

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
EMPLOYMENT NOTICE :DIRECT RECRUITMENT OF CIVILIAN GROUP 'C'
HEADQUARTERS 41 SUB AREA, LICHUBARI, JORHAT (ASSAM)

1. Applications from eligible Indian citizens are invited for the post as indicated below. Application form as duly completed in all respects along with all requisite documents, duly self-attested should reach Headquarters 41 Sub Area within 30 days from the date of publication of this advertisement in the employment news.

S. No	Post	No of Post	Cat	Age Limit	Pay Scale	Education Qualification
(a)	Steno Gd II	01	Unreserved (UR)	18-27 Yrs (Relaxation for Central Government Servants and employees of the Central Administrative Tribunal up to 40 years. For ESM age relaxation refer para 3(f) below)	Pay Level-4 (Rs. 25500-81100)	Essentials : (i) 12 th Class Pass or equivalent from a recognized Board or University. (ii) Skill Test NormsDictation: 10 minutes @ 80 w.p.m Transcription : 50 minutes (English) and 65 minutes (Hindi) (on Computer)

2. **Employment.** All India service Liability including field service liability. **Two years' probation period.**

3. **Important/Rejection instruction to the candidates/Applicants :-**

Ser No	Important Instruction
(a)	Interested applicants will submit only typed application in English/Hindi Language as per format alongwith all the prescribed documents attached. Application will be forwarded by Indian post in an envelope endorsed with " APPLICATION FOR THE POSTOF STENO GD-II " on the top of the envelope. Application by hand will be rejected. The following documents duly self-attested are required to be submitted alongwith the application form: - (i) Photocopy of Educational Qualification Certificate of a recognized Board. (ii) Photocopy of Birth Cert (Proof of age) issued by Registrar/Matriculation certificate of recognized Board. (iii) Aadhaar Card. (Proof of Address) (iv) Two self-addressed envelope, affixed with Rs 25/- stamps on each for Registered post for dispatch of acknowledgement/Admit Card. (v) In addition to photos pasted on application, two passport size photos (not older than three months) without wearing cap, goggles & mask will be enclosed with name and father's name written on reverse. Do not put any mark or signature on the photograph. (vi) Crossed Indian Postal Order (IPO) or Demand Draft worth Rs. 100/- (Rupees One Hundred Only) in favour of " Camp Commandant 41 Sub Area ". Postal Order/Demand Draft should be issued on or after the date of publication of the advertisement. The application fee is non-refundable. (vi) The application along with the above enclosures must be addressed to : - Officer Commanding Troops HQ 41 Sub Area, Lichubari Army Camp, Jorhat (Assam)-785001.
(b)	Centre for written/trade tests will be in Jorhat (Assam) only. Date & Time will be intimated later on by admit card to the eligible candidates. .
(c)	The crucial date for determining the age limit shall be the last date of receipt of application.
(d)	The closing date of receipt of application will be upto 37 days from the date of publication of advertisement in the employment News in respect of North East region i.e Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh UT, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
(e)	Ex-servicemen Certificate should have been issued by the Competent Authority. A self-attested copy of Discharge Certificate and character certificate Exemplary/Very Good in Service Record is mandatory to be enclosed with the application.
(f)	Age Relaxation for Ex-Servicemen up to Period of Military service plus 3 years. No age relaxation to SC/ST/OBC candidate will be given for unreserved category vacancy as per existing Govt Orders.
(g)	Soldiers of Army/Navy/Air force, who are in service and applying for above posts, must enclose " No Objection Certificate " (NOC) issued by their Record Office duly sanctioned by Officer-in-Charge Records.
(h)	Persons working in central/State PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.
(j)	New entrants to Government services, entering on or after 01 Jan 2004 are governed by the New Defined contribution Pension Scheme (Known as New Pension Scheme).

(k)	No extra weightage will be given to additional/extra or higher qualification for recruitment.
(l)	Usage of unfair means during the exam will be considered as misconduct and will lead to disqualification of the candidature. There may be negative marking in the written exams .
(m)	This Headquarters will not be responsible for any injury which any occur during the Written/Physical/Skill Test.
(n)	No boarding or lodging/Expenses on traveling for the post will be provided. Candidates must make their own arrangements.
(o)	Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for the test.

Ser No	Rejection Instruction
(a)	Hand written/ineligible/Incomplete/unsigned application and without Left/Right Hand Thumb Impression on applications not accompanied by self-attested copies of certificates or application received at HQ 41 Sub Area after the last date of receipt of application will be summarily rejected and no correspondence in this regard will be entertained. Besides all eligibility criteria has to be met by the applicant for consideration in further process.
(b)	Depending on the number of applications received for a particular post, the competent authority reserves the right to fix a benchmark/ cut-off percentage for the restriction on the number of candidates to be called for written/trade tests.
(c)	The recruitment process can be cancelled/suspended/postponed by the Officer Commanding Troops, HQ 41 Sub Area at any stage and his decision in this regard will be final and no appeal will be entertained.

