

**MINISTRY OF DEFENCE
SELECTION CENTRE NORTH, RUPNAGAR (PUNJAB)**

1. Applications on the prescribed format as attached with this notice are invited for **Selection Centre North (SCN), Rupnagar (Punjab)** from Indian National eligible candidates for the posts details of which are given in Para 2 below. All the posts are covered under All India Service liabilities and the selected candidates will be posted at interim location at Kapurthala (Punjab) initially for few years and will be shifted to Rupnagar (Punjab) subsequently on completion of infrastructure. The applications should reach **Commandant, Selection Centre North, Old Cantt, Kapurthala Punjab-144601** within **21 days** from the publication of this advertisement in Employment News. The date of written and skill tests of candidates who are found suitable after scrutiny of applications will be communicated to them separately through call letter.

2. Details of posts and vacancies are as under in the following pay scales:-

Serial Number	Name of post	Pay Scale	Minimum Essential Qualifications and Requirement	Skill test	Categories			Total Vacancies	Remarks
					UR	SC	OBC		
(a)	Civil Motor Driver (Ordinary Grade)	5200-20200 Grade Pay - 1900	Essential Qualification (a) Matriculation or Equivalent (b) Must possess the Civilian Driving License of heavy vehicle and have two years experience of driving such vehicle.	Yes	03	01	01	05	Skill Test (a) Driving Test of light vehicles & heavy vehicles including Buses. (b) Maintenance of light vehicles & heavy vehicles including Buses.

3. **Age limit and Relaxation.** Age limit for all categories is 18 Yrs to 27 Years.

4. **To Determine Age.** Age calculation will be on last date prescribed for receipt of applications as per "The Employment News".

5. **No application will be accepted by courier or in person by hand or through any representative.** The application must be posted to the addressee **The Commandant, Selection Centre North, Old Cantt, Kapurthala, Punjab-144601** under **Registered Cover/Speed Post/Ordinary Post only.** The unit will not be responsible for any kind of postal delay/postal error. Candidates will fwd application properly sealed in an envelope to the addressee duly enclosed **'APPLICATION FOR THE POST OF Civil Motor Driver(Ordinary Grade)** on the top of envelope while sending the application form.

6. Candidates fulfilling above conditions may submit their applications as per the format attached alongwith following documents with the application:-

- (a) Affix two latest passport size photographs duly attested, one on right hand corner where space is provided for photograph on application and second on Call Letter.
- (b) Copies of following documents duly attested:-
- (i) Education Qualification Certificate.
 - (ii) Birth Certificate or Proof of Date of Birth.
 - (iii) Caste Certificate where applicable.
 - (iv) Driving License for heavy vehicles.
 - (v) Experience Certificate for heavy vehicles.

7. Candidates will also enclose with the application a **self-addressed envelope duly affixing postal stamps of Rs 22/- for despatch of the Call Letter under registered letter/cover to shortlisted candidates.** The applications should reach **Commandant, Selection Centre North, Old Cantt, Kapurthala Punjab-144601** within **21 days** from the publication of this advertisement in Employment News. The date of the Monday of the week for which 'Employment News' is published will be taken as date of publication. **The covering letter/envelope should be marked with "APPLICATION FOR THE POST OF Civil Motor Driver"** "No application will be entertained after closing date i.e. 21 days from the date of publication of this advertisement notice in Employment News."

8. Test will be held at Kapurthala/nearby Military Stations on suitable dates mentioned in the Call Letter in respect of shortlisted candidates. Applicants should report to the unit responsible for conduct of test for the specified trade at the place and time as mentioned above clearly in the Call Letter. The individuals should be in possession of Call Letter sent by this unit alongwith identity proof and all original documents for verification. On reporting individuals who are not in possession of Call Letter or proof of identity or original documents will not be entertained.

9. Merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test. To be eligible to be called for written examination for one category of post, screening of applications will be carried out for correctness of various documents, age etc. To restrict the large number of candidates, the percentage of marks obtained in the examination mandated as essential qualitative requirement will be considered and cut off percentage category wise will be applied.

Notes:-

- (a) Central Government civilian employees must furnish 'No Objection Certificate' from their employer/office at the time of reporting, failing which their candidature is liable to be cancelled.
- (b) Please note that incomplete applications like without affixing photograph, mismatching photographs, or without enclosing attested copies of educational certificate, date of birth and / or caste certificate (as applicable) and / or of applicants found overage /underage on last date of receipt of application as indicated above will be rejected without intimation to the candidate. Only the eligible candidates after being shortlisted will be called for the tests.
- (c) Call letter will not be forwarded to those candidates who have not affixed postal stamp of Rs 22/- on the self addressed envelope.

