

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
ASC UNITS OF 71 SUB AREA /HQ NORTHERN COMMAND
RECRUITMENT NOTICE 01/2021

APPLICATIONS ARE INVITED FROM ELIGIBLE INDIAN NATIONALS (MALE CANDIDATE)
TO FILL UP FOLLOWING VACANCIES OF GROUP 'C' IN ASC UNITS OF 71 SUB AREA /
HQ NORTHERN COMMAND

Note : Please read general instructions carefully before filling up of Application Form. Non completion of any one / or more instruction(s) will entail outright rejection of application.

Name of Post (No of Vac)	Pay Matrix Level & Pay Rs	Age (Years)	Qualification /Experience required	Category				
				Gen (UR)	SC	ST	OBC	EWS
Civilian Motor Driver (Ordinary Grade) Total – 27 (10% of total vac i.e. 02 post reserved for Ex- serviceman)	PML-02 (19900- 45700) Rs 19900/- PM	18-27	(a) Matriculation or equivalent from a recognised board. (b) Must possess Civilian Driving licence for heavy vehicles from DTO/RTO and have two years experience of driving such vehicles.	05	21	-	-	01
Vehicle Mechanic Total – 01	PML-02 (19900- 45700) Rs 19900/- PM	18-25	(a) 10 th Standard pass from a recognised board. (b) Capable of reading number and names of tools and vehicles both in English and Hindi (c) One year experience of his trade (Capable of carrying out standard repairs of heavy vehicles).	-	01	-	-	-
Fireman Total – 03	PML-02 (19900- 45700) Rs 19900/- PM	18-25	(a) 10 th Standard pass from a recognized board (b) Must be conversant with the use and maintenance of all types of extinguishers, hose fittings and fire appliances and equipments, fire engines, trailer, pumps, foam branches. (c) Must be familiar with the use and maintenance, first-aid, fire fighting appliances and Trailer Fire Pump. (d) Must know elementary principles of Fire Fighting methods employed in fighting different types of fire. (e) Must be conversant with foot and appliance Fire Service Drills and be able to perform the task allotted to the members of fire crew. (f) Must be physically fit and capable of performing strenuous duties and must have passed the physical fitness test as under : (i) Height without shoes : 165 cms, provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribes. (ii) Chest (un-expanded) – 81.5 cm (iii) Chest (on-expansion) – 85 cms (iv) Weight – 50 Kgs (Minimum)	-	01	02	-	-

Name of Post (No of Vac)	Pay Matrix Level & Pay Rs	Age (Years)	Qualification /Experience required	Category				
				Gen (UR)	SC	ST	OBC	EWS
Labourer Total – 10 (10% of total vac i.e. 01 post reserved for Ex- serviceman)	PML-01 (18000- 41100) Rs 18000/- PM	18-25	(a) 10 th Standard pass or equivalent from a recognised board.	07	-	-	03	-
Carpenter Total – 01	PML-01 (18000- 41100) Rs 18000/- PM	18-25	(a) 10 th Standard pass or equivalent from a recognised board. (b) Should have the knowledge of carpentry.	01	-	-	-	-

Abbreviations: Gen (UR) – General (Unreserved), SC - Scheduled Caste, ST – Schedule Tribe, OBC – Other Backward Classes. EWT- Economically Weaker Section

Note :-

- (a) Above vacancies are provisional and indicative of the number of vacancies and subject to change (increase/ decrease) at a later stage without any further notification as per govt orders issued from time to time.
- (b) 10% of Posts are reserved for Ex-Servicemen and placed against the category which the individual belongs to.
- (c) 5% of the vacancies can be filled by for the meritorious sports persons and placed against the category which the individual belongs to.

