

Ministry of Defence

Headquarters Dakshin Bharat Area
Island Grounds, Chennai – 600 009

Applications are invited from Male/Female candidates for the recruitment to the under mentioned posts at Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009 and Station Headquarters, Chennai – 600 009.

Ser No	Name of Post	Pay Scale	No. of Vacancies	Reserved for					Total
				SC	ST	OBC	EWS	UR	
1.	LDC	PB Rs 19,900/- PML – 2 and other allowances as per Govt. Orders	01	-	-	-	-	01	01
2.	Cook	PB Rs 19,900/- PML – 2 and other allowances as per Govt. Orders	02	-	-	-	-	02	02
3.	MTS (Messenger)	PB Rs 18,000/- PML – 1 and other allowances as per Govt. Orders	07 (06 + 01)	01	-	04	01	01	07
4.	MTS (Gardener)	PB Rs 18,000/- PML – 1 and other allowances as per Govt. Orders	02	-	-	-	-	02	02

- Place of Written Test, Skill Test and Typing Test:** Island Grounds, Chennai – 600 009 (Tamil Nadu).
- Age Limit:**
 - UR(For both Male / Female) – 18-25 Years
 - SC/ST (For both Male / Female) – 18-30 Years
 - OBC (For both Male / Female) – 18-28 Years (Those who produce non-creamy layer certificate (OBC Category) will only be considered for against OBC quota)
 - EWS (For both Male / Female) – The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the prescribed Authority. The Officer who issues the certificate should verify all relevant documents following due process as prescribed by the respective State / UT. Person who are not covered under the reservation scheme for SCs/STs/OBCs and whose family has gross annual income below Rs 8 Lakhs. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Persons whose family does not own or possess any of the following assets, irrespective of the family income:- (i) 5 acres of agricultural land and above, (ii) Residential flat of 1000 sqft. and above, (iii) Residential plot of 100 sq. yards and above in notified municipalities, (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 - ESM – 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 Yrs prescribed for the post by more than three years.
- Qualification:**
 - 12th Class or equivalent qualification from a recognised Board or University (For the post of LDC).
 - Matriculation pass or equivalent qualification from recognised board (For the post of Cook and MTS).
 - Must have knowledge of Indian Cooking and proficiency in trade (For the post of Cook)
 - No weightage will be given for higher qualification.
 - Scheme of examination – the examination will consist of written test only. Questions will be objective type.
 - Written examination will be conducted for filling up these posts as it involves induction to Group 'C' posts.
 - All candidates will be tested for physical fitness and written examination.
 - Only physically fit candidates to apply (Medical fitness certificate to be attached from an authorised Govt Hospital Doctor)
 - Typing Test (For the post of LDC only) : English Typing @ 35 w.p.m on computer (or) Hindi Typing @ 30 w.p.m. on computer. (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions each word.**
- One Candidate can apply for only one post under any category / reservation. Applications received from same candidate for different posts are liable to be rejected.
- The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.
- Central Government Civilian Employees must furnish “No objection certificate” from their employer / office at the time of the skill test else their candidature will be cancelled.
- Method of Selection (For the post of MTS and Cook):**
 - Written Test:** The written test consists of four papers. Total time allowed for the written examination – 2 Hours. The maximum marks for each paper is given below:-
 - General Intelligence & Reasoning - (25Qs, 25 Marks)
 - English Language - (50Qs, 50 Marks)
 - Numerical Aptitude - (25Qs, 25 Marks)
 - General Awareness - (50Qs, 50 Marks)

(b) **Skill Test:** Call letters for Skill Tests will be issued to the shortlisted candidates, for posts of LDC and Cook only after clearing the written examination and the merit list will be prepared after qualifying the skill test. Selection will be made strictly on final merit basis.

(c) A written test will be held which will have questions of the level of Class 10th/12th/ITI as per essential educational qualification of respective post. Candidates appearing for written test would also be subjected to skill/practical test wherever applicable. Medium of written test will Hindi / English only.

8. **Method of Selection (For the Post of LDC):**

(a) **Tier – I** : Written Test

The written test will consists of four papers. Total time allowed for the written examination – 60 minutes. The maximum marks for each paper is given below:-

(i)	Reasoning ability	-	(25Qs, 50 Marks)
(ii)	English Language	-	(25Qs, 50 Marks)
(iii)	Quantitative Aptitude	-	(25Qs, 50 Marks)
(iv)	General Awareness	-	(25Qs, 50 Marks)

(b) **Tier – II** : Session I (2 Hours and 15 minutes)

Section – I : (One Hour)

(i)	Mathematical Abilities	-	(30Qs, 90 Marks)
(ii)	Reasoning and General Intelligence	-	(30Qs, 90 Marks)

Section – II : (One Hour)

(i)	English Language and Comprehension	-	(40Qs, 120 Marks)
(ii)	General Awareness	-	(20Qs, 60 Marks)

Section – III : (15 Minutes)

(i)	Computer Knowledge Module	-	(15Qs, 45 Marks)
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(c) **Tier – II** : Session II (10 minutes)

Typing Test : English Typing @ 35 w.p.m on computer (or) Hindi Typing @ 30 w.p.m. on computer. (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions each word.

9. The appointment will initially be on a temporary basis and likely to become permanent after successful completion of probationary period for two years. The initial appointment will be at Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009 and Station Headquarters, Chennai – 600 009. Thereafter the individual is likely to be posted anywhere in India. The above posts are subject to **all India Service Liability including field service**.

10. **How to apply:** Application in the prescribed format duly completed in all aspects with attested copies of relevant certificates should be sent to the **Presiding Officer C/o Officer Commanding Troops, Headquarters Dakshin Bharat Area, Island Grounds, Chennai – 600 009 to reach within 21 days from the publication of this advertisement through by post / courier**. No application will be accepted in person.

