

54 COY ASC (SUP) TYPE 'C'
JABALPUR (MP)- 482001

EMPLOYMENT NOTICE

1. Applications are invited from eligible Indian National candidates by 54 Coy ASC (Sup) Type 'C', C/o 56 APO for the following civil post (Group 'C', Non-Industrial). The distribution of reserved vacancy is as under:-

Name of the Post & Pay Scale	Total No of Posts	Reservation Position			Total	Educational/Qualifications
		OBC	Ex-Servicemen	Unreserved		
Mazdoor Rs 5,200-20200 with Gp Rs 1800/- (Pay Band-1)	06	01	02	03	06	(a) Matriculation or equivalent. (b) Conversant with the duties of Mazdoor.
Chowkidar Rs 5,200-20200 with Gp Rs 1800/- (Pay Band-1)	01	01	-	-	01	(a) Matriculation or equivalent. (b) Conversant with the duties of Chowkidar with one year of experience.

Abbreviations used : GP-Grade Pay.

Note : (a) Number of vacancies are subject to change at the discretion of Competent Authority without intimation and without assigning any reasons thereof, at any time during the course of recruitment.

(b) Reservation for Ex-servicemen will be based on availability of suitable candidates. In the absence of Ex-servicemen candidates, the vacancy will be filled by open candidates according to the prescribed quotas.

(c) Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for unreserved category provided they fulfill qualifications, age and other such norms as applicable for General category as stipulated.

2. The age-limit as on the closing date i.e, 21 days from the date of publication of this advertisement notice in newspaper will be as under :-

(a) General - 18-25 Years.

(b) OBC - 18-28 Years.

(c) Ex-servicemen - Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit i.e. 25 Years prescribed for the post by more than three years.

3. **Selection Procedure:-**

(a) By Written Test.

(b) Practical, Physical tests etc wherever applicable.

(c) Interview.

4. **How to Apply.** Candidates fulfilling above conditions may submit their application as per the format given below and attach the following documents alongwith the applications:-

(a) Affixing two passport size photographs taken on or after 01 Mar 2015 duly attested by a Gazetted Officer-one on right hand corner of the application and another on the Admit Card.

(b) Applicants who are working in Central Govt/State Govt/PSUs/Autonomous Body should apply through proper channel provided candidate should not be less than three years of regular service, along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.

(c) Attested copies of the following documents:-

- (i) Education Qualification Certificate.
- (ii) Caste Certificate issued from Competent Authority.
- (iii) Proof of age.
- (iv) Ex-servicemen (Discharge Book & Pension Book).

5. The candidates applying for the vacancies should ensure that they fulfil all the eligibility conditions for the post. Their admission at all stages of the selection will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the selection will be cancelled forthwith.

6. Candidates will enclose a self-addressed envelope, affixing postal stamps of Rs 25/- required for Registered Cover for return of Admit Card so as to reach Officer Commanding, 54 Coy ASC (Sup) Type 'C', Jabalpur (M.P)-482001 by 1400 hrs within 21 days from the date of publication of this advertisement in the Newspapers. The envelope should be marked with **"APPLICATION FOR THE POST OF MAZDOOR/APPLICATION FOR THE POST OF CHOWKIDAR"**. No application will be entertained after closing date i.e, 21 days from the date of publication of this advertisement notice in Newspaper. In case a candidate desires to apply for both Mazdoor and Chodkidar a separate application alongwith complete set of documents is required to be submitted..

7. Test will be held at 54 Coy ASC (Sup) Type 'C', Jabalpur on dates mentioned in Admit Card for ease. Applicants should report to the place, date and time as mentioned in the Admit Card. No separate letter except Admit Card will be issued.

8. The candidates should be in possession of Admit Card sent by this office and all original documents for verification at the time of Test. Candidates who are not in possession of Admit Card and other relevant documents will not be entertained. Admit Card will be posted to only those Candidates whose applications/supporting documents are found complete/correct in terms of age, mandatory Education Qualification and other parameters as mentioned above. No intimation of rejection of applications will be given to the candidates.

9. After reporting, candidates not meeting any of the laid down standards/test or Education Qualification will be rejected at that stage itself and will not be allowed to take part in further test/examinations as all Standards/Test are mandatory.

