

**Government of India
Ministry of Defence**

**Army Service Corps Units under Jurisdiction Head Quarters 11 Corps (ST)
Recruitment Notice 01/2019**

1. Applications are invited from persons who are Indian citizens (Male only) for the following posts. The pay as per 7th CPC and specifications of the posts are given below:-

S. No.	Designation of post	Category	No. of Post	Pay Band	Eligible Criteria
(a)	Cook	SC	01	Rs. 19,900	(a) 10th Standard pass or equivalent from a recognized Board. (b) Knowledge of cooking Indian Food. Past experience of cooking will be preferred. (c) Physical Standards. Physical standards required are as under:- (i) Height without shoes: 165 Cms; (ii) Chest (un-expanded) : 81.5 cms. (iii) Chest (on-expanded) : 85 cms. (iv) Weight 50 kgs (Minimum).
(b)	Chowkidar	UR	01	Rs. 18,000	(a) 10th Standard pass or equivalent from a recognized Board. Should be conversant with the duties of Chowkidars/Labour. (b) Must be physically fit and capable of performing strenuous duties. (c) Physical Standards. Physical standards required are as under:- (i) Height without shoes : 165 cms; (ii) Chest (un-expanded) : 81.5 cms. (iii) Chest (on-expanded) : 85 cms. (iv) Weight 50 kgs (Minimum).
		OBC	01	Rs. 18,000	
(c)	Labour	OBC	01	Rs. 18,000	(a) 10th Standard pass or equivalent from a recognized Board. Should be conversant with the duties of Chowkidars/Labour. (b) Must be physically fit and capable of performing strenuous duties. (c) Physical Standards. Physical standards required are as under:- (i) Height without shoes : 165 cms; (ii) Chest (un-expanded) : 81.5 cms. (iii) Chest (on-expanded) : 85 cms. (iv) Weight 50 kgs (Minimum).

***Note:** These vacancies will only be filled on receipt of Government sanction. No representation will be entertained on these vacancies. Decision of Appointing authority will be final.

@ Any variation in pay matrix, Gazette Notification issued by Government of India will be final authority.

1. Age Limit and its Relaxation

Ser No.	Category	Age Limit	Age Relaxation	Remarks
(a)	UR	18 to 25 Yrs	Nil	Relaxable for government servants upto the age of 40 years in case of general candidates and 45 years in the case of candidates belonging to the SC or ST in accordance with the instructions or orders issued by central government.
(b)	OBC	18 to 25 Yrs	03 Yrs	Relaxable for government servants upto the age of 40 years in accordance with the instructions or orders issued by central government.
(c)	SC	18 to 25 Yrs	05 Yrs	

The crucial date for determining the age-limit in the case of candidates, from the Employment Exchange shall be the last date up to which the Employment Exchanges are asked to submit the names.

Abbreviations: Gen (UR) - General (Unreserved), **SC** - Scheduled Caste, **ST** - Scheduled Tribe, **OBC** - Other Backward Classes.

2. Candidates will forward application as per Appendix A, Annexure-I & II duly completed, properly sealed in an envelope to the address mentioned against the post applied for, through **Registered post/Speed post**. Application in person will not be accepted. Candidates are requested to superscribe the words, "**APPLICATION FOR THE POST OF**" on the top of envelope while sending the application form.

3. **The last date of receipt of application is 30 days from the date of publication of the advertisement in the Employment News.** In case of candidates belonging to Ladakh Sub Division of Jammu & Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep the last date for receipt of application shall be **37 days** from the date of publication of this advertisement. However, the crucial date for determining the age limit for all shall be closing date for receipt of application i.e **30 days** from publication.

4. The photocopy of the following documents/certificate to be attached alongwith application duly, self attested.

- Three self attested latest passport size photographs, one pasted on top right corner of the application, second on the Acknowledgement card cum call letter and third on the admit card for written examination.
- Attested copies of following certificates will also be submitted with application:-
 - Educational qualification certificate.
 - Date of Birth Certificate.
 - Caste certificate where applicable.
 - NOC from the competent authority for serving Govt employee.
 - Character Certificate issued by Pradhan Gram Panchayat.

