

**DRAFT ADVERTISEMENT FOR UPLOADING ON ARMY WEBSITE**

**Ministry of Defence**

**Vehicle Depot Panagarh, Pin-900349, C/o 99 APO**

**Recruitment Notice No.....**

1. Applications are invited from eligible Indian Citizens for the following posts in Pay Band of Rs (Pay band + Grade Pay) plus other allowances as admissible to Central Government employees :-

Ser No	Name of post	Pay Scales	Minimum essential qualification	Qualifying in physical/Practical & Ratio of Marks in written test		Category					Remarks
				Physical Endurance Test/Skill Test	Examination	UR	SC	ST	OBC	Total vacs	
(a)	Lower Division Clerk (LDC)	PB-1 of Rs.5200-20200 with Grade Pay of Rs.1900	<b>Essential:-</b> (i) 12 <sup>th</sup> class pass from a recognised Board or University  (ii) English typing speed of 35 words per minutes on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word.	Typing Test (Qualifying)	Written test (100% Marks)	03	01	-	01	05	Out of 05 vacs, 01 vac res for Ex-Serviceman
(b)	Supdt (Store) redesignated as Material Assistant	PB-1 Rs.5200-20200 with Grade pay of Rs. 2800	Graduate in any discipline from any recognised University or Diploma in Material Management or Diploma in Engineering in any Discipline from any recognised institution.	Nil	Written test (100% Marks)	01	-	-	01	02	

Ser No	Name of post	Pay Scales	Minimum qualification	Qualifying in physical/Practical & Ratio of Marks in written test		Category				Total vacs	Remarks
				Physical Endurance Test/Skill Test	Examination	UR	SC	ST	OBC		
(c)	Fireman	PB-1 Rs.5200-20200 with Grade pay of Rs. 1900	<b>Essential :-</b> (a) Matriculation or equivalent examination from recognised University/ Board. (b) <b>Physical Fitness:</b> Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:- (c) <b>Physical measurements (Qualifying).</b> (i) Height without shoes – 165 cms A concession of 2.5 cms shall be allowed for member of schedule tribes. (ii) Chest (Un-expanded) – 81.5 cms. (iii) Chest (On-expansion) – 85 cms. (iv) Weight - 50 kgs (minimum) <b>Note:</b> This post is purely for <b>Male</b> candidates. Physical fitness on ground is essential instead of certificates of any pvt/govt institutions produced by applicant.	<b>Endurance Test :-</b> (a) Run. 1.6 Km in 6 Min (b) Carrying a man (Fireman lift) of 63.5 kgs up to distance of 183 mtrs within 96 sec. (c) Clearing 2.7 mtrs wide ditch landing on both feet (long jump) (c) Climbing 3 meters vertical rope using hands and feet.	Written test (100% Marks)	<b>10</b>	<b>05</b>	<b>01</b>	<b>04</b>	<b>20</b>	Out of 20 vacs, 02 vacs res for Ex-serviceman, 01 vac res for PH(HH) & 01 vac res for MSP.

# The vac of PH (HH), Ex-Serviceman (ESM) & Meritorious Sports Person (MSP) will be filled up first and adjusted against respective categories of **UR/OBC/SC/ST**.

**Note:** Candidates failing in the endurance/physical/practical tests will not be allowed to undergo further process of selection. No of above mentioned post can be increased/decreased due to any changes in PE/WE or availability of vacs as per NAC.

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

3. Age limit and its relaxation for the above post.

(a) For the post of **LDC & Fireman** :-

Ser No	Category	Age Limit	Remarks
(i)	UR	18 yrs to 25 yrs	
(ii)	OBC	18 yrs to 28 yrs	
(iii)	SC/ST	18 yrs to 30 yrs	
(iv)	ESM	Service rendered in Army/Navy/Air Force/Army postal Service shall be deducted from actual age and resultant age should not exceed the maximum age limit i.e. 25 years prescribed for the post by more than three years.	
(v)	PH(UR)	18 yrs to 35 yrs	PH person should be in possession of disability certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability. The disability certificate should be as per proforma <b>Annexure</b>
(vi)	PH(OBC)	18 yrs to 38 yrs	
(vii)	PH(SC&ST)	18 yrs to 40 yrs	
(viii)	MSP(UR)	18 yrs to 30 yrs	Sports person who have represented a State in National/International competition, University tournaments conducted by Inter-University Sports Board, State School Team in National sports/Games conducted by AISGF. Persons awarded National awards in Physical Efficiency under National Physical Efficiency Drive.
(ix)	MSP(OBC)	18 yrs to 33 yrs	
(x)	MSP(SC&ST)	18 yrs to 35 yrs	

