

**GOVERNMENT OF INDIA , MINISTRY OF DEFENCE
HQ UK SUB AREA, GARHI CANTT DEHRADUN – 248003**

RECRUITMENT NOTICE: DEFENCE CIVILIAN EMPLOYEES

1. Applications are invited from eligible Indian nationals for the following posts in prescribed format as per Annexure "A"(in A4 size paper):-

Ser No	Name of the Post	Vertical Reservation					Total Nos. of Vacancies	Horizontal Reservation	Scale of pay (As per 7 th CPC)	Age Limit	Essential/Desirable Educational Qualification
		UR	OBC	SC	ST	EWS					
								ESM			
(a)	Cook	01	-	-	-	01	-	Level-2 (Basic pay Rs 19,900 + allowances)	18-25 years	Essential. Matriculation pass or equivalent from recognized Board. (b) Must have knowledge of Indian cooking and proficiency in trade.	
(b)	MTS	01	-	-	-	01	-	Level-1 (Basic pay Rs 18,000 + allowances)	18-25 years	Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.	

Abbreviation Used: UR = Unreserved, OBC = Other Backward Class, SC = Scheduled Caste, ST = Scheduled Tribes, EWS = Economically Weaker Sections, ESM = Ex-Serviceman, PWD = Person With Disability.

2. Documents / Photographs required to accompany the applications:-

(Self attested photocopies of only the following documents/certificates should accompany the application form).

- Matriculation/ 10 pass Certificate (For all posts) (Date of Birth valid only from Matriculation/ 10th pass Certificate).
- Passing Certificate of Diploma / Professional Course/Any other Higher Education etc (if available)
- Adhar Card and PAN Card.
- Experience Certificate (if available) (for all posts).
- Caste Certificate (For SC/ST/OBC candidates only).
- Latest/Valid Non Creamy Layer Certificate issued only by Central Government format (For OBC candidates only)
- Latest/Valid Economically Weaker Sections Certificate only in prescribed format issued by Government of India (For EWS candidates). The certificate should be issued by the prescribed authority. The officer who issues the certificate should verify all relevant documents following due process as prescribed the respective State/UT.
- Discharge Certificate (For Ex-Serviceman only).
- NOC from present employer (if the applicant is already a Central Government/ State Government /PSU Servant).
- Two self addressed envelopes affixed with 22/- postal stamp on each.
- Admit Card (should be filled by Candidate) in prescribed format as per Annexure 'B' in A4 size paper.
- Recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the Application Form (Annexure A) and Admit Card (Annexure B). Besides two additional photographs duly self attested (on rear blank side) are to be enclosed separately with the application.

3. Age limit and relaxation: The prescribed age limit for the above posts is between 18-25 years as on closing date of receipt of application. Necessary age relaxation as per existing Govt Order SC/ST/OBC/OBC/PWD/Ex-Serviceman/Government Employees/Women candidate is applicable. Age relaxation: (a) SC/ST : 05 years (b) OBC: 03 years (c) PWD : 10 years (additional 05 years in case of candidates belonging to SC/ST & 03 years of OBC category) (d) Ex-Serviceman : Ex-Serviceman who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age of respective category i e UR/OBC/SC/ST by more than three years. They shall be deemed to be within age limits. (e) The crucial date of determining the age limit, completion of essential and desirable qualification shall be the last date of receipt of application.