tampered with, or Making statements which are incorrect or false or suppressing material information, or Resorting to any other irregular or improper means in connection with his/her candidature for the selection or Using unfair means during the test, or Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or Misbehaving in any other manner in the examination hall, or Harassing or doing bodily harm to the staff employed by the Deptt for the conduct of their test or, Bringing mobile phone/communication device in the examination hall/interview room or Canvassing in any from.

11. **Appointment.**

(a) **Medical Fitness** A candidate must be physically and mentally fit for duty anywhere in India, in any terms/climate/peace/field area etc. A candidate after such medical examination as may be prescribed by the competent authority if found to be medically fit only be appointed subject to his merit in the selection process described the above.

(b) Selected candidate will be appointed at 812 CETC for the post selected subject to verification of character and antecedents after police verification.

(c) Candidates who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation. On successful completion of the period of probation the candidates shall if considered fit for permanent appointment be confirmed to their post by the Controlling Authority and subject to verification of certificates submitted in forum of candidature.

12. **Additional Information and General Instruction for all candidates.**

(a) New Contributory Pension Policy will be applicable.

(b) The incumbent on recruitment will be on probation for 2 Years

(c) Dates and venue of Physical test/ written test/ trade test will be intimated to the eligible candidates in due course of time.

(d) One applicant can apply for more than one post if he/ she desired to do so. He/ She should submit separate application for each post.

(e) SC/ST/OBC candidate who apply against unreserved post will not be given any concession of reserved category as they will be considered in the unreserved category.

(f) Serving Defence Personnel/ Central/ State Government civilian employees must furnish. No objection certificate from their employer/ office while applying, otherwise their candidature will be cancelled.

(g) Please note that incomplete applications like without affixing photograph, mismatching photographs, photos not attested by a Gazetted Officer or caste certificate (as applicable) and / or applicants found over age/ under age on last date of receipt of application as indicated above will be rejected without intimation to the candidate.

(h) No TA/DA is admissible Candidate will make own arrangement for lodging/ boarding during the written exam/ skill test/ interview

(i) It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/ interview. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that the number of post/ vacancies is tentative and may be increased/ decreased or recruitment process can be cancelled/ suspended/ terminated at any stage, due to administrative reasons.

(j) The age calculation in cases where re-advertisement is carried out for the same posts will be the last date prescribed for receipt of applications in the original/ initial advertisement.

(k) 812 CETC will not be responsible for any loss/ injury/ damage whether direct or consequential suffered during tests and selection process.

(l) 812 CETC reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.

(m) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

(n) **Warning** All the candidates are warned to be careful of the self-styled agents and also requested to report to the Officer Commanding against any malpractice seen/ observed by them.

13. **Recruiting Authority's Decision Final**

The decision of the recruiting Authority in all matters relating to the eligibility acceptance or rejection of the applications, penalty or false information, mode of selection, conduct of examination (s), allotment of examination centers and selection to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

14. **Court Jurisdiction.** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over 812 CETC where the candidate has submitted the application.

FORMAT OF APPLICATION
812 COMBAT ENGINEERING TRAINING CAMP

Affix passport size photograph duly attested by Gazetted Officer. Officer Signature and stamp should NOT be on the face. **Do not staple the photo.**

Application for the post of _____

(Note Application be printed/ filled in black/ blue ink only.)