(b) For the post of **Supdt(Store)** redesignated as **Material Assistant**:-

Ser No	Category	Age Limit	Remarks
(i)	UR	18 yrs to 27 yrs	
(ii)	OBC	18 yrs to 30 yrs	

4. Candidates will fwd application properly sealed, in an envelope to the address mentioned against the post applied for through ordinary post/Registered/Speed post. Application in person through courier will not be accepted. Candidates are requested to subscribe the words. "APPLICATION FOR THE POST OF **LDC** or **Fireman** or **Supdt (Store) (Material Assistant)**" as applicable on the top of envelope while sending the application form to Comdt, Vehicle Depot Panagarh, Pin – 900349, C/o 99 APO. If not superscribed on envelope same will not be accepted.

5. **Last date and time for receipt of application:** 21 days from the date of publication of the advertisement in the Employment News (English version) till 5 PM and thereafter no application will be entertained. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Ladakh Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However, the crucial date for determining the age limit shall be the closing date for receipt of application i.e. 21 days from publication in Employment News.

6. **General:** Application received before the date of publication of advertisement or after the due date (even due to postal delay) will be rejected and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

- (a) Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.
- (b) Submitting of false, inaccurate or tampered or dubious information.
- (c) If not supercribed with the name of the post applied for or incorrect name of the post on the envelope and application.
- (d) Without self addressed envelope/postage stamps/self attested recent photographs.
- (e) Application not accompanied by self attested copies of certificates/prescribed Certificates in support of age, qualification, caste, disability discharge etc.
- (f) More than one application submitted by the candidate for the same post.
- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing on application form in any form and or bringing in any influence political or otherwise will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If underage or overage on closing date of receipt of application.
- (l) If the candidate not found to possess the essential qualification.
- (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.

7. Candidates should specifically note that the late delivery of test/examination/intimation due to postal delay (such as envelopes wrongly addressed, delivered elsewhere etc) will not be entertained and no correspondence will be made in this regard.

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

9. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer status issued by civil authorities.

10. Photocopy of the following documents/certificates to be attached alongwith application duly self attested:-
- (a) Two passport size photographs duly self attested, one on right corner of application and one on Acknowledgement card.
  - (b) Self attested copies of following certificates will also be submitted with Application:-
    - (i) Education qualification certificate (Mark sheet and pass certificate of the examination mandated as essential qualification for the post).
    - (ii) Date of birth certificate or Matric certificate showing date of birth.
    - (iii) Caste Certificate on the format of Central Government where applicable.
    - (iv) The candidate seeking reservation as OBC to submit a certificate regarding his OBC status and non creamy layer status issued by appropriate auth. Declaration certificate (Part-III for OBC candidate only) should be attached with separate A-4 size paper only.
    - (v) Discharge certificate for Ex-Serviceman or NOC from the competent authority for serving Defence personnel who are completing the prescribed period of Army Services within a year from the last date for receiving application.
    - (vi) Physically handicapped certificate where Applicable (as per format given below).
    - (vii) Certificate pertaining to claim of Meritorious Sports Person (MSP) issued by competent authority where applicable.
  - (c) Self address envelope affixing postal stamps of Rs. 25/- (Rupees twenty five only) for sending call letter to the eligible applicant by Registered post.
- 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.
11. **Place of Practical/Physical/Written Test:** Vehicle Depot, Panagarh, Pin – 900349, C/o 99 APO (West Bengal).
12. Application should be forwarded to Commandant, Vehicle Depot Panagarh, C/o 99 APO (W.B.) as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.
13. Candidate have to specifically mention the category to which they belong to i.e. (Gen, SC, ST & OBC). Incomplete/Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.
14. To reduce the number of candidates being sent call letters for one category of post, screening of applications will be carried out in the ratio 1 : 50 (fifty applications for one post) based on the percentage of marks obtained in the examination maintained as essential QR (Qualitative requirement).
15. Appointing authority reserve the right to reduce the number of candidates for written examination for any category of post by screening of application based on the percentage of marks obtained in the examination mandated as essential qualification required.
16. The candidate who fail to qualify in the physical/practical/skill test (wherever applicable) shall not be permitted to undergo written test. Physical/practical/skill test will be qualifying in nature which will not be counted for final merit. Possessing of typing speed is a prerequisite for the post of LDC.
17. No interview will be carried out. The merit will be based on written test only.

18. It is made clear that merely fulfilling the basic essential qualification/ requirements does not automatically entitle a person to be called for written/practical/ physical test. No weightage will be given for additional/higher qualification. The selection will be made strictly on the merit basis as mentioned in para 12. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage, due to administrative reasons.

