

**MINISTRY OF DEFENCE  
EMBARKATION HEADQUARTERS KOLKATA  
GROUP 'C' CIVILIAN VACANCIES IN DEFENCE UNITS**

1. Applications are invited from eligible Indian Citizens for following posts, as per format given below. The details of vacant posts are as follows:-

Name of Post	Place of Posting	Categories				Total vacancies	Education Qualification	Desirable Qualification
		Unreserved	SC	ST	OBC			
LDC	Kolkata (WB)	1				1	(I) 12th Class or equivalent (II) English Typing @35 w.p.m or Hindi Typing @30 w.p.m on computer.	
Tally Clerk	Kolkata (WB)		1	1		2	Matriculation or Equivalent.	Three Years experience in shipping work
Cook Special	Masimpur (Assam)	1				1	(I) Matriculation or Equivalent (II) Must have knowledge of Indian cooking and proficiency in cooking.	
Mess Cook	Rangapahar (Dimapur)			1		2		
	Masimpur (Assam)	1						
Mess Waiter	Masimpur (Assam)	1				1	Matriculation or Equivalent	One year experience.
Masalchi	Rangapahar (Dimapur)				1	2	Matriculation or Equivalent and should be conversant with the duties of Masalchi.	
	Masimpur (Assam)	1						
MTS (Safai wala)	Kolkata/Howrah (WB)	1				1	Matriculation or Equivalent	Conversant with the duties of Safaiwala with one year experience

2. **Pay Scale.**

Sl No	Name of Post	Pay Scale
01	LDC, Tally Clerk, Cook Special, Mess Cook	PB-1- Rs. 5200-20200/- with Grade Pay of Rs.1900/- plus Allowances as admissible to Central Government Employees.
02	Mess Waiter, Masalchi, MTS (Safaiwala)	PB-1 of Rs. 5200-20200/- with Grade Pay of Rs.1800/- plus Allowances as admissible to Central Government Employees.

3. **Age limit and relaxation :-** The prescribed age limit for the above post is between 18-25 yrs as on closing date of receipt of application. Necessary age relaxation as per existing Government Order for SC/ST/OBC, Ex-serviceman is applicable.

4. **Place of Posting.** As mentioned above in the table. However, all the posts carry All India Service liability & selected individuals are liable to be posted anywhere in India.

5. **Screening of the Applications:-** In case, the large number of applications is received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualification so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test. Candidates would be

intimated separately for appearing in examination. Only candidates who are intimated are required to appear for exam.

6. **Practical/Physical Test** : Based on the merit in written exam. Shortlisted candidates would be called for Practical Test or Physical Test. The number of candidates called for Practical/Physical Test will invariably not exceed 10 times the number of vacancies in each post.

7. **Documents required to accompany the Applications** :- Photocopies of following documents self attested should accompany the application forms :-

- (i) Matriculation/10<sup>th</sup> Pass Certificate.
- (ii) Birth Certificate.
- (iii) Caste Certificate (wherever applicable).
- (iv) Educational Qualification Certificate.
- (v) Two self addressed envelopes affixed Rs. 25/- postal stamp each.
- (vi) Three latest passport size colour photographs.
- (vii) NOC from the present employer. (If the applicant is already a Government Servant).
- (viii) Photocopy of Govt issued photo Id proof like Aadhaar Card, Voter ID, Pan Card, Passport, Driving Licence.

Candidates must carry the Originals of all the above documents while appearing for examination for verification.

8. **Scheme of examination.** A written test will be held which will have questions of the level of Class 10<sup>th</sup>. Candidates appearing for written test would also be subjected to Practical/ Physical examination.

9. **Last date for receipt of applications.** The last date for the receipt of Application would be 21 days from publication of the advertisement in Employment News including the day of publication. Applications received after due date will not be entertained.