11. The following documents should be attached with the application form:-

- Two copies of recent passport size photographs one attested on reverse by Gazetted Officer and attached in a separate cover and should be pasted on the application form at the appropriate place and attested by a Gazetted Officer.
- Attested copies of certificates and testimonials in proof of age/date of birth/educational qualifications and experience, (if any) etc.
- Attested copies of SC/ST and OBC Non Creamy Layer certificate in the prescribed form issued by competent authority as required by the Central Govt.
- Discharge certificate for Ex-servicemen where applicable.
- EWS certificate for EWS where applicable.
- Two self-addressed envelope of the size of 23cms x 10 cms and affix Rs 25/- postal stamp on each envelope.

12. The application and the other documents should be arranged in the following order and tightly tagged or stapled on the left hand side top corner:-

- (a) Additional Photograph
- (b) Application Form
- (c) Attested copies of certificates
- (d) Self Addressed envelopes duly affixing Rs 25/- postal stamp on each envelope

13. The closing date of receipt of applications will be **within 21 days** from the date of publication of this advertisement. Upper age limit of candidates will be calculated based on closing date of application. This office will be responsible for any postal delay or loss in transit/courier. Incomplete applications will be summarily rejected without any communication to the candidates. The date, time and venue of the examination shall be intimated later.

14. No TA/DA will be paid to candidate for appearing in the written examination.

15. Submission of application does not vest the candidates any right to be called for written examination / other related test.

16. No interim correspondence with regards to the status of application(s) will be entertained.

17. **Any legal cases arising out this recruitment will be subject to Chennai High Court jurisdiction.**

18. **General Instructions:**

- (a) Application without the specified copies of certificates as directed in the instructions will be rejected and no other inquiry / correspondence will be entertained.
- (b) Incomplete / Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible and selected candidates will be called for the written examination and further tests.
- (c) Candidates whose application is received in time and found complete / eligible in all respects during scrutiny will be called for test.
- (d) It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that numbers of posts / vacancies are tentative and recruitment process can be cancelled/postponed/suspended/terminated by the Headquarters Dakshin Bharat Area without any prior notice / assigning any reasons at any stage due to administrative reason.
- (e) Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.
- (f) In the event of their failure to produce original / essential documents after skill test, the candidature is liable to be rejected. Documents relating to essential education / higher education / Experience certificate will be checked after skill tests. The original Caste Certificate / Character Certificate will be checked after the skill tests.
- (g) If the candidate produces false certificate / fabricated documents inaccurate or tempered information then he will be disqualified / dismissed from service, if appointed inadvertently.
- (h) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- (j) Obtaining support for his candidature through unfair means shall disqualify the candidature.
- (k) Candidate found resorting to any irregular or improper means in connection with his candidature for the selection and any other reason as observed by the Board of Officers then application will be rejected.
- (l) The Appointing Authority / Selection Board has right to short list applications without assigning any reason and change the number of vacancies / reservation status anytime before selection. No representation will be entertained on this account.
- (m) In case the large numbers of applications are received, the department reserves the right to screen applications on the basis of percentage of marks obtained in the exam of essential qualifications so as to reduce the applicants called for written test. A Benchmark percentage may be fixed depending on the number of applications.

19. **Warning:** All candidates are warned to be careful from the self-styled-agents and also requested to inform Headquarters Dakshin Bharat Area, Chennai against any malpractice seen / observed by them.

20. **Job Description:**

- (a) The post of Lower Division Clerk (LDC). The under mentioned duties will be performed by the LDC:-
 - (i) Marking references and page numbers on letter
 - (ii) Taking action on letters
 - (iii) Typing
 - (iv) Maintenance of registers etc.
 - (v) Maintenance of files
 - (vi) Sealing of classified letters and documents.

(b) The post of Cook. The under mentioned duties will be performed by the Cook:-

- clean.
- (i) Cook must have knowledge of basic principles of cooking.
 - (ii) Before starting of work he should ensure that the kitchen and all utensils under utilisation are
 - (iii) Proper cleaning of cereals and other food stuff prior to cooking.
 - (iv) Correct mixing and use of masalas without any wastage.
 - (v) Storing of water for cook house as per requirement.
 - (vi) Preparation of food for jawans as per the menu.
 - (vii) Correct use, care and maintenance of all utensils and cooking apparatus.
 - (viii) To carry out the work assigned to them from time to time by his superiors.
 - (ix) Before leaving the cook house, he should ensure that all utensils used are properly cleaned and
- kept
- in their respective places and the entire cook house is neat and well laid out.

(c) The post of Multi Tasking Staff (MTS). The under mentioned duties will be performed by the MTS:-

- (i) Physical maintenance of records of the Section.
 - (ii) General cleanliness & upkeep of the Section / Unit.
 - (iii) Carrying of files & other papers within the building.
 - (iv) Photocopying, sending of FAX etc.
 - (v) Other non-clerical work in the Section / Unit.
 - (vi) Assisting in routine office work like diary, dispatch etc., including on computer
 - (vii) Delivering of dak (outside the building).
 - (viii) Watch & Ward duties.
 - (ix) Opening & closing of rooms.
 - (x) Cleaning of rooms.
 - (xi) Dusting of furniture etc.
 - (xii) Cleaning of building, fixtures etc.
 - (xiii) Work related to his ITI qualifications, if it exists.
 - (xiv) Driving of vehicles, if in possession of valid driving licence.
 - (xv) Upkeep of parks, lawns, potted plants etc.
 - (xvi) Any other work assigned by the superior authority.
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