

HQ MG & G AREA (SIGNALS)

PIN-908806 C/O 56 APO

EMPLOYMENT NOTICE

1. Applications are invited for recruitment of the following posts from citizens of India, who are willing to serve anywhere in India (preferably stations at Mumbai & Secunderabad) fulfilling the requisite Qualifications/specifications as mentioned below on prescribed format. Applications complete in all respect alongwith all the requisite documents, duly self attested be forwarded to HQ MG & G Area (Signals) PIN- 908806, C/o 56 APO.

2. **Post and Pay Band.** CSBO (Civilian Switch Board Operator) Grade-II, Group 'C' Rs 5200-20200, Grade Pay Rs 2000/-.

3. Details of Vacancies (Number of post likely to change)

UR	SC	Total	Remarks
01	01	02	Appointing authority reserves all the rights for Change in No of vacancies
4. Qualification			
(a) Essential		(i) Matric or equivalent from recognized Board	
		(ii) Proficiency in handling Private Board Exchange (PBX) board.	
(b) Desirable		(i) Fluency in spoken English / Hindi	
5. Age Limit			
(a) UR- 18 to 25 Yrs, SC-18 to 30 Yrs (Crucial date for determining age will be closing date of receipt of application)			
(b) The age relaxation will be applied only in case of candidates who produce valid certificate of caste /category.			
6. Photographs		One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format duly Self attested. Two addition photographs duly self attested (on front side) are to be attached separately with application.	
7. Closing date for receipt of applications		30 Days from the date of publication of this advertisement	
8. Scheme of Examination			
(a) The selection will be made strictly on the basis of merit. The selection process will comprise of Written Test and Skill Test. Final merit will be decided on the basis of marks obtained in the Written Test and conduct of Skill Test will be for qualifying purpose only.			
(b) Written Test The written Test will comprise of Four parts as given below. The question paper will be bilingual i.e. English and Hindi. However, the question on the portion of English Language subject will be in English only)			
Paper		Subject	
Paper-I		General Intelligence & Reasoning (Objective Multiple Choice Type)	
Paper -II		General Awareness (Objective Multiple Choice Type)	
Paper -III		General English (Objective Multiple Choice Type)	
Paper -IV		Numerical Aptitude (Objective Multiple Choice Type)	

(c) No extra weightage will be given for additional/extra/higher qualification for recruitment

(d) **Skill Test.** Skill test will be conducted to check candidate's proficiency in handling exchange operation and this will be conducted for qualifying purpose only.

(e) If the number of applications received in response to the advertisement is large and it is not convenient or possible to arrange the examination for the candidates, Headquarters MG & G Area (Signals) reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage of marks obtained in the prescribed minimum essential qualification.

(f) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

(g) Only shortlisted candidates based on performance in written examination (Top ten times of number of vacancies in each category will be called for **Skill test by the selection board**)

9.

Important instructions to the Applicants :-

- (a) Dates of examination will be as under (intimated to the eligible candidates later on through letter) :-
- (i) Date of Written Test **23 OCT 2016** (0900 hrs onwards reporting time 0800 hrs)
 - (ii) Date of Skill Test **24-25 OCT 2016** (0900 hrs onwards reporting time 0800 hrs)
 - (iii) Place and Venue of Test : **Headquarters MG & G Area (Signals), PIN - 908806, C/o 56 APO**
- (b) Persons working in Central/State Govt/PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection releasing them in case of selection.
- (c) New entrants to Government service, entering on or after 01 Jan 2004 are governed by New Pension Scheme.
- (d) The **Headquarters MG & G Area (Signals)** shall not be responsible for any postal delay or failure.
- (e) The candidates must clearly super-scribe "APPLICATION FOR THE POST OF CSBO GDE-II" on the top of the envelope in capital letters. The reserved category candidate's should also write their category on the left hand corner of the envelope.
- (f) Candidates applying for the post must enclose their supportive documents viz Self attested copies of Birth Certificate (Matriculation Certificate/Mark Sheet can be produced in lieu), Educational Qualification/Technical Qualification, Experience certificate, Residential Certificate, Caste Certificates in support of their claim of belonging to the reserve category and Two Self addressed envelopes duly affixed, postage stamp of Rs 10/- on each envelope must be enclosed with the application.
- (g) Applications with following deficiencies will be rejected summarily and no correspondence in this regard will entertained.
- (i) Incomplete or unsigned application and without Left/Right Thumb Impression on application form.
 - (ii) Late receipt of application i.e after closing date.
 - (iii) Submission of supporting documents without duly self attested.

- (iv) Non submission of two additional photographs duly self attested and mismatch of submitted photographs
- (v) Non submission of self addressed 12 x 24 cms envelopes duly affixed postal stamp of Rs 10/- on each
- (vi) Mismatch of information filled in application with regards to their supporting documents.
- (h) The application can be filled by the candidates either in English or Hindi.
- (j) For any enquiry individual may contact Tele No 022-22157117 (Enquiry between 0800 hrs to 1400hrs)
- (k) No TA/DA will be paid for appearing in the test.
- (l) Candidates should be prepared to come to **Mumbai** for a stay of 4-5 days under own arrangements.

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FORMAT OF APPLICATION
APPLICATION FOR THE POST OF : CSBO (CIVILIAN SWITCH BOARD OPERATOR) GRADE-II
(HEADQUARTERS MG & G AREA (SIGNALS), PIN - 908806, C/O 56 APO)

Ref News paper _____ Advertisement No _____ Dated _____

To

Headquarters
MG & G Area (Signals)
PIN - 908806
C/o 56 APO

Affix latest passport
size photograph duly
self attested

(not more than 3
months old

NOTE : ALL THE COLUMNS TO BE FILLED IN BLOCK LETTERS ONLY

1. Name of candidate (Block Letters) :
(As written in Matric/SSC Certificate)
2. Father's/Husband's Name :
3. Mother Name :
4. Sex (Male / Female) :
5. Date of birth :
(As per Matric certificate)
6. Age as on closing date of receipt of application : _____ Years _____ Months _____ Days
7. Category (UR/SC) :
(Enclose Caste Certificate on prescribed format)
8. Nationality/Religion :
9. Postal address for communication (in Block letters) :
with PIN Code
10. Mobile No Land Line No with STD Code
11. Experience certificate
12. Whether Govt Servant if yes, details of post held :
(Enclose cert showing pay scale and date of entry in Govt Service)
13. Details of Academic/Technical & Professional Qualifications :

Name of the Exam Passed	Year	Name of Recognized University/Board of Examination	Percentage of marks obtained	Division	Remarks

(Self attested copies of certificates in support of above to be enclosed)

DECLARATION

I hereby declare that all the 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 intelligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.



* Thumb impression

* Left Thumb impression in case of male candidate and Right Thumb Impression in case of female candidate.

(Signature of candidate)

Enclosures :

App 10622 / 11 / 0024 / 1617