

MINISTRY OF DEFENCE
21 MTN DIV ORD UNIT , PIN – 909021, C/O 99 APO
RECRUITMENT NOTICE FOR THE POST OF TRADESMAN MATE

1. Applications are invited from candidates of Indian Nationality by 21 Mtn Div Ord Unit, PIN – 909021 C/o 99 APO for the following posts of Gp 'C' in Pay Band of Rs (Pay band + Grade pay) plus other allowances as admissible to Central Government Employees.

Ser No	Name of Post	Pay Scale (Band Pay + Grade Pay) plus other allowances	Minimum qualification	Endurance / Physical test	No of vac category wise		Total Vacancies	Remarks
					SC	UR (GEN)		
(a)	Tradesman Mate	Rs (5200-20200) + Grade Pay Rs 1800/-	(i) <u>Essential Qualification</u> Matriculation (ii) <u>Desirable</u> (aa) Knowledge of Hindi (ab) Should qualify endurance/ physical test & written test as set up by board. (ac) <u>Physical fitness</u> - Candidate should be physically fit and capable of performing strenuous duties.	To be decided by BOO	02	02	04	

2. The above posts are subjected to **ALL INDIA SERVICE LIABILITY INCLUDING FIELD SERVICE.**

3. **Age limit and its relaxation.**

Ser No	Category	Age limit	Remarks
(a)	UR (Gen)	18 to 25 Years	
(b)	SC	18 to 30 Years	

4. Candidates will fwd application properly sealed, in an envelope in the name of **21 Mtn Div Ord Unit, PIN – 909 021, C/o 99 APO** through Ordinary/Registered/Speed post. Application in person will not be accepted. Candidates are requested to superscribe the words "**APPLICATION FOR THE POST OF TRADESMAN MATE**" on the top of envelope while sending the application from.

5. Last date of receipt of application is 21 days from the date of publication of the advertisement in the Employment Newspaper.

6. **Calculation of Age.** "The age limit specified above will reckon on the closing date of receipt of application".

7. Photocopy of the following Documents/Certificate to be attached alongwith application duly attested by Gazetted Officer:-

(a) Two Passport size photographs duly self attested, one on right corner of application and one on Acknowledge Card.

(b) Copies of following certificates duly attested by Gazetted Officer will also be submitted with application.

(i) Educational qualification certificate.

(ii) Date of Birth Certificate.

(iii) Caste Certificate, where applicable.

(iv) Domicile/Residential certificate.

(c) Self addressed envelope affixing postal stamps of Rs 25/-

NOTE. (a) DON'T FORWARD ORIGINAL CERTIFICATES WITH THE APPLICATION.

(b) Central Government Civilian Employees must furnished "**No Objection Certificate**" from their employer/office at the time of the test else their candidature will be cancelled.

8. SC/ST/OBC candidates have a right to compete with Gen candidates against Gen vacancies. In such cases no concession or relaxation will be provided to SC/ST/OBC candidates.
9. Incomplete / ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the examination.
10. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be cleared 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 the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commanding Officer, 21 Mtn Div Ord Unit at any stage, due to administrative reasons.
11. The question papers of written test (Objective type) will be in bilingual i.e. English & Hindi as under:-

Subject	No of Questions	Maximum marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours	The standard of questions will be of matriculation
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

12. **NO APPLICATION WILL BE ACCEPTED BY HAND.** 21 Mtn DOU will not be responsible for late receipt of application forwarded by the candidates or Acknowledgement Card forwarded by 21 Mtn DOU to candidates for appearing in the tests on the scheduled date.
13. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
14. **Date and Time** of physical tests/written test will be intimated separately to the eligible candidates through Admit Card.
15. **Exact Place/Location.** Physical test/Written test will be held at Main Gate, Airport Authority Colony, Borjhar, Guwahati (Assam). Nearest Railway Station is Guwahati.
16. Acknowledgement Card issued by 21 Mtn Div Ord Unit (Candidates will be allowed to enter in recruitment test premises only on production of **Acknowledgement Card forwarded by 21 Mtn Div Ord Unit**).
17. **Conduct of Tests/Checking.** After reporting, candidates not meeting any of the laid down Mandatory Qualification, Physical Standards and Endurance tests will be rejected.
18. **Rejection.** The following acts/omissions would render a candidate/ application disqualified/rejected:-
- Not Meeting/Qualifying/Passing the laid down Mandatory Qualifications Standards/Tests.
 - Furnishing of false, inaccurate or tampered information.
 - Obtaining support for his candidature through unfair means.
 - Impersonation by any person.
 - Submitting fabricated documents.
 - Making statements which are incorrect or false or suppressing material information.
 - Resorting to any other irregular or improper means in connection with his candidature for the selection.
 - Improper filling and incomplete application.
 - Any other reason as observed by the board of officers.