- (d) Candidate must ensure that no column is left blank or is filled wrongly. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidate himself. The Administration will not entertain any claim after such rejection. The application as per format duly typed and filled will be forwarded to **Commandant, Selection Centre North, Old Cantt, Kapurthala-144601 (Punjab)**.
- (e) Candidate who apply against OBC category shall attach and produce "**Other Backward Class**" certificate and not the "**Backward Class**" certificate duly signed by appropriate authority. In addition, a certificate of "**Non Creamy Layer Certificate**" is mandatory.
- (f) No TA/DA for the Test will be paid. Candidates will make their own boarding/lodging arrangement for test.
- (g) The age calculation in cases where re-advertisement is carried out for the same posts, the last date prescribed for receipt of applications in the original/initial advertisement would be taken into account.
- (h) Application form and Call Letter must be on separate pages.
- (i) Unit will not be responsible for any damage / liability, in case of injury/death of candidate during test.
- (k) The selection will be made strictly on the merit basis. The decision of Appointing Authority 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 Selection Centre North**) **Appointing Authority** at any stage, due to administrative reasons.
- (l) All posts are covered under All India Service Liabilities – Candidates can be transferred anywhere in India.
- (m) The question papers of written test (objective type) will be in bilingual i.e. English & Hindi, as under:-

Subject	Maximum Marks	Duration	Remarks
General intelligence and reasoning	50	2 Hours	The standard of test will be as per minimum essential qualification required for the respective category.
Numerical aptitude	50		
General English	50		
General Awareness	50		
Total	200		

- (n) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- (o) The selected candidates will be required to function at interim location Selection Centre North, Kapurthala till the time Selection Centre North moves to Rupnagar (Punjab).
- (s) **Warning:** All the candidates are warned to be careful from the self styled agents/touts and are requested to report to the Commandant/CO against any malpractice seen/observed by them.
- (t) Candidates will not be allowed to carry any mobile/digital gadgets in the testing area.
- (u) Any dispute with regard to the recruitment will be subject to the Court having Jurisdiction in Kapurthala.

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**APPLICATION FOR THE POST OF CIVILIAN MOTOR DRIVER(ORDINARY GRADE)
IN SELECTION CENTRE NORTH, RUPNAGAR (PUNJAB)**

1. Post applied for **Civilian Motor Driver**
2. Category for which applied (Please tick to choose) :-
 (a) UR (b) SC (c) OBC
 (Attach caste certificate duly attested as per the prescribed format for posts under the Government of India)
3. If applicable (Please tick to choose)
 (a) Ex-Serviceman (b) Physically Handicapped (c) Meritorious Sports Person.
 (Attach certificate as applicable duly attested).
 (d) Government Servant
 (Attach No Objection Certificate for Serving Government Servants)
4. Name of Candidate (in block letters) : _____
5. Father's Name (in block letters) : _____
6. Date of Birth : _____
 (Attach birth certificate / proof of date of birth duly attested).
7. Age as on last date prescribed for receipt of application
 Years.....Months.....Days.....
8. Address for Correspondence :
 House No/Street/Village _____
 Post Office : _____ Distt _____
 State _____ PIN Code _____
9. Permanent Address :
 House No/Street/Village _____
 Post Office : _____ Distt _____
 State _____ PIN Code _____
10. Caste : Gen/OBC/ SC/ST _____ (Attach requisite certificates duly attested in case of OBC/SC/ST).
11. Educational Qualification : _____ (Attach education certificate duly attested).

Paste photograph
duly attested

Serial Number	Qualification	Name of School/College	Name of Board/University	Percentage of marks obtained

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12. If applied for the category of Ex-servicemen:-

- (a) Date of enrolment (in Army/Navy/Air Force) : _____
- (b) Date of retirement (From Army/Navy/Air Force) : _____
- (c) Total service : ____ Years ____ Months ____ Days

13. If applied for the category of Physically Handicapped category:-

- (a) Type of disability : Orthopedic Handicapped / Hearing Handicapped
 - (b) Percentage of disability : _____
- } - Attach certificate duly attested

14. Whether registered with any Employment Exchange - Yes/No : If yes, mention Registration No and Name of Employment Exchange.

Note: Call letter has to be on separate page and the same has to be signed after filling Columns 1, 2 and 3 and writing the post for which applied

15. I hereby certify that above particulars mentioned in the application are true and correct 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/appointment is liable to be cancelled/terminated. I am willing to serve anywhere and department has the right to transfer me to anywhere in India.

Dated :

(Signature of candidate)

For official Record Only

- 1. Application Received on _____
 - 2. Application Accepted/Rejected _____
 - 3. Reason for rejection: Underage/Overage/incomplete documents/Self addressed envelope with requisite stamps not found / Any other reasons to be specified...
 - 4. Index No : _____ Date of Test _____ Place of Test _____
- Time _____

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CALL LETTER

POST : CIVILIAN MOTOR DRIVER (ORDINARY GRADE)
(Name of the Post for which applied)

TO BE FILLED BY THE CANDIDATE:-

1. Name : _____
2. Father's Name: _____
3. Address for Correspondence:
(To be filled same as per Column 8 of Application Form)
House No / Street / Village _____
Post Office _____
Tehsil _____
District _____
State _____ PIN Code _____

Paste photograph
fully attested

FOR OFFICE USE ONLY:-

4. Index No _____
5. Date of Test (Skill & Written) _____
6. Time _____
7. Location _____

(Signature of Candidate)

(Issued by)

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FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt/Kumari _____ Son/Daughter of _____ of _____ Village/Town _____ District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No _____ dated ____*. Shri/Smt/Kumari _____ and/ or his/ her family ordinarily reside (s) in the _____ District/Division _____ of the _____ State/Union Territory. This is also certify that he/she does not belong to the persons/selections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No 36012/22/93-Estt(SCT) dated 09 Sep 1993**.

Dated :

District Magistrate
Deputy Commissioner, etc

For OBC Candidates Only

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 Government of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel and Training Office Memorandum No 36012/22/93-Estt (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel & Training Office Memorandum No 36033/3/2004-Estt (Res) dated 9.3.2004 and 14.10.2008.

Place :

Signature of the Candidate
(Application not signed by the
Candidate will be rejected)

day 10622/u/0017/1617

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