AGE LIMIT

- 1. **Age limit (For the post Vehicle Mechanic, Fireman, Labourer & Carpenter) :-**
 - (a) 18 to 25 yrs for UR Candidates.
 - (b) 18 to 28 yrs for OBC Candidates .
 - (c) 18 to 30 yrs for SC/ST Candidates.
- 2. **Age limit {For the post Civilian Motor Driver (Ordinary Grade)} :-**
 - (a) 18 to 27 yrs for UR Candidates.
 - (b) 18 to 32 yrs for SC Candidates.
 - (c) 18 to 32 yrs for EWS Candidates.
- 3. **Age Limit for:-**
 - (a) **Ex-Servicemen.** Resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made. No physical test will be conducted for Ex-Servicemen. On selection, Ex-Servicemen will be adjusted against respective category i.e Gen/SC/OBC/EWS.
 - (b) **Meritorious Sports Persons.** The age limit is 18 to 30 yrs for UR, 18 to 33 yrs for OBC and 18 to 35 yrs for SC category. Meritorious sports persons should be in possession of certificate of the competition awarded by following authorities :-
 - (i) **International competition** – Secretary of the National Federation of the game concerned.
 - (ii) **National competition** - Secretary of the National Federation **OR** Secretary of the State Sports Association of the game concerned.
 - (c) Age relaxation for government servants up to 40 years as per instructions or orders issued by the Central Government from time to time.
 - (d) No age relaxation is admissible to **SC/ST/OBC/EWS** candidates applying against unreserved posts.
- 4. The lower/upper age limits prescribed for the post i.e cut off date will be **21 days** from the date of publication of this advertisement i.e **the last date of receipt of application by the appointing authority.**

PROBATION PERIOD AND SERVICE LIABILITY

- 5. All posts are temporary and will be permanent subject to successful completion of probation period of **two years in special cases maximum four years from the physical date of appointment.** Services of persons not found upto the minimum acceptable limit / not found fit during probation period can be terminated.
- 6. All defence civilian personnel will be governed by “All India Service Liability Rules” and “Field Service Rules 1957”, which **will entail transfer of candidates while in service to anywhere in India including peace or field area.**
- 7. Defence civilian personnel of Civil General Transport units are subjected to Army Act 1950 for the matter of discipline (under Gazette Notification SRO No 122 dt 22 Jul 1950) and for all other service matters under CCS (Conduct) Rules 1964.

PHYSICAL / PRACTICAL & WRITTEN TEST

8. The Board of Officer(s) will be detailed to conduct physical and practical tests. No separate marks will be allowed for the practical / physical tests as these will be only of '**Qualifying**' nature. Selection to Gp 'C' posts will be made solely based on marks obtained by the applicants in the written test subject to qualifying in the practical / trade / physical tests, as applicable.

9. **Own Risk Clause.** The Department will not (**WILL NOT**) be responsible for any injury sustained by candidates while undergoing physical / practical / endurance test during recruitment procedure and neither will be liable to pay any compensation. Applicants will also be made to sign Indemnity bond to this effect on arrival at the Centre.

10. **Physical Test**

(a) **For Fireman** – Physical and Endurance test as prescribed in Qualification for Fireman will be conducted by Board of Officer.

(i) **Endurance Test :**

- (aa) Carrying a man (fireman lift of 65.5 kgs to a distance of 183 metres within 96 seconds)
- (ab) Clearing 2.7 metres wide ditch landing on both feet (long jumps).
- (ac) Climbing 3 metres vertical rope using hands and feet.

(b) **For All Trades (except Fireman)** - Physical Tests will be carried out as decided by The Board of Officers and will be common for all trades to maintain commonality / transparency of the tests. Candidates will be disqualified immediately on failing to qualify any of the event and will not (**WILL NOT**) be permitted to appear in next event / subsequent tests. The candidate will be immediately escorted out of unit premises / test venue.

11. **Written Test.** The written test will form overall merit and minimum passing marks are 33%. The written test will comprise of four parts as per the details mentioned below. The Question-Paper-cum-Answer Sheet of Written Test will be bilingual i.e in English and Hindi, However, the questions in the portion of English language will be in English and to be answered in English only.