(vi) Bonafide Certificate (Residency Proof).

(vii) Experience Proficiency Certificate where applicable.

(viii) Medical Test Certificate from registered government medical practitioner for physical standards.

(ix) Proof of Nationality - Adhar card/PAN Card).

(x) 03 x Passport size photos (self attested).

(C) Self addressed envelope affixing postal stamps of Rs 25/-.

Note. Central Government Civilian Employees must furnish '**No Objection Certificate**' from their employer/ office else their applications will not be considered.

5. Incomplete/ineligible applications will be deemed invalid and rejected without intimation to the candidate.

6. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for the test. In case the number of short listed candidates post scrutiny of applications exceeds 100 per vacancy existing in each post, call letters will be issued to the limit of 100 per vacancy considered in merit as per essential and desirable QR. The selection will be made strictly on merit. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated by the Appointing Authority at any stage, due to administrative reasons.

7. **Place of practical/Physical/Written test.** Will be notified to candidates separately to the selected candidates after scrutiny of application.

8. **Written Test.** The written test will comprise of four parts and the Question-paper-cum-Answer sheet will be bilingual i.e English and Hindi. However, the questions on the portion of English language will be in English only. Candidates scoring min 33% marks in each part will only be considered in merit list. Details are as under. Candidates to bring writing material.

(a) Time - 2 Hours.

(b) Question Paper - Objective

(c) Negative Marking - 0.25 marks for wrong answer will be deducted.

(d) **Topics:-**

(i) General Intelligence & Reasoning (25 Questions, 25 marks)

(ii) Numerical Aptitude (25 Questions, 25 Marks).

(iii) General English (25 Questions, 25 Marks).

(iv) General Awareness (25 Questions, 25 Marks).

9. **Endurance Test :**

(a) Carrying a man (fireman lift of 65.5 kgs to a distance of 183 metres within 96 seconds).

(b) 1600 Meters Run in 05 Minutes 20 seconds to 06 minutes.

(c) Push Ups minimum 25 Nos.

(d) Chin Ups minimum 06 Nos.

(e) Sit-ups minimum 35 Nos.

10. **Practical Trade Test.** Practical Trade test will be put through a trade test suitably designed for the respective trade as approved by a board of officers.

11. **Canvassing in any form shall disqualify the candidates.** No inquiry of correspondence will be entertained.

12. **Own Risk Clause.** Candidates will appear for physical test/ endurance test at their own risk/ any injury/ accident if sustained by the candidates during the test, authorities will not be responsible to pay any compensation.

13. Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents/education certificate from District Magistrate/ authorities and medical fitness from medical authorities.

14. **Probation Period.** The selected candidates will be on probation for two years. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character and antecedent/education certificate with date of birth/caste certificate and medical fitness examination.

15. No TA/DA is admissible, Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test/ interview.

16. Vacancies may vary (increase/decrease) subject to availability of post or change in PE and non-extension of validity of NAC.

17. **Place of appointment and employment.** Place of appointment will be at Jalandhar with All India Service Liability.

18. Candidates will enclose self addressed one envelope, affixing postal stamps of Rs. 25/- alongwith the application required for dispatch of Acknowledgement/Admit Card if screened successfully so as to reach 5011 ASC Bn (MT), C/o 56 APO within **30 (THIRTY) days** from the date of publication of this advertisement. The candidates are required to superscribe on the top of envelope "**APPLICATION FOR THE POST OF _____**" **ALONG WITH SELF & FATHER'S NAME.** Acknowledgement/Admit Card and Certificate from Attesting Authority to be typed on separate A4 size plain papers. Application will not (WILL NOT) be entertained without **Appendix 'A'**, **Annexure-I & Annexure-II** or non receipt of separate envelopes duly affixed with postal stamps of Rs. 25/- and after closing date i.e. **30 days** from the date of publication of this advertisement notice in Employment News and / or other Newspapers. This HQ will not be responsible for any postal delays and no application will be entertained after the due date.