10. 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 all the candidates, the **Officer Commanding reserves the right to restrict the number of candidates to a reasonable**

12. **Important Instructions to the Candidates.** It is brought to the notice of all candidates that the following specifications are to be strictly followed while submitting the application form:-

- (a) Please note that incomplete applications received at 54 Coy ASC (Sup) Type 'C', Jabalpur without affixing attested photograph or without enclosing attested copies of educational certificate showing date of birth, caste and experience certificate (wherever applicable) will be summarily rejected and candidate will not be entertained for test and no correspondence in this regard will be entertained.
- (b) Candidates must ensure that no column is left blank or wrongly filled. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidate himself/herself. The application format should be typed on full scap paper (A-4 size). Candidates are advised **Not to** Send applications through private courier services. No application will be accepted in person by hand or through any representative. The application must be posted to the addressee through **REGISTERED POST ONLY**. The department will not take any responsibility for any delay in receipt or loss in postal transit for any application.
- (c) Canvassing in any form and/or bringing in any influence will render rejection of applications without notice. No routine queries/correspondence regarding any individual applications will be entertained.
- (d) OBC candidates applying for post should not belong to 'Creamy Layer' and shall produce caste certificate issued from the Competent Authority.
- (e) No TA/DA for the Test will be paid. Candidates will make their own boarding/lodging arrangement for test.
- (f) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
- (g) Place of appointment and employment will be at 54 Coy ASC (Sup) Type 'C', Jabalpur.
- (h) Selected candidates will be offered appointment after successful verification of their character and antecedents from concerned District Magistrate, Medical Fitness from authorised Government Medical Doctors and verification of education/caste certificates.
- (i) The recruitment process can be cancelled/suspended/terminated by the Officer Commanding 54 Coy ASC (Sup) Type 'C', Jabalpur at any stage and his decision in this regard will be final and no appeal will be entertained.

Proforma of Application

Application for the post of _____
Ref : Newspaper _____ dated _____

To,
The Officer Commanding
54 Coy ASC (Sup) Type 'C'
Jabalpur (M.P)-482001

Recent Passport size
photo duly attested
by a Gazetted
Officer

1. Full Name (in Block Letters) _____
(As written in 10th/SSC certificate)
2. Father's/Husband Name _____
(in Block Letters)
3. Date of Birth _____
(As per Matriculation or equivalent certificate)
4. Age _____ Years _____ Months _____ Days _____
(As on last date of submission of application forms)
5. Write category to which you belong _____
(OBC/Ex-Servicemen/Unreserved)
6. Nationality _____
7. Religion _____
8. Address and Pin Code in full for communication _____

9. Mobile No/Land Line No with STD Code : _____
10. Details of Academic/Technical & Professional Qualifications:-

Name of the Exam Passed	Year of Passing	Name of Recognised University Board	% of marks obtained	Remarks

(Attested copies of certificate in support of above are to be enclosed)

11. Experience, if any _____

Declaration.

1. 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 ineligibility being detected before or after the written test/skill test my candidature will automatically stand cancelled.
2. I shall undergo all tests at my own risk and responsibility.

Signature of the Candidate _____

Name _____

Enclosures
Note : SUBMIT ADMIT CARD

ADMIT CARD

Post applied for **MAZDOOR/CHOWKIDAR** (Strike out whichever is not applicable)

2. Full Name (in Block Letters) _____
(As written in 10th/SSC certificate)
2. Father's/Husband Name _____
(in Block Letters)
3. Address for Correspondence (To be filled same as per
Column 08 of application form)
-
-

Recent Passport size
photo duly attested
by a Gazetted
Officer

4. The written test will comprise of four parts as given below. The question paper will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only:-

Subject	Maximum Marks	Duration
General Intelligence & Reasoning	25	2 Hours.
Numerical Aptitude	25	
General English	50	
General Awareness	50	
Negative Marking	0.25 marks for each wrong Answer	

(FOR OFFICE USE ONLY)

5. Index Number _____
6. Date & Time of Written Test/Practical/Physical Test _____
7. Venue of Written Test _____

(Signature of Controlling Authority)

daup 10602/11/6016/1516