19. Conduct of physical tests will be completed prior to written test. A written test will be conducted by the Board of Officers. Every individual has to clear every test before appearing for the next test. Every test is eliminatory in nature.
20. Vacancies may vary (decrease) subject to the availability of post or change in Peace Establishment (PE) and non extension of the validity of Non Availability Certificate (NAC).
21. **Probation Period.** The selected candidates will be on probation for two years. The appointment of the selected candidate will be made on the satisfactory report from the concerned civil authority on verification of character and antecedent/Education certificates with date of birth/caste.
22. The number of candidates to be called for written test may be restricted to **MINIMUM 10(TEN) TIMES OF NUMBER OF VACANCIES.**
23. **Injury.** 21 Mtn DOU or any other Government organisation conducting the recruitment process will not be responsible for any kind of injury, fatal or non fatal sustained by any candidate during the physical test or otherwise.
24. **TA/DA.** No TA/DA will be admissible to the candidates for appearing in recruitment test. Candidates will have to make their own arrangements of boarding/lodging.
25. **Disclaimer.** The recruitment process can be cancelled/suspended/ terminated by the Commanding Officer, 21 Mtn Div Ord Unit at any stage and his decision in this regard will be final and no appeal will be entertained.
26. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in Guwahati only.
27. **Warning** - All the candidate are warned to be careful from the **“TOUTS/AGENTS”** and also requested to report to the Commanding Officer, 21 Mountain Division Ordnance Unit against any malpractice seem/observed by them.

To,

The Commanding Officer
21 Mtn Div Ord Unit
PIN – 909 021
C/o 99 APO

Affix recent Passport size photograph duly attested by a Gazetted Officer
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APPLICATION FORM RECRUITMENT

1. Post applied for : _____

2. Name of candidate (in block letters) : _____
_____3. Father's Name : _____
_____4. Date of birth :

DD		MM		YY			

5. Correspondence Address :-

House No./Street/Village _____
Post Office _____
District _____ State _____
Pin Code _____

6. Permanent Address :-

House No./Street/Village _____
Post Office _____
District _____ State _____
Pin Code _____

7. Educational Qualification

Ser No	Qualification	Name of School/College	Name of Board/University	Percentage obtained

8. Category for which applied:-

(a)

UR	SC

 (Please tick to choose)

9. Age as on last date of submission of application : Year _____ Months _____ days _____ i.e. within 21 days from the date of publication in the Newspaper.

10. Nationality :

11. Religion :

12. Whether registered with any employment exchange: _____
Yes/No. (If yes, mention registration No. and Name of Employment Exchange)13. Whether employed in Central Govt Services? : Yes / No
If Yes give details:-

Name of the Employer	Office Address	Name of the Post	Date of appointment

DECLARATION

14. I hereby certified that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. In understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

(Signature of Candidate)

Date :

Place :

FOR OFFICE RECORD ONLY

1. Application received on : _____
2. Application accepted/rejected : _____
3. Reason for rejection : Underage/Overage/Document incomplete/Photo or documents not attested/Any other reasons to be specified _____

4. Index No : _____
5. Date of test : _____

ACKNOWLEDGEMENT CARD

(On a separate sheet in double space)
(Ser No 1 to 5 only be filled by candidate)

INDEX NO : _____ (FOR OFFICE USE ONLY)

Passport size photograph duly attested by class – I Gazetted Officer
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ACKNOWLEDGEMENT

1. Name of Candidate _____

2. Date of Birth _____

3. Father's Name _____

4. Correspondence Address :-

House No./Street/Village _____

Post Office _____

District _____ State _____

Pin Code _____

5. Category applied for _____ (UR/SC)

6. Refer your application for the _____ Accepted/Rejected
post of

7. Reasons of rejection _____

8. Date, time and place for test _____
Date and Time _____
Place—Main Gate, Airport Authority
Colony, Borjhar, Guwahati (Assam)

Note :- (i) Entry will not be allowed without ACKNOWLEDGEMENT CARD bearing stamp of 21 Mtn DOU.

(ii) All documents in original regarding date of Birth, Caste, Education, Experience, etc will have to be produced at the time of test, failing which the candidature is likely to be cancelled.

Dated : _____

OIC Recruitment Cell