1.	Full Name of applicant (in capital letters) (in Hindi & English)		
2.	Father's Name		
3.	Mother's Name		
4.	Husband's Name (if Applicable)		
5.	Date of birth (with proof certificate)		
6.	Age as on date of publication of advertisement		____ Yrs ____ Months ____ Days
7.	Place of birth (Place/ Dist/ State)		
8.	Full postal address with PIN Code No (with phone No) & Nearest Railway Station		
9.	Religion		
10.	Caste (Whether Gen/ OBC/ST/SC certificate attach)		
11.	Educational qualification (with proof certificate)		
12.	Whether Ex-Servicemen if yes attach copy of Discharge Certification (write Yes/ No)		
13.	Experience (in years) (with proof certification)		
14.	Registration details of employment exchange (if any) Exchange Name, Registration No, valid upto (date)		
15.	Two personal mark of identification on the Body		
16.	Sex (Male/ Female)		
17.	Marital Status (Married/ Single)		
18.	Nationality		
19.	Special Skills (if any)		
20.	Physical disability write Yes/ No (if yes, attach certificate) (Hearing Handicapped category only)		
21.	If already Employed, give particulars of :- (a) Name of organization where employed (b) Employed from (Date) (c) Designation (d) Address of Employer (e) Date of Retirement		

Declaration

I hereby declare that all statements made in this application are true, complete and correct to the best of my Knowledge and belief. In the event of any information being found false/ incorrect or negligibility being detected before or after the tests or during the service my candidature/ appointment will stand automatically cancelled.

Place :

(Signature of the candidate)

Date :

Full Name _____

Thumb Impression

- Encls : 1. Two Self Attested photographs
2. Attested copies of certificate (_____ Sheets)

Left thumb impress on of male Candidate.
(Right thumb impression in case of Female Candidate)

812 COMBAT ENGINEERING TRAINING CAMP
ADMIT CARD FOR RECRUITMENT FOR THE POST OF _____
(Two copies of Admit Card to be submitted along with Application)

To be filed by the Candidate		To be filed by the Department
<div style="border: 1px solid black; padding: 10px; margin: auto;"> Affix passport size photograph duly attested by Gazetted Officer, Officer Signature and stamp should NOT be on the face. DO not staple the photo. </div>	Name of the Candidate : Father/Husband's Name : Date of Birth : Sex (Male/Female) : Address :- House No/Village : Post/Street : Location/Taluk : City/Town/Dist : State : Pin Code : (Delete whichever not required) Choice of language for question Paper (English/ Hindi)	Index No Date of Examination : Centre of Examination: Timings Office Round Stamp
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 48%;"> <hr style="margin-bottom: 5px;"/> (Thumb Impression of candidate) Left Thumb for Male Right thumb for female </div> <div style="width: 48%;"> <hr style="margin-bottom: 5px;"/> (Signature of the Candidate) </div> </div>		<hr style="margin-bottom: 5px;"/> Signature of Presiding Officer

DIRECTIONS FOR THE CANDIDATES

1. Please check the Admit Card carefully for your Name, Course, Date of Birth, Sex, Test Centre Name and Category. Question Paper shall be made available in English only.
2. Candidates are advised to reach the venue at least 2 hrs before the exam so as to complete the registration formalities well before the time. Registration desk will be closed 60 Minutes prior to the exam. No candidate, in any circumstances will be allowed to enter the Examination Centre after the exam.
3. No candidate without Admit Card shall be allowed to sit in the Examination by the Centre Supdt.
4. Candidates will not be allowed to leave the Examination Hall before the conclusion of the test.
5. Candidates are not allowed to bring rough paper into the exam room. Blank paper will be provided for rough work in the exam hall. Candidate will not be allowed to leave the examination Centre without handing over the rough sheet to the invigilator concerned after the end of the exam.
6. Calculators Log Table Calculating Devices, Communication Device like Cellular Phone/Pager/Docu Pen etc and Textual material are not allowed in the Examination Centre. Violation of this will lead to cancellation of candidature.
7. Candidates must follow the instructions of the invigilator strictly.
8. The Admit Card is issued provisionally to the candidates subject to his/her satisfying conditions.
9. Candidates are requested to carry any one photo identity proof (College ID Card, Driving Licence, Passport, Ration Card) to the Examination Centre.
10. No candidate will be allowed to carry any baggage inside the Examination Centre.
11. Smoking and eating is strictly prohibited in the examination room.
12. Approach the Centre Supdt/ Invigilator in the room for any technical assistance, first aid emergency or any other information during the course of examination.
13. For any queries, please contact Tele No.