10. **Submission of applications.** Applications completed in all respects as per the proforma attached (Part-I & II) and accompanied by requisite documents as stated above should reach to **Commandant Embarkation Headquarters, 246, AJC Bose Road, Alipore, Kolkata – 700027** on or before **21 days** from the date of publication of the advertisement in Employment News. Application format should be typed on a A-4 size paper. Applicant may apply for one or more places as given in advertisement for respective trades. Please add rows to apply for more number of Posts as per Category and Place. Application in person will not be accepted. One envelope should contain one application only. Candidates are requested to super scribe the words "Application for the Post Of ....." and Category on the top of envelope while sending the Application Form.

11. **Place of Written Test and Practical/Physical Test** . The written test and Practical/Physical Test would be held at **Kolkata**. Candidates should come prepared to stay for two-three days for completion of the recruitment 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 the examination.

12. **Call letter for examination.** Shortlisted candidates would be intimated the date, time and venue for conduct of written examination and practical/physical test. Only candidates who receive call letters are required to appear for the examination alongwith the call letters received. The Department is not responsible for any postal delay that may occur.

13. Applications which are incomplete in any respect not accompanied by requisite documents are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department.

14. **General Conditions:-**

- (a) Appointments are initially on a temporary basis.
- (b) Departments reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.

**APPLICATION FORM FOR RECRUITMENT OF GP 'C' CIVILIANS  
PART I**

To,  
The Commandant,  
Embarkation Headquarters, Kolkata-27

Post Applied For	Category	Place

Affix recent  
passport size  
Photograph duly  
self attested (Not  
to be stapled)

**Note:** Applicant may apply for one or more places as given in advertisement for respective trades. Please add rows to apply for more number of Posts as per Category and Place.

- Name (In block letters): \_\_\_\_\_
- Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_
- Date of birth \_\_\_\_\_
- Age as on (closing date of Application) : \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days
- Category (UR/SC/ST/OBC)
- Addresses:-**

	Correspondence Address	Permanent Address
House No. /Street/Village		
Post Office		
District		
State		
Pin Code		
Mob No.		

7. **Details of Education Qualifications**

Essential Qualification	Board	Marks obtained	Percentage
Matriculation or Equivalent			
12 <sup>th</sup> Class or Equivalent			

- Any other Qualification(Academic/Technical Training/ Experience).  
\_\_\_\_\_

- I hereby certify that :-

(a) I am not involved in any criminal case and no proceedings Criminal/Civil are pending/contemplated against me in any court of law.

(b) The above particulars are true and correct to the best of my knowledge and belief. If any particular is found to be incorrect and false at any stage my selection/ appointment/services are liable to be terminated without notice.

Place:

Date:

(Signature of Candidate)

**PART-II**  
**Acknowledgement Slip/Call Letter (Two Copies)**  
**(To be filled by the candidate on a separate page)**

1. Name (in block letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Address for Communication House No. /Street/Village \_\_\_\_\_  
 Post Office \_\_\_\_\_  
 Dist \_\_\_\_\_ State \_\_\_\_\_  
 Pin Code \_\_\_\_\_ Mob No. \_\_\_\_\_
4. This call letter is for the post of \_\_\_\_\_
5. Which category to belong \_\_\_\_\_

Affix recent  
passport size  
Photograph duly  
self attested (Not  
to be stapled)

**(For Office Use Only)**

6. Regn No./Index No. \_\_\_\_\_
7. Date of test \_\_\_\_\_
8. Time of test \_\_\_\_\_
9. Place of test: \_\_\_\_\_

**Note :-**

(a) Candidates have to produce all **Original Copies** of certificates/testimonials and any **Original** Govt issued photo Id proof like Aadhaar Card, Voter ID, Pan Card, Passport, Driving Licence on the date of test.

(b) Candidates should bring Pen, Pencil, Clip Board, and writing materials for written test /practical test/physical test.

(Signature of Controlling Officer with Office Seal)

*dayp 10622/11/0003/1617*