19. Individual who has furnished wrong information in the application form, false certificate to avail benefits / reservation, False/wrong information in the application form regarding relatives 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, if the candidate has been selected.

20. Candidates after selection will be subject " All India service liability Rules" " FIELD SERVICE OF Liability Rules and Army Act 1950".

Continued

21. Call letter for test/interview will be issued to eligible candidate only on the address given in the admit card. No intimation of rejection of application will be given to them.

22. Attested copies attached with the application.

- (a) Education qualification YES/NO
- (b) Date of birth YES/NO
- (c) Caste certificate YES/NO
- (d) NOC from Competent auth for serving Govt Employee YES/NO
- (e) Character certificate issued by Gram Panchayat. YES/NO
- (f) Bonafide Certificate (Permanent residence) YES/NO
- (g) Experience certificate/Proficiency certificate YES/NO
- (h) 3 x Passport size photo (attested) YES/NO
- (j) Self address envelope 12 cm x 27 cm with affixed stamps of Rs. 25 /- on each envelope. YES/NO
- (k) Medical Test Certificate from registered government medical practitioner for physical standards YES/NO
- (l) Proof of Nationality - Adhar card/PAN Card). YES/NO

Appendix A

APPLICATION FOR RECRUITMENT

Recruitment Notice No. _____
 To, Commanding Officer
 5011 ASC Bn (MT)
 PIN - 905011 C/o 56 APO

1. Post applied for _____
 2. Name of candidate (in Block letter) _____
 3. Father's Name _____
 4. Date of birth

Affix recent self Attested passport Size photographs

D	D	M	M	Y	Y	Y	Y
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5. Correspondence Address :-
 House No./ Street / Village _____ Police Station _____
 Post Office _____ District _____
 State _____ PIN Code _____

6. Permanent Address :-
 House No./ Street / Village _____ Police Station _____
 Post Office _____ District _____
 State _____ PIN Code _____

7. Educational Qualification (Enclose photocopy of certificate):-

S. No.	Qualification	Name of School/ College	Name of Board/ University	% of marks obtained

* To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out in the ratio 1:50 (fifty application for one post) based on the percentage of marks obtained in the examination mentioned as essential QR.

8. (a) Category for which applied (please tick to choose) :

UR	SC	ST	OBC
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09. Whether registered with any employment exchange? (Yes/No) (If yes, mentioned registration No. and name of Employment exchange).
 10. Whether employed in Central Govt. services? Yes/No if yes, give details as under:-

Name of Employer	Office Address	Name of the post	Date of appointment

DECLARATION

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

Date: _____
 Place : _____ (Signature of candidate)

FOR OFFICE RECORD ONLY

- 1. Application received on _____
- 2. Application accepted/ rejected _____
- 3. Reason for rejection : Underage/Overage/Documents incomplete/ Photo or documents not attested/ Any other reasons to be specified:- _____
- 4. Index No. _____ Date of Test _____

Annexure-I

No. _____

ADMIT CARD FOR WRITTEN EXAMINATION

1. Name _____
 2. Date of Birth _____
 3. Father's Name _____
 4. Address for Correspondence
 House No./Street/Village _____
 Post Office _____ Tehsil _____
 Distt _____ State _____
 PIN Code _____

Affix recent self Attested passport Size photographs

5. Date of reporting for written exam _____
 6. Venue of test _____

Signature of Controlling Officer

Annexure-II

ACKNOWLEDGEMENT CARD CUM CALL LETTER

TO BE FILLED IN BY CANDIDATE

- 1. Name _____
- 2. Date of Birth _____ Age _____
- 3. Father's Name _____
- 4. Category : OBC/SC/Gen(UR)/Ex-Servicemen _____
- 5. Address for Correspondence
 House No./Street/Village _____
 Post Office _____ Tehsil _____
 Distt _____ State _____
 PIN Code _____
- 6. Application accepted/ rejected _____
- 7. Reason for rejection _____
- 8. Date of reporting for test _____
- 9. Venue of test _____
- 10. Index No. _____

