



DEFENCE SERVICES STAFF COLLEGE
WELLINGTON (NILGIRIS) – 643 231, TAMIL NADU



Date of publication of Advt: **08 Oct 2022** Last date for receipt of application: **28 Oct 2022**.

1. The Commandant, Defence Services Staff College, Wellington invites applications from eligible Indian citizens for the following Group 'C' Civilian posts:-

Sl No	Name of Posts	Pay Level (as per 7 th CPC Pay Matrix)	No of Vacancies & Reservations (Subject to change)						Age
			Total	UR	OBC	SC	ST	EWS	
(a)	Lower Division Clerk	Level 2 Rs 19900-63200/-	04	01	–	02	01*	–	18 – 27 yrs
(b)	Civilian Motor Driver (Ordinary Grade)	Level 2 Rs 19900-63200/-	03	01	–	01	–	01	18 – 27 yrs
(c)	Multi Tasking Staff – (Office and Training)	Level 1 Rs 18000-56900/-	05	02	–	01	01	01	18 – 25 yrs

*01 – LDC – Backlog vacancy.

2. **Education Qualification & Experience for the above posts:-**

(a)	Lower Division Clerk	(a) 12 th Class pass from a recognized Board or University; and (b) 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).
(b)	Civilian Motor Driver (Ordinary Grade)	(i) 12 th Class or equivalent from a recognized Board or University. (ii) Must possess the civilian driving license for heavy vehicles. (iii) Two years experience from a recognized Organisation or Undertaking in driving heavy vehicles.
(c)	Multi Tasking Staff – Office and Training	Matriculation pass or equivalent from a recognized Board/Institute. <i>[MTS trade involves all fatigue nature of duties, few of which are cleaning, sweeping of toilets/work area, loading, un-loading, shifting of goods, gardening, feeding and cleaning of horses, night watchman, etc].</i>

General Instructions for applicants

3. **Age limit:** Age for all posts mentioned in above table. The crucial date for determining age limit is the last date (28 Oct 2022) of application.

4. **Age Relaxation:**

(a) Relaxable by five years for SC and ST candidates, ten years for Persons with Disabilities (PwD) (*addition five years in case of PwD belonging to SC/ST category*) and 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 by more than three years, they shall be deemed to be within age limits.

(b) **Departmental Employees:-** 40 years for UR and 45 years for SC/ST.

(c) SC/ST candidate applying against UNRESERVED POST are not entitled to any relaxation in age limit, experiences etc.

5. **Last Date for Receipt of Application is 28 Oct 2022.**

6. **How to apply:**

- (a) Eligible candidates can apply to any of the above posts subject to vacancies and qualifications.
- (b) No Objection Certificate is required for persons employed in Central Government as permanent employee with minimum three years regular service.
- (c) In case of Ex-Serviceman self-attested photocopy of discharge book is to be submitted alongwith the application.
- (d) The following documents should be attached with the application form and should be arranged in the following order:-
 - (i) Application form to be filled in English duly signed and affixed photograph to be self-attested.
 - (ii) Acknowledgement Cards to be filled and affixed photograph to be self-attested.
 - (iii) Self-attested copies of Aadhaar Card, 10th, 12th Std Mark Sheet & Diploma/ITI/ certificates, SC/ST certificate/PwD certificate/Discharge book, Driving License, Experience certificate, EWS certificate, as applicable.
 - (iv) Self addressed envelope of 10x22 cms with Rs 22/- postage stamp to be pasted.
- (e) Applicants to mention clearly on the envelope "APPLICATION FOR THE POST OF _____" and addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231. Tamil Nadu.**

7. **Mode of Selection:**

- (a) All application will be scrutinized in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.
- (b) The eligible candidates will be required to appear for written test. The written test will be based on minimum education qualification.
- (c) The written test will consist of (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness (v) Trade Specific.
- (d) The question cum answer paper will be English and Hindi.
- (e) The requisite number of candidates will be shortlisted and called for skill/physical test wherever applicable based on merit/category in the written test

8. **Other Instructions:**

- (a) Application received after due date will not be considered. DSSC will not be responsible for any kind of postal delay.
- (b) Pre-scrutiny of the application in terms of age limit, minimum qualifications, documents and certificates will be carried out by the DSSC before calling the suitable candidates for the written test/skill test.
- (c) The venue for written test / skill test is DSSC, Wellington.
- (d) No TA/DA will be paid to attend written test/skill test.
- (e) Selected candidate will be subject to All India service liability.
- (f) Mere submission of application(s) does not entitle candidates to be called for test. Depending on the number of applications received, the number of candidates will be restricted for the test based on the marks obtained in the minimum essential qualification of exam prescribed for the post(s).
- (g) Separate applications should be submitted for each post.

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

10. The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of Appointing Authority (Commandant, DSSC) will be final and no appeal will be entertained.

Duplicate Copy

ACKNOWLEDGEMENT / ADMISSION CARD

(SI No 1 to 4 to be filled by the applicant) (SI No 5 & 6 to be filled by DSSC)

1. Post applied for _____
2. Name : _____
3. Date of Birth : _____
4. Aadhaar card No: _____
5. ROLL NO : _____.
6. Date and Time of Written Test: _____
7. Venue of Written Test: **DSSC, WELLINGTON.**
8. Instructions for written test will be forwarded alongwith this admission card.

Paste a self-attested
passport size
photograph

Signature of Controlling Officer

Candidate Copy

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passport size
photograph

Signature of Controlling Officer

DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

FOR OFFICE USE ONLY

1. Index No: _____
2. Accepted / Rejected: _____
3. Reason for rejection: _____
4. ROLL NO: _____

APPLICATION FORM FOR THE POST OF _____

1. Name : _____
[To be filled in Capital letters as per Matriculation (or) X Std mark sheet]
2. Father's / Husband's Name: _____
3. Date of Birth : _____
[Enclose Matriculation (or) X Std mark sheet]
4. Age as on last date for receipt of application: _____ Yrs _____ Months _____ Days

Paste a self-attested passport size photograph

5. Category for which applied : UR / SC / ST / EWS / ESM / PwD (Tick one or more wherever applicable)
[Enclose respective certificate copy & for ESM Discharge certificate copy & PwD certificate copy]

6. Educational & Technical qualifications :
[Enclose respective certificate copies]

Class	Year of passing	Marks obtained	Total Marks	Percentage	Remarks
10 th / SSLC / Matriculation					
12 th / HSC					
ITI/Diploma					
Under Graduation					
Post Graduation					
Typewriting					

7. Experience (if any) : _____
[Enclose proof]

8. In case, You are employed in Central Government as permanent employee, please provide following details:- **[No Objection Certificate to be enclosed]**

Date of Appointment: _____ Name of Post: _____
Present post held: _____ Present Pay & Level: _____
Name & Address of Office: _____

9. Mobile No or Contact Tele No: _____

10. Aadhaar Card No : _____
[Copy should be enclosed]

11. Address for Correspondence (**IN CAPITAL LETTERS**):-

Address Line1 : _____
Address Line2 : _____
Taluk: _____ District: _____
Pin Code: _____ State: _____

12. Permanent Home Address (**IN CAPITAL LETTERS**)

(if different from Ser 12 above):- Same as above

Address Line1 : _____
Address Line2 : _____
Taluk: _____ District: _____
Pin Code: _____ State: _____

13. E-mail ID : _____

It is certified that the above particulars are correct and true to the best of my knowledge and belief and certificates submitted are genuine, if found false at any stage, my candidature/services may be terminated without notice and I will be liable for legal action/proceedings.

Place:

Date:

(Signature of the candidate)