19. The question papers of written test (objective type) will be bilingual i.e. English & Hindi as under:-

Subject	No of question	Maximum marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 hours (20 minutes extra for visually handicapped candidates)	The standard of question will be Matriculation/ Intermediate/ Graduation as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

20. **Probation period:** The selected candidates will be on probation for two years. All appointments are initially on temporary basis but likely to be made permanent. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character & antecedents/education certificate with date of birth/caste certificates/physical handicapped certificate and Medical fitness examination.

21. **Date & Time of Test:** Date and time of the written exam will be intimated later on through call letter to candidates whose application and particulars are found correct and in order as per the short listing based on merit of basic educational QR.

22. Candidates not in receipt of call letter should presume that their applications were incomplete/not meeting the QR (Qualitative requirements) or not found eligible. Vehicle Depot Panagarh will not be responsible for any delay by postal department/ courier agency.

23. **“Own Risk:** Candidates will appear for physical test/endurance test at their own risk. Any injury/accident/death if any sustained by the candidates during tests, authorities will not be held responsible nor any compensation will be paid”.

24. **“Warning :** All applicants are warned to be careful from the self styled agents and also requested to report to the Comdt of Vehicle Depot Panagarh against any malpractice seen/observed by them”.

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

26. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the Physical/ Practical/Written test.

27. Any dispute in the recruitment will be settled within jurisdiction of Kolkata Court.

**APPLICATION FOR RECRUITMENT**

**Recruitment Notice No.** .....

Affix recent self attested passport size photograph

- 1. Post applied for .....
- 2. Name of candidate (in Block letters) .....
- 3. Father's Name .....

4. Date of birth 

D	D	M	M	Y	Y	Y	Y

5. Correspondence Address:-  
House No./Street/Village .....  
Post Office .....  
District ..... State .....

6. Permanent Address:-  
House No./Street/Village .....  
Post Office .....  
District ..... State .....

7. Educational Qualification (Enclose photocopy of certificates):-

S.No	Qualification	Name of School/College	Name of Board/University	% of marks obtained

\* To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out in the ratio of 1 : 50 (fifty application for one post) based on the percentage of marks obtained in the examination mentioned mentioned as essential QR.

8. (a) Category for which applied:- (please tick to choose)

UR	SC	ST	OBC

(b) Whether belongs to:- (please tick to choose)

PH	ESM	MSP	Others

\* PH, ESM & MSP candidates to mention their category (Gen (UR), SC, ST &OBC)

9. If applied for the post as Ex-Serviceman  
Date of enrolment (in Army/Navy/Air force)..... Date of retirement.....  
Total Service..... yrs ..... Month ..... days (attach copy of discharge certificate/NOC)

10. If applied for the post as PH category:-

Type of disability (OH, HH,VH)	Percentage of disability

11. Whether registered with any employment exchange? (Yes/No).....  
(if yes, mention registration No and Name of Employment Exchange)

12. Whether employed in Central Govt services? Yes/No if yes, give details as under:-

(a)	Name of Employer	Office Address	Name of the post	Date of appointment

- (b) Have you ever been involved in any criminal case .....
- (c) Have you ever been arrested/prosecuted .....
- (d) Have you ever been convicted by any Court .....
- (e) Is any case pending against you in any Court .....
- (f) Is any case pending against you in any Police Station .....
- (g) Have you been ever debarred from appearing any Examination by UPSC/Govt of India/State Govt/University/Board or any other Educational institution.....

**DECLARATION**

13. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I 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 of 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.

Date:

(Signature of candidate)

Place :

.....

**FOR OFFICE RECORD ONLY**

- 1. Application received on.....
- 2. Application accepted/rejected.....
- 3. Reason for rejection: Underage/Overage/Documents incomplete/Photo or documents not attested/Any other reasons to be specified:-
- 4. Index No..... Date of test.....

**ACKNOWLEDGEMENT CARD/CALL LETTER : V D PANAGARH**

- 1. Name .....
- 2. Date of birth .....
- 3. Father's Name.....
- 4. Correspondence Address:-  
House No./Street/Village .....
- Post Office .....
- District ..... State .....
- Pin Code .....
- 5. Application accepted/rejected and date of test, if accepted .....
- 6. Reason for rejection: .....
- 7. Date of reporting for test.....
- 8. Venue of test: **Vehicle Depot Panagarh**

Affix recent self attested passport size photograph

**Note: I-** The candidate should bring the following on the date of test.

- (a) Acknowledge card/call letter in original for admission the test.
- (b) All documents/certificate in original.
- (c) Identity proof (Voter ID card/Aadhar Card/PAN card/Driving License/Passport).
- (d) Pen, Pencil, Eraser & Clip Board (writing materials) for written exam.

