

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
HEADQUARTERS 1 SIGNAL TRAINING CENTRE
JABALPUR (MP) – 482001

EMPLOYMENT NOTICE

1. Applications are invited for the following post from citizen of India, who are fulfilling the requisite qualifications/ specifications as mentioned below on plain paper duly typed or neatly handwritten in the prescribed format only. Applications completed in all respect alongwith a self-addressed registered envelope duly affixed with appropriate postal stamp with all the requisite documents, duly self-attested should be address to **The Presiding Officer, Civilian Direct Recruitment (Scrutiny of Applications) Board, Headquarters 1 Signal Training Centre, Jabalpur (MP) -482001.**

Name of the post & Pay Level in Pay Matrix	Group	Unreserved category	Essential qualification
Steno Gde-II Pay Level-04 Pay Matrix Rs. 25500/- to 81100/-	'C'	01	(a) 12 th Class from recognized Board or University. (b) Skill test Norms:- Dictation: 10 minutes @ 80 w.p.m. Transcription : 50 minutes (Eng) or 65 minutes (Hind) on computer

2. The number of vacancy mentioned above is provisional. The Commandant, Headquarters 1 Signal Training Centre, Jabalpur (MP) reserves the right to change the number of vacancy, if necessary.

Ser No	Particulars	Details
(a)	Age Limit	(i) Between 18 to 25 years for Stenographer Grade –II. <u>Relaxation for age limit.</u> (i) The upper age limit is relaxable for Govt. servant and Ex-Servicemen candidates as per existing Govt rules in this regard. (ii) For Persons with Disability under UR category 10 years. (iii) The SC/ST/OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST/OBC.
(b)	Fees	Crossed Indian Postal Order (IPO) with Rs 50/- (Rupees Fifty only) in favour of the Commandant, Headquarters 1 Signals Training Centre, Jabalpur. The Postal Order should be issued on or after the date of publication of the advertisement. The application fee is non-refundable. Persons with disability are exempted from application fee.

(c)	Photographs	One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format. Besides, two additional photographs duly self-attested (on front side) are to be enclosed separately with the application.
(d)	Crucial date	The crucial date of determining the age limit shall be the last date of receipt of application.
(e)	Closing date	The closing date will be 28 days from the date of publication of the advertisement in Employment News/ Local daily Newspapers. In respect of North East region ie. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 35 days.

2. **Scheme of Examination.** The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill / trade/ typing test wherever necessary. 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 the skill/trade/typing test, as may be the case.

Paper	Subject	No of Questions	Marks	Duration of examination
Paper-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 hours
Paper-II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper-III	General English (Objective Multiple Choice Type)	50	50	
Paper-IV	General Aptitude (Objective Multiple Choice Type)	25	25	

The question papers of Written Test will be bilingual ie. English & Hindi. However, the question on the portion of English Language subject will be in English only.

3. **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 number 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 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 Scene, General Polity including Indian Constitution, and Scientific Research etc. These 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, Ratio and Proportion, Average, Interest, Profit & Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

4. **Important Instructions to the Candidates/ Applicants.**

(a) Dates of examination will be intimated to the eligible candidates later on.

(b) Candidates appearing for written test and skill test will travel on their own expenses.

(c) Persons