Affix recent self Attested passport Size photographs

(Please affix latest self photographs and Fill up column 1 to 5 only)

Signature of Controlling Officers

GENERAL INSTRUCTION

- All part of the application to be filled by the candidate in their own hand by blue ball point pen only.
- Before applying for the post, the candidates should ensure that he fulfils the eligibility and other criteria. Recruitment authorities would be free to reject application 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.
- 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. Application posted through Normal Post & Courier etc will not (WILL NOT) be accepted. The unit will not (WILL NOT) be responsible for any kind of postal delay either in receipt of application or in dispatch of acknowledgement cards. Two applications will not (WILL NOT) be accepted in a single envelope.
- No (NO) travelling allowance will be admissible for the test. Candidates will make their own boarding/lodging arrangement for test. The Govt or the unit detailed to conduct the tests will not be responsible to pay any damages in case of injury/death of candidate during various test.
- Date, time & 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 this unit, all ORIGINAL certificates in support of age, educational qualification, experience, caste and registration certificate from their local Employment Exchange names already registered with them. Individuals who are not in possession of Admit Card or original certificates will not be entertained.
- Application which is incomplete, incorrect, wrongly filled, without signature, without photograph, photo with wearing cap and goggles/coloured glasses, or without enclosing attested copies of photograph / documents by serving Group A/ B Gazetted Officer or equivalent if applicant is found under / over age on last date of receipt of application will be rejected on the spot without any reasons/notice. Application can also be rejected by any other reason as observed by the Board of Officers.
- Candidates living with more than one spouse or married another spouse while the first spouse is alive are not eligible to apply, if such case(s) comes to light at any stage of recruitment or post appointment stage the appointing authority will terminate the appointment.
- 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.
- The number of candidates to be called for written test will be restricted to ten times of the numbers of vacancies. A bench mark percentage will be fixed for the same depending on the number of applicants. Since the applications may be short-listed, mere fulfilment of essential qualifications and experience does not vest any right in a candidate for being called for written/physical test. All applications received will be scrutinized/screened and Selection Board/Board of Officers(s) so detailed will organize a written test, physical & practical test. The Selection Board / Board of Officers reserves the right to call for Test only screened-in candidates and will not entertain any correspondence in this regards.
- A select panel equal to the number of vacancies notified and based on the performance of candidates in written test 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 verification before actual appointments. 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 operated for any subsequent recruitment i.e. additional vacancies in the same year or next year.
- Candidate who apply against OBC category shall attach and produce "Other Backward Class" certificate applicable for Central Government service and not the "Backward Class" Certificate duly signed by the appropriate authority.
- The Appointing Authority or the Officer nominated by him reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.
- Medium of writing in application form and test etc will be in Hindi / English only.
- The date of publication of advertisement will be the first day towards the accounting of number of days for submission of applications.
- The recruitment process can be cancelled/suspended/postponed without assigning any specific reasons. The decision of Appointing Authority will be final and no (NO) appeal will be entertained. Recruitment will be carried out as per latest amendments and all prevailing Government Rules and Regulations.

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- All candidates considered for selection should have passed in each test. The candidates not passing in any test will not (WILL NOT) be permitted to appear in the subsequent test(s). The minimum standard for passing in each test will be as under :-
 (a) Written Test - Minimum 33%.
 (b) Physical / Practical Test - Qualifying in nature.
- Any dispute with regards to the recruitment will be subject to jurisdiction of Jalandhar.
- Candidates application will be rejected if "POST APPLIED FOR" column & SELF & FATHER'S name is left blank on the envelope submitted by the candidate alongwith application.
- SC/ST/OBC candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-a-vis the general candidates would not be counted towards SC/ST/OBC quota.
- Candidates can apply for both post for which they would be required to process separate applications. If a candidate comes in merit list for both post, he would be given an opportunity to choose the post of his liking.

WARNING:-

- All the candidates are warned to be careful from self styled agents/touts and also requested to report the same to the Brig ASC, HQ 16 Corps or the Commanding Officer /Officer Commanding of the unit conducting of the tests against any malpractice seen / observed by them.
- Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).