

DETAILED ADVERTISEMENT FOR HOSTING IN WEBSITE
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

HEADQUARTER TELANGANA AND ANDHRA SUB AREA
 BOLARUM POST
 SECUNDERABAD-500010

1. Applications are invited for the recruitment to one post each of Stenographer Grade-II, Lower Division Clerk (LDC), Cook, Messenger and Daftry from those fulfilling requisite qualifications/ requirements in the state of Andhra Pradesh and Telangana as mentioned below:-

STENOGRAPHER GRADE-II

<u>S No</u>	<u>Designation</u>	<u>No of Posts</u>	<u>Category</u>	<u>Pay Matrix as per 7th CPC</u>	<u>Educational Qualification</u>
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>
(a)	Stenographer Grade-II	01	UR	25,500-81,100 Pay Matrix Level-4	(i) 12th Class or equivalent from a recognised Board or University. (ii) <u>Skill Test Norms:-</u> Dictation : 10 minutes @ 80 words per minute. Transcription : 50 minutes (English), 65 minutes (Hindi) (On Computer).

Age limit

(g)

Between 18-27 years of age on 01 Aug 2022 (Relaxable for Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Government and further five years relaxation for Scheduled Caste and Scheduled Tribes).

LOWER DIVISION CLERK (LDC)

<u>S No</u>	<u>Designation</u>	<u>No of Posts</u>	<u>Category</u>	<u>Pay Matrix as per 7th CPC</u>	<u>Educational Qualification</u>
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>
(b)	Lower Division Clerk (LDC)	01	UR	19,900-63,200 Pay Matrix Level-2	(i) 12th Class pass from a recognised Board or University. (ii) Skill Test : A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed-10 minutes)

Age limit

(g)

Between 18-27 years of age as on 01 Aug 2022. (Relaxable for Government Servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

COOK

<u>S No</u>	<u>Designation</u>	<u>No of Posts</u>	<u>Category</u>	<u>Pay Matrix as per 7th CPC</u>	<u>Educational Qualification</u>
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>
(c)	Cook	01	UR	19,900-63,200 Pay Matrix Level-2	(i) 12th Class or equivalent from a recognised Board or University. (ii) Two years experience from a recognised Organisation or Undertaking in the trade. Or (i) Industrial Training Institute pass Certificate as Cook from a recognised Institute. (ii) Two years experience from a recognised Organisation or Undertaking in the trade.

Age limit**(g)**

Between 18-27 years of age as on 01 Aug 2022. (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time and further five years relaxation for Scheduled Casts and Scheduled Tribes).

MULTI TASKING STAFF (MESSENGER)

<u>S No</u>	<u>Designation</u>	<u>No of Posts</u>	<u>Category</u>	<u>Pay Matrix as per 7th CPC</u>	<u>Educational Qualification</u>
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>
(d)	Multi Tasking Staff (Messenger)	01	UR	18,000-56,900 Pay Matrix Level-1	Matriculation pass or equivalent from a recognised Board.

Age limit**(g)**

Between 18-27 years of age as on 01 Aug 2022. (Relaxable for Government Servants upto 35 years as per orders/ instructions issued by the Central Government).

MULTI TASKING STAFF (DAFTRY)

<u>S No</u>	<u>Designation</u>	<u>No of Posts</u>	<u>Category</u>	<u>Pay Matrix as per 7th CPC</u>	<u>Educational Qualification</u>
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>
(e)	Multi Tasking Staff (Daftry)	01	UR	18,000-56,900 Pay Matrix Level-1	Matriculation pass or equivalent from a recognised Board.

Age limit**(g)**

Between 18-27 years of age as on 01 Aug 2022. (Relaxable for Government Servants upto 35 years as per orders/ instructions issued by the Central Government).

