

**STATION HEADQUARTERS SILCHAR,
MASIMPUR MILITARY STATION CACHAR ASSAM-788025
RECRUITMENT NOTICE FOR THE POST OF LOWER DIVISION CLERK
GROUP 'C'**

1. Applications are invited from eligible candidates for direct recruitment for the following posts:-

S No	Category	No of Vacancies	Category
(a)	Lower Division Clerk	01 (one)	Unreserved (UR)

2. The applications are to be addressed to:-

Station Commander,
Station Headquarters Silchar,
Masimpur Military Station, Cachar Assam-788025

3. The various criteria for applying for the above post are as under:-

(a) **Applicants should be Indian Nationals.**

(b) **Educational and other Qualifications:-**

(i) **Essential:**

(aa) 12th class pass or equivalent qualification from a recognized Board or University.

(ab) Should pass typing test with minimum speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer.

(ii) **Desirable:** Computer Knowledge.

(c) **Age Limit:** Candidates should be between 18 to 27 years of age on the closing date for receipt of application.

(d) **Likely Area of Employment:** All India service liability.

(e) **Period of probation:** Two years from date of recruitment.

4. **Pay Scale and Grade Pay.** Pay level-2 as per 7th CPC (Rs19900- 63200).

5. **Conditions and Instruction for Applications.** All applicants will submit their applications as per format attached along with latest photo (Passport Size). The following documents are required to be submitted along with the application form.

(a) Photocopy of Education Qualification certificate duly self-attested.

(b) Photocopy of birth certificate (Proof of age) duly self-attested.

(c) Two self-addressed envelopes with Rs 25/- stamps on each for registered post for dispatch of acknowledgement card.

(d) The application along with the above enclosures should be endorsed to Station Headquarters Silchar, Masimpur Military Station, Cachar Assam-788025

(e) The closing date for receipt of the complete application to reach Station Headquarters Silchar will be 21 days from the date of publication of the advertisement in Employment News/Newspaper. No application will be entertained after the closing date (excluding date of publication). Application in respect of candidates belonging to states of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Union Territory of Jammu and Kashmir, Ladakh, Andaman and Nicobar Islands and Lakshadweep are required to reach within 28 days from the date of publication of this advertisement (excluding the date of publication).

(f) The test will be held at Masimpur Military Station, Cachar Assam - 788025 on the dates that would be mentioned in the Acknowledgment Card and all candidates would be required to report to centre at Masimpur Military Station Cachar Assam-788025 on the date and time mentioned in the acknowledgement card.

(g) All candidates should be in possession of their respective Acknowledgement Cards sent to them and all their original documents for verification when they report to Centre at Masimpur Military Station Cachar Assam-788025 on the date of test.

6. Selection procedure

(a) All applications will be screened by a Board of Officer and eligible candidates will be called for Test. In case large numbers of applications are received for the post, screening of applications will be carried out on the basis of % of marks obtained in the examination for essential qualification with a ratio of 01 post : 50 applications.

(b) Candidates who qualify in the screening test will be subjected to the written test at Station HQ, Masimpur Military Station.

(c) Written test will consist of General Intelligence & Reasoning, Numerical aptitude, General English and General Awareness. The question cum answer paper will be bilingual i.e English and Hindi.

(d) Typing test will be conducted after the written test on the same day. Typing test will be of qualifying nature.

7. Notice for Applications

(a) Incomplete application without affixing photographs or without enclosing self-attested copies of education certificates, showing date of birth and character certificate or if applicant is found over age on last date of receipt of application as indicated above will be rejected.

(b) Candidates must ensure that no column is left blank or wrongly filled. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidates himself. The application format should be typed on A-4 size paper and forwarded to Station Headquarters Silchar, Masimpur Military Station, Cachar Assam-788025.

(c) No application will be accepted in person by hand or through any representative. The application must be posted to the addressee under registered cover. This unit will not be responsible for any kind of postal delay.

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK GROUP 'C'
AT STATION HEADQUARTERS SILCHAR, MASIMPUR MILITARY STATION
CACHAR ASSAM-788025**

1. Post applied for **Lower Division Clerk.** At Station Headquarter Silchar.

2. Name of the Candidate (in block letter) _____

3. Father's/Husband's Name _____

Photo

4. Date of Birth _____

(Att copy of birth certificate as per school certificate duly self attested)

5. Age as on last date prescribed for receipt of application) : _____ Years
_____ Months _____ Days.

6. Education Qualification (Attach education certificate duly self attested)

Class	Year of passing	Name of College/School	Name of Board/University	Percentage of marks

7. Technical Training/ Experience :

8. Address of Correspondence: House No/ Street/Village _____ Post Office _____ Police Station _____ District _____ State _____ PIN Code _____

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

10. Aadhaar Card : _____

11. Mobile No & Email ID : _____

12. Category: **Unreserved**

13. Domicile : _____

14. Religion : _____

15. Whether registered with any Employment Exchange: Yes/No:(if Yes mention Registration No and Name of the employment exchange)

16. I do hereby certify that the particulars mentioned in the application are correct and due to the best of my knowledge and belief if particular mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Dated : _____ (Signature of The Candidate)

FOR OFFICAL RECORD ONLY

1. Received on _____

2. Accepted/Rejected _____

3. Reason for rejection: underage/ Overage/Incomplete documents/Any other reason to be specified _____

4. Index No _____

5. Date of Test/Interview _____

ACKNOWLEDGEMENT CARD

POST OF LOWER DIVISION CLERK GROUP 'C'

Photo

1. Name _____

2. Father's Name _____

3. Address for correspondence: (To be filed same as per Serial Number 8 of application form)House No/ Street/Village _____ Post Office _____ Police Station _____ District _____ State _____ PIN Code _____

4. Index No _____ Date and Time of Test/ interview _____.

5. Venue of written/ Interview _____

(Signature of the Controlling Officer)

Note: (a) No TA/DA for the test/Interview will be paid; Candidates will make their own boarding/lodging arrangement for test/interview.

(b)Unit will not be responsible to pay any damage in case of injury incurred by candidate will during physical test.

(c)Merely fulfilling the best selection criterion does not automatically entitle person to be called for test /interview.

(d)Selected candidate will be under probation for Two Years.

(e)The recruitment process can be cancelled/suspended/postponed by Station Commander, Station Headquarters Silchar, Masimpur Military Station Cachar Assam-788025 at any stage and his decision in the regard will be final and no appeal will be entertained.

8. **WARNING:** All candidates are warned to be careful from any self styled agents and also requested to report to the Officer Commanding Troops, Station Headquarters Silchar, Masimpur Military Station Cachar Assam 788025 c/o 99 APO any malpractice if seen/observed by them.

Station Commander, Station HQ Silchar Masimpur