(a) **For All Trades.**

Paper	Subject (All parts will be objective Multiple Choice Type)	No of Questions	Marks	Minimum Passing Marks	Negative Marking	Total Duration
Part – I	General Intelligence	25	25	33%	0.25 marks for each wrong answer	2 hrs
Part – II	English Language	50	50			
Part – III	Numerical Aptitude	25	25			
Part- IV	General Awareness (including trade specific questions)	50	50			
	Total	150	150			

(b) **Syllabus for CMD (OG), Vehicle Mechanic, Fireman , Labourer & Carpenter (Commensurate to Educational Standard of 10th Class or Equivalent)**

(c) **Written Test Part-I,II,III & IV Details.**

(i) **Part I - General Intelligence :** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making , visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **Part II - English Language:** In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his / her writing ability would also be tested.

(iii) **Part III - Numerical Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentage, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(iv) **Part IV - General Awareness.** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation The test will also include questions related to India and its neighbouring countries, Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

12. Selection will also be subject to the following conditions :-

- (a) Medical Fitness tests issued by Govt Hospital.
- (b) Verification of Character and Antecedents.
- (c) Verification of SC/ST/ OBC/EWS status (Belonging / Not belonging to creamy layer)
- (d) Verification of Education qualification certificates & Experience certificates.
- (e) Verification of driving license by DTO/RTO as applicable.
- (f) Verification of all Certificates/document from issuing Authority.

13. Verification of all documents mentioned at Para 11 (b) to (f) are required to be verified by issuing authority within 90 days of initial dispatch of letters to various departments / agencies etc for document verification. In case any / some / all such letters draw no response within this stipulated time the candidature of the candidate(s) will stand cancelled. 90 days time is sufficient for dispatching reminders & leveraging provisions of RTI Act 2005.

14. It may be noted that document verification is just another stage in the selection process. Merely being called for verification of documents does not indicate that his/her name will also appear in the final merit list. Candidature of a candidate may be cancelled at any stage of the recruitment in case of violation of necessary instruction/conditions/eligibility.

CENTRE FOR TESTS

15. Original document verification will be held at **Reception Centre (Recruitment Cell) of 5471 ASC Battalion near Barfani Mandir Opposite SD College, Pathankot Cantt (Punjab)** or at a place decided and promulgated by MG ASC, Northern Command or Nodal Officer on dates mentioned in the Admit Card (Appendix B). Applicants should report to 5471 ASC Bn (MT) or as directed on the date and time of test as mentioned therein. No separate letter will be issued for the same. Admit Card will be dispatched by Speed Post to only those applicants whose applications, all supporting documents are found in order and correct in terms of age, mandatory educational qualification, other parameters as mentioned above. Incomplete applications will be rejected and no correspondence will be made / entertained in this regard. Candidates not in possession of the Admit Card will stand automatically disqualified. The tests will be conducted over a period of six to eight (6-8) days and candidates should be prepared for the same. No lodging and boarding or travelling allowance will be provided by this Department.

HOW TO APPLY

16. Candidates fulfilling the conditions can submit their application only by **REGISTERED / SPEED / ORDINARY POST** as per the format given at **Appendix 'A' to 'B'** in this advertisement. The photograph and photo copy of under mentioned documents duly self attested should be submitted alongwith the application. Original certificates are not (**NOT**) to be despatched with application form, and should be brought in person on the day called for test. (This Department will not be responsible for any loss of original documents):-