2. The recruitment will be done as per recruitment rules for the post.

3. **Charter of Duties of the Post of Stenographer Grade-II.**

- (a) Taking dictation (10 mins @ 80 words per minute) in shorthand and its transcription: 50 minutes (English) or 65 minutes (Hindi) (both on Computer) in the best manner possible as given in Recruitment Rule SRO 11.
- (b) Fixing of appointments and if necessary cancelling them.
- (c) Adequate knowledge of handling computers MS Office (incl MS Word, Power Point and MS Excel).
- (d) Screening in telephone calls and the visitors in a tactful manner.
- (e) Keeping an accurate list of engagements, meetings etc and giving a timely reminder to the officer for keeping them.
- (f) Maintaining, in proper order, the papers required to be retained by the Officer.
- (g) Keeping a note of the movement of files, seen by the officer and other officers, if necessary.
- (h) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- (j) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
- (k) Ensuring strict compliance with Departmental Security and Information Technology Security Instructions.
- (l) Providing general assistance to the officer and at the same time, avoiding the temptation of abrogating to themselves the authority of their officer.
- (m) For personal matters they will be under the ambit of central administration and process their requests duly recommended and approved to the central administrative authority.
- (n) Maintain record of charge holders for future reference.

4. **Charter of Duties of the Post of Lower Division Clerk (LDC).**

- (a) Have a typing speed of 35 words per minute in English or 30 words per minute in Hindi as mentioned in Recruitment Rule SRO 70.
- (b) To keep a note of important receipt with a view to watching the progress of action.
- (c) Adequate knowledge of handling computers incl MS Office. (MS Word, Power Point and MS Excel).
- (d) To ensure timely submission of arrears and other returns.
- (e) To ensure that cases are not held up at any stage.
- (f) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
- (g) To ensure registration of Dak before acting on it.
- (h) To maintain Section Diary.
- (j) To maintain File Register and File Movement Register.
- (k) To update, Index and Recordings in files and ledgers.
- (l) To type, compare and dispatch documents.

- (m) To write accounts and prepare arrears and other statements.
- (n) To do book keeping.
- (o) To supervise/ ensure correction/ updating of reference books and files.
- (p) To supervise/ ensure completion of other office tasks given by Higher Officer, Section Officer and Supervisor.

5. **Charter of Duties of the Post of Cook**. Must be able to prepare and cook food for 100 men. He should be able to maintain the cook house, storage of rations and compilation of diet sheets.

6. **Charter of Duties of the Post of Messenger & Daftry**.

- (a) Physical Maintenance of records of the Section.
- (b) General cleanliness and upkeep of the Section/ Unit.
- (c) Carrying of files and other papers within the building.
- (d) Photocopying, sending of FAX, etc.
- (e) Other non-clerical work in the Section/ Unit.
- (f) Assisting in routine office work like diary, despatch, etc including on computer.
- (g) Delivering of dak (outside the building).
- (h) Watch & ward duties.
- (j) Opening & closing of rooms.
- (k) Cleaning of rooms.
- (l) Dusting of furniture etc.
- (m) Cleaning of building, fixtures etc.
- (n) Work related to his ITI qualifications if it exists.
- (o) Driving of vehicles, if in possession of valid driving licence.
- (p) Upkeep of parks, lawns, potted plants etc.
- (q) Any other work assigned by the superior authority.

NOTE:-The above list of duties is only illustrative and not exhaustive. Ministries/ Departments may add to the list, duties of similar nature ordinarily performed by officials at this level.

7. **Selection Procedure**. The application received to this advertisement will be assessed through a written test cum practical/ skill test. Standard of written test will be commensurate with the educational qualification prescribed for the post. Practical/ skill test will be of qualifying nature.

8. Application (on A4 size paper) as per given format duly typed in English or Hindi with recent passport size photographs affixed in the application and admit card alongwith copies of certificate in proof of educational qualification, age, community, physically handicapped status etc and one self addressed envelop with requisite postal stamp be submitted to the Headquarter Telangana and Andhra Sub Area, Bolarum Post, Secunderabad-500010 to reach on or before 30 days of publication of the notification in the Employment News in ordinary post.

(if date is a closing Holidays/ Sunday the next working day will be treated as the closing date for receipt of the

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application) indicating on the top of the cover 'The post applied for' will be boldly written. Application received after the due date will be summarily rejected.

9. **No Travelling Allowance, will be paid for attending written test. The venue of the written test/ skill cum practical test shall be Secunderabad.**

10. Incomplete or unsigned application and applications received without photograph or without proper enclosures will be summarily rejected.