4. **SPECIAL INSTRUCTION FOR THE PH (PWD) CANDIDATES IN CASE THEY ARE CALLED FOR THE WRITTEN EXAMINATION :-**

(a) **Persons with visual disability of less than forty percent will not be considered as visually disabled persons.** One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(b) **IDENTIFIED POST FOR PH (PWD)**

S.No	Designation	Physical Requirements	Categories of Disabled suitable for jobs
1.	Steno Gd II	S, ST, W, MF, SE, RW, H	OA, OL,BL,OAL, LV, HH

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, MF=Manipulation with fingers, SE= Seeing, RW= Reading and Writing, C= Communication, H= Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL= One Arm & One Leg, B= Blind, LV= Low Vision, HH= Hearing Impaired,

5. **Selection Procedure**

- (a) All applications will be screened by a Board of Officer and eligible candidates will be called for test.
 (b) Eligible candidate will be subject to written & screening tests as finalized by the Board of Officers.

6. **Scheme of Examination**

(a) The selection will be made strictly on the bases of merit. The selection process will comprise of written test and Skill test. The selection to all Group 'C' posts will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the trade test. The scheme of examination is tabulated below:-

Paper/Section	Subject	No of Questions	Marks	Duration of Examination
Section –I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Section-II	General Awareness (Objective Multiple Choice Type)	50	50	
Section-III	General English (Objective Multiple Choice Type)	50	50	
Section-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

(b) The questions papers of Written Test will be bilingual i.e English & Hindi. However, the questions on the portion of English Language subject will be in English only.

7. **Syllabus for Examination**

(a) **General Intelligence & Reasoning.** The questions will be of 12th standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical numbers series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship arithmetical-computation and other analytical functions.

(b) **General Awareness.** The questions will be of 12th standard. The questions will be designed to test the ability of candidate's general awareness of the environment around him/ her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of 12th standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic, Science, General Polity including Indian Constitution and Research etc. The questions will be such that, they do not require a special study of any discipline.

(c) **English Language.** The questions will be of 12th standard. Candidates understanding the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his / her writing ability would be tested.

(d) **Numerical Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and Relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ration and Proportion, Averages, Simple and Compound Interests, Profit & Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

8. **Caution to all Applicants.** Some unscrupulous elements may approach you with the assurance of procuring appointment for you through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that selection test will be done on merit only in a transparent manner.

Officer Commanding Troops, HQ 41 Sub Area

APPLICATION FORMApplication for the post of '**STENO GD-II (GROUP 'C')**

Ref Emp News paper _____ Advertisement No _____ Dated ___/___/2022

To
Officer Commanding Troops
HQ 41 Sub Area,
Lichubari Army Camp,
Jorhat (Assam)- 785001.

Recent
Passport
size photo
duly self-
attested

1.	Details of the applicant (IN BLOCK LETTERS) As per Matriculation Certificate			
	(a) NAME			
	(b) FATHER'S /HUSBAND'S NAME			
	(c) MOTHER'S NAME			
2.	Gender	Male/Female		
3.	Mobile/Contact Number			
4.	Email ID			
5.	Aadhaar No		7.Nationality :	
6.	PAN No		8.Religion :	
9.	Date of Birth & Age	____/____/____ (DD/MM/YY), ____ Years		
10.	Full Postal Address	House No. -		
		Street/Landmark-		
		Village -		
		Post office-		
		Police Station-		
		District -		
		PIN Code -	State -	
11.	Permanent Address	House No -		
		Street/Landmark-		
		Village -		
		Post office -		
		Police Station-		
		District -		
		PIN Code -	State -	
12.	Educational qualification (Photocopy of mark sheet and certificate to be attached)			
	Name of the Exam Passed	Year of Passing	Name of Recognized University/ Board of Examination	% of marks obtained
13.	Employment Exchange Registration Card Number, (if any)			
14.	Experience if any (attach Certificate)			
15.	Whether PWD /ESM/Govt Servant (att relevant certificate as applicable)			

I do hereby certify that the particulars mentioned in the application are correct and true to the best of my knowledge and belief. If particulars mentioned by me are found false/incorrect at any stage of selection process then my candidature will stand automatically cancelled without any notice.

Dated : 2022

(Full signature of the Applicant)

Enclosures:-

- (i) Two self-addressed registered envelope duly affixed with minimum Rs 25/- postal stamps.
(ii) Postal Order/DD No----- & Date for Rs. 100/-
(iii) Self-attested copies of certificates (___) sheets.



(Left hand thumb impression of male candidate and
Right hand thumb impression in case of female candidate)

FOR OFFICE RECORD ONLY

1.	Received on		2.	Accepted/Rejected	
3.	Reasons for Rejection	Underage/Overage/Incomplete Documentation/Any other reason to be specified			
4.	Index No		5.	Date of Test/Interview	

ACKNOWLEDGEMENT CARD

Post : **STENO GD-II**

1. Name : _____

2. Father's/Husband's Name : _____

3. Address for Correspondence :

(To be filled same as per Column 10 of application form)

House No _____ Street/Landmark _____

Village _____

Post Office _____ Police Station _____

Distt _____ State _____ PIN Code _____

Latest coloured
passport size
photograph duly
self -attested

FOR OFFICE USE ONLY

4. Index No : _____ Date and Time of Test / Interview _____

5. Venue of Written /Interview _____

(Signature of Controlling Officer)

CBC-10622/11/0055/2223