- (a) Education Qualification Certificate.
- (b) Caste Certificate (For SC/ST/OBC/EWS issued by authorised Govt agency as applicable).
- (c) Discharge Certificate where applicable (for Ex-serviceman).
- (d) Birth Certificate issued by Birth / Death Registrar or Matriculation certificate issued by Education Board.
- (e) Heavy Motor Vehicle Driving Licence issued by DTO/RTO (for Civilian Motor Driver (OG) post only).
- (f) Domicile Certificate.
- (g) Aadhaar Card.
- (j) **Experience Certificates :-**
 - (i) For Civil Motor Drivers - Two years experience of driving heavy vehicle after the date of issue of heavy driving license issued by authorised agency / employer.
 - (ii) For Ex-servicemen - **Soldiers Served as Driver (MT)/ Soldier's GD**. Civil heavy motor vehicle driving Licence and minimum two years experience certificate, in civil or discharge book mentioning experience as driver required alongwith above mentioned documents.
 - (iii) For Vehicle Mechanic - Capable of carrying out repair of heavy vehicle and one year experience of trade work.
 - (iv) For Fireman - Must know elementary principles of Fire Fighting methods employed in fire fighting different types of fire.
 - (v) For Carpenter - Should have the knowledge of carpentry.

17. Candidates will enclose a **Self Addressed Envelope, affixing Postal Stamps of Rs. 45/-** alongwith the application required for dispatch of Acknowledgement / Admit Card. (The candidates are required to super scribe on the top of envelope **"APPLICATION FOR THE POST OF " " ALONG WITH SELF AND FATHER's/MOTHER's NAME** (Specimen attached as **Appendix 'C'**). Admit Card and Certificates self attested on A4 size plain papers as per **Appendix 'B'**. Application will not (**WILL NOT**) be entertained without **Appendix 'A' to 'C'** or non receipt of separate envelope duly affixed with postal stamps of Rs.45/- and after closing date i.e. **21 days** from the date of publication of this advertisement notice in Employment News and / or other Newspapers. This Department will not be responsible for any postal delays and no application will be entertained after closing last date.

18. Individual who has furnished wrong information in the application form, false certificate to avail benefits / reservation, false / wrong information in the application form or who have fully or partially suppressed any material information shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service at later stage, even if the candidate has been selected.

GENERAL INSTRUCTIONS

19. Before applying for the post, the candidates should ensure that he fulfills the eligibility and other criteria and is medically fit for the post applied. Recruitment authorities would be free to reject application for not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to termination from service if appointed.

20. No (**NO**) application will be accepted in person by hand or through any representative. The application must be posted to the addressee only under **REGISTERED / SPEED POST/NORMAL POST**. Application posted through Courier etc will not (**WILL NOT**) be accepted. The Department will not (**WILL NOT**) be responsible for any kind of postal delay either in receipt of application or in dispatch of admit cards.