FORMAT OF APPLICATION
FOR THE POST OF STENOGRAPHER GRADE-II

Affix
recent
passport
size photo

(To be filled in Block Capital Letters Only)

1. Name of the Candidate
2. Father's/ Husband Name
3. Whether belongs to SC/ ST/ OBC/ PH/ Ex-Serviceman
4. Date of Birth as shown in the SSC/ Matriculation Certificate
5. Age (As on 01 Aug 2022)
6. Nationality
7. Sex (Male/ Female)
8. Educational Qualification
9. Experience if any
10. Present Postal address for Communication
11. Permanent Address
12. Any other additional information
13. Employment Card Number and Name of the Exchange if any
14. Mobile Number
15. Email ID
16. Domicile/ Address proof of the state of Telangana/ Andhra Pradesh.
17. Photocopies of documentary proof for Sr No 3, 4, 5, 6, 7, 8 & 16.

DECLARATION

I do 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 incorrect or wrong or incomplete detected before or after written test/ skill test or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

Place :

Date :

Signature of Applicant

Enclosures :

FORMAT OF APPLICATION
FOR THE POST OF LOWER DIVISION CLERK (LDC)

Affix
recent
passport
size photo

(To be filled in Block Capital Letters Only)

1. Name of the Candidate
2. Father's/ Husband Name
3. Whether belongs to SC/ ST/ OBC/ PH/ Ex-Serviceman
4. Date of Birth as shown in the SSC/ Matriculation Certificate
5. Age (As on 01 Aug 2022)
6. Nationality
7. Sex (Male/ Female)
8. Educational Qualification
9. Experience if any
10. Present Postal address for Communication
11. Permanent Address
12. Any other additional information
13. Employment Card Number and Name of the Exchange if any
14. Mobile Number
15. Email ID
16. Domicile/ Address proof of the state of Telangana/ Andhra Pradesh.
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Place :

Date :

Signature of Applicant

Enclosures :

FORMAT OF APPLICATION
FOR THE POST OF COOK

(To be filled in Block Capital Letters Only)

Affix
recent
passport
size photo

1. Name of the Candidate
2. Father's/ Husband Name
3. Whether belongs to SC/ ST/ OBC/ PH/ Ex-Serviceman
4. Date of Birth as shown in the SSC/ Matriculation Certificate
5. Age (As on 01 Aug 2022)
6. Nationality
7. Sex (Male/ Female)
8. Educational Qualification
9. Experience if any
10. Present Postal address for Communication
11. Permanent Address
12. Any other additional information
13. Employment Card Number and Name of the Exchange if any
14. Mobile Number
15. Email ID
16. Domicile/ Address proof of the state of Telangana/ Andhra Pradesh.
17. Photocopies of documentary proof for Sr No 3, 4, 5, 6, 7, 8 & 16.

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Place :

Date :

Signature of Applicant

Enclosures :

FORMAT OF APPLICATION
FOR THE POST OF MULTI TASKING STAFF (MESSENGER)

(To be filled in Block Capital Letters Only)

Affix
recent
passport
size photo

1. Name of the Candidate
2. Father's/ Husband Name
3. Whether belongs to SC/ ST/ OBC/ PH/ Ex-Serviceman
4. Date of Birth as shown in the SSC/ Matriculation Certificate
5. Age (As on 01 Aug 2022)
6. Nationality
7. Sex (Male/ Female)
8. Educational Qualification
9. Experience if any
10. Present Postal address for Communication
11. Permanent Address
12. Any other additional information
13. Employment Card Number and Name of the Exchange if any
14. Mobile Number
15. Email ID
16. Domicile/ Address proof of the state of Telangana/ Andhra Pradesh.
17. Photocopies of documentary proof for Sr No 3, 4, 5, 6, 7, 8 & 16.

DECLARATION

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Place :

Date :

Signature of Applicant

Enclosures :

FORMAT OF APPLICATION
FOR THE POST OF MULTI TASKING STAFF (DAFTRY)

Affix
recent
passport
size photo

(To be filled in Block Capital Letters Only)

1. Name of the Candidate
2. Father's/ Husband Name
3. Whether belongs to SC/ ST/ OBC/ PH/ Ex-Serviceman
4. Date of Birth as shown in the SSC/ Matriculation Certificate
5. Age (As on 01 Aug 2022)
6. Nationality
7. Sex (Male/ Female)
8. Educational Qualification
9. Experience if any
10. Present Postal address for Communication
11. Permanent Address
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Place :

Date :

Signature of Applicant

Enclosures :