**Note: II-** Physical check will be carried out.

**INDEX NO** \_\_\_\_\_

**Signature of Controlling Officer**

**PART-III**

**(ONLY FOR OBC CATEGORY CANDIDATES)**

**DECLARATION**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
Resident of Village/Town/City \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a  
backward class by the Govt of India for the purpose of reservation in services as per order contained  
in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt (SCT) dated 08  
Sep 1993. It is also declared that I do not belongs to person/sections (Creamy Layer) mentioned in  
the column 3 of the Schedule to the above referred Office Memorandum dated 08 Sep 1993.

Date:

**Signature of the candidate**

Name & Address of the Institute/Hospital  
Certificate No \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATES**

Recent  
Photographs of  
the candidate  
showing the  
disability duly  
Attested by the  
Chairperson of  
the Medical

1. This is certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
age \_\_\_\_\_ Sex \_\_\_\_\_ identification mark (S)  
\_\_\_\_\_ is suffering from Permanent disability of following category :-

**A. Locomotor or cerebral palsy:**

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach  
(b) Weakness of grip
- (iii) BLA-Both leg and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired rich  
(b) Weakness of grip  
(c) Ataxic
- (v) OA-One arm affected (a) Impaired rich  
(b) Weakness of grip  
(c) Ataxic
- (vi) BH-Stiff back and hips (cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

**B. Hearing Impairment.**

- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.  
Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_  
years \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Shri/Smt/Kumari \_\_\_\_\_ meets the following Physical requirements for Pharmacist of his/her duties:-

- |        |   |   |         |
|--------|---|---|---------|
| (i)    | F-can perform work by manipulating with fingers | - | Yes/No. |
| (ii)   | PP-can perform work by pulling and pushing      | - | Yes/No. |
| (iii)  | L-can perform work by lifting                   | - | Yes/No. |
| (iv)   | KC-can perform work by kneeling and crouching   | - | Yes/No. |
| (v)    | B-can perform work by bending                   | - | Yes/No. |
| (vi)   | S-can perform work by sitting                   | - | Yes/No. |
| (vii)  | ST-can perform work by standing                 | - | Yes/No. |
| (viii) | W-can perform work by walking                   | - | Yes/No. |
| (ix)   | SE-can perform work by seeing                   | - | Yes/No. |
| (x)    | H-can perform work by hearing/speaking          | - | Yes/No. |
| (xi)   | RW-can perform work by reading & writing        | - | Yes/No. |

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Member  
Medical Board

Countersigned by the  
Medical Superintendent/CMO/Head  
of Hospital (with seal)

Tele: 3717

Vehicle Depot Panagarh  
Pin – 900349  
C/o 99 APO

0691/Vol-V/ADRP/ /Est

Jul 2016

The Director of Advertising & Visual Publicity  
Ministry of Information & Broadcasting  
Soochana Bhawan  
10<sup>th</sup> Floor  
Phase-IV CGO Complex  
Lodhi Road  
New Delhi – 110003

**ADVERTISEMENT**

1. The draft advertisement comprising of \_\_\_\_\_ are forwarded herewith alongwith soft copy of the same for the purpose of recruitment for **05xLDC, 02xSupdt (Store) (Material Assistant) & 20xFireman** in Vehicle Depot Panagarh for publication in the under mentioned Newspapers:-

- (a) The Employment News/Rojgar Samachar - All India edition
- (b) Rajasthan Patrika
- (c) Times of India - Kolkata edition
- (e) Sanmarg - Kolkata edition

2. In this connection, it is requested that the same may please be published in the aforesaid Newspapers as per appx attached separately for employment news and local news papers and copy of the relevant Newspapers may please be sent to this unit for enabling us to take further action on recruitment.

3. As early action is requested pl.

(V Sasi Kumar)  
Col  
Commandant

Encl: (As above)

**Copy to:-**

Dte Gen of Ordnance Services (OS-8C) (i)  
Master General of Ordnance Branch  
Integrated HQ of MoD (Army)  
New Delhi – 110 011  
Pin-900108  
C/o 56 APO

Dte Gen of Ordnance Services (OS-20)  
Master General of Ordnance Branch  
Integrated HQ of MoD (Army)  
New Delhi - 110 011

Headquarters  
Eastern Command (Ord)  
Pin – 900349  
C/o 99 APO

- for information please.