21. No (NO) travelling allowance will be admissible for physical / practical / written tests. Candidates will make their own boarding / lodging arrangement for test.
22. Application will be rejected by the Board of Officers straightway due to following reasons :-
- (a) Incomplete, incorrect, wrongly filled, over writing, without signature, without photograph.
 - (b) Photograph with wearing cap and goggles / coloured glasses.
 - (c) Documents enclosed without self attestation.
 - (d) Applicant found under age / over age on last date of receipt of application.
 - (e) Application can also be rejected for any other reason as observed by the Board of Officers.
 - (f) Application will be rejected if **“POST APPLIED FOR”** column **Self and Father's/Mother's** name is left blank on the envelope submitted by the candidate.
 - (g) Self Addressed Envelope, affixing Postal Stamps of Rs. 45/- if not attached.
 - (h) Any person found influencing, approaching / bringing recommendations for recruitment or any other reasons as mandated by board of officers
23. Date, time and place of test will be mentioned in the Admit Card. No separate letter except Admit Card will be issued. **‘At the time of test the candidates should be in possession of** original stamped Admit Card sent by the conducting unit and ORIGINAL certificates in support of age, educational qualification, experience, caste, Individuals who are not in possession of Admit Card or original certificates **will not be entertained and will be rejected on the spot by the Board of Officer.**
24. Candidates living / having more than one spouse are not eligible to apply for govt service. If such case(s) comes to light at later stage of recruitment or post appointment stage the appointing authority will terminate the service.
25. Candidates already employed in Centre / State Govt offices/PSU should submit their application through proper channel duly submitting service certificate and **‘No Objection Certificate’** from the employer issued after 01 Jan 2021.
26. All applications received will be scrutinized / screened by Board of Officers(s). The Selection Board reserves the right to call for Test only screened-in candidates and will not entertain any correspondence in this regard.
27. A select panel equal to the number of vacancies notified and based on the performance of candidates in written test and physical / practical will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness test, Police verification, Education and Caste certificate, driving license verification before actual appointment. The reserve panel will be operated strictly as per merit, only in case, a candidate from the select panel refuses appointment or is disqualified. The reserve panel will not be eligible for any subsequent recruitment i.e. additional vacancies in the same year or next year. All the candidates in select panel will be offered on appt by respective unit appointing authority subject to receiving of medical fitness test as per direction of appointing authority, verification by police and verification of all education, caste certificate, driving licence before issue of appoint letter.
28. Candidate who apply against OBC category shall attach and produce “Other Backward Class” certificate applicable for Central Government service duly issued by the appropriate state authority and not the “Backward Class” Certificate
29. MG ASC, HQ Northern Command or the Officer nominated by him as the appointing authority reserves the right to withdraw the vacancies and terminate at later stage the appointment during the period of probation without assigning any reasons.
30. Medium of writing in application form and test etc will be in Hindi / English only.
31. The date of publication of this advertisement will be the first day towards the accounting of number of days for submission of applications.
32. In case of unforeseen circumstances, the recruitment process can be cancelled / suspended / postponed without assigning any specific reasons. The decision of MG ASC, HQ Northern Command or the Officer nominated will be final and no (NO) appeal will be entertained.
33. Recruitment will be carried out as per rules and regulations under Ministry of Defence. Any dispute with regards to the recruitment will be subject to jurisdiction of MG ASC, HQ Northern Command.
34. SC/ST/OBC/EWS candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC/EWS. Similarly, SC/ST/OBC/EWS candidates selected on merit vis-à-vis the general candidates would not be counted towards SC/ST/OBC/EWS quota.
35. Ex-Servicemen and Meritorious Sportsmen will be selected first and will occupy the slot of SC/ST/OBC/EWS/Gen(UR) Reservation for rest of the category will be worked out after filling up vacancies for Ex-serviceman and Meritorious sportsman.

WARNING:-

36. All the candidates are warned to be careful from **self styled agents/ touts** and also requested to report the same to the MG ASC, HQ Northern Comd or the CO/OC of the unit conducting the tests against any malpractice seen / observed by them.
37. Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).

FORM OF APPLICATION
(Form should be either typed or filled in blue ink ball point pen only)
APPLICATION FOR THE POST OF
IN ASC UNITS OF 71 SUB AREA / NORTHERN COMMAND

1. Post applied for _____
2. Name of the candidate _____
(IN BLOCK LETTERS)
3. Father's / Mother's Name _____
4. Date of birth ____/____/____ (As per Birth Certificate or Matriculation certificate photocopy attach duly self attested) .
5. Age as on 01 Jun 2021 for receipt of application (Years____ Months____ Days____)
6. Identification Mark _____
7. Address for Correspondence :-
House No/Street/Village _____ Post Office _____ Tehsil _____
Distt _____ State _____ PIN Code _____
8. Permanent Address :-
House No/Street/Village _____ Post Office _____ Tehsil _____
Distt _____ State _____ PIN Code _____
9. For intimation / despatch of Admit Card / result of various tests):-
(a) Email address _____
(b) Mobile No 1. _____ 2. _____
10. Caste (Gen (UR)/SC/ST/OBC/EWS) _____ (Attach photocopy duly self attested) (**applicable for SC/ST/OBC/EWS candidate only**) .
11. Category for which applied (Gen(UR)/SC/ST/OBC/EWS/Ex Serviceman) _____
12. Education Qualification _____ (Attach photocopy duly self attested).
13. **Experience Certificate :-**
(i) For Civil Motor Drivers - Two years experience of driving heavy vehicle after the date of issue of heavy driving license issued by authorised agency / employer.
(ii) For Vehicle Mechanic - One year experience of his trade work (Capable of carrying out repair of heavy vehicles) issued by employer.
(iii) For Fireman - Must know elementary principles of Fire Fighting methods employed in fire fighting different types of fire duly self attested.
(iv) For Labourer - Should be proficient in trade work issued by employer.
(v) For Carpenter - Should have the knowledge of carpentry issued by employer.
14. The particulars of Civil Driving License (applicable for Civilian Motor Driver (OG) only) is as under :-
(a) Driving License No _____ dated _____
(b) Date of issued for heavy vehicles _____ and valid upto _____.
(c) DTO/RTO issued by _____ (Attach photocopy self attested).
15. I am willing to accept the under mentioned terms and conditions governed by all defence civilian personnel as applicable :-
(a) 'All India Service Liability Rules'.
(b) 'Field Service Liability Rules-1957'.
(c) Army Act 1950, for discipline purpose vide Army Order No 141/72, revised Army Order No 51/2001/DV (Applicable for defence civilians of Civil GT units only)
16. Domicile Certificate (Attach photocopy duly self attested)
17. I do here declare that all particulars furnished by me above are correct and true to best of my knowledge and belief. I understand that in the event of any particulars or information given by me is found false or incorrect at any stage my candidature is liable to be rejected or cancelled at any stage.
18. I also declare that I am not involved in any criminal case pending with Judiciary, my candidature may be rejected or employment terminated straightway at any stage, if found otherwise.

LEFT HAND THUMB IMPRESSION (For Male)

Date : _____ 2021

(Signature of the candidate)

FOR OFFICIAL RECORDS ONLY

1.	Received on	
2.	Accepted/Rejected	
3.	Reasons for rejection	Underage/Overage/ Incomplete Documents/Any other reason to be specified
4.	Index No	

Presiding Officer

ADMIT CARD
(Form should be filled either typed or filled in blue ink ball point pen only)
(IN DUPLICATE)

TO BE FILLED IN BY CANDIDATE

1. Post applied for _____ 2. Name _____ 3. Date of Birth _____ Age _____ 4. Father's / Mother's Name _____ 5. Category : SC/ST/OBC/EWS/Gen(UR)/Ex-Servicemen _____ 6. Address for Correspondence {(To be filled same as per Column 7 of application form (Appx 'A'))} House No/Street/Village _____ Post Office _____ Tehsil _____ Distt _____ State _____ PIN Code _____ 7. For intimation / despatch of Admit Card / result of various tests):- (a) Email address _____ (b) Mobile No 1. _____ 2. _____ 8. Identification Mark _____	Paste a passport size coloured photograph
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Note :- Certified that the above details are correct and filled by me.

(LEFT HAND THUMB IMPRESSION FOR MALE)

(Signature of Candidate)

FOR OFFICE USE (NOT TO BE FILLED IN BY THE CANDIDATE)

9. **Index No** _____
10. **Date and Time of Physical / Practical / Written Test** _____
11. **Venue of Physical / Practical / Written Test -Reception Centre (Recruitment Cell) of 5471 ASC Battalion near Barfani Mandir Opposite SD College, Pathankot Cantt (Punjab)-145001**
12. **Candidate should report to above venue at _____ hrs on _____ alongwith the ORIGINAL documents / Certificates as mentioned in Para 16 (How to Apply) of the advertisement.**
13. **Production of this letter in original is mandatory for entry. Entry will be denied in case not produced or reported late on above given date & time.**

(Signature of Presiding Officer/ OIC Recruitment Cell)

Chest No

(To be filled on reporting of individual)

Appendix 'C'

REGISTERED POST

APPLICATION FOR THE POST OF “ _____ ”

To

Reception Centre (Recruitment Cell)
5471 ASC Battalion (MT)
Near Barfani Mandir Opposite SD College,
Pathankot Cantt (Punjab)-145001

davp 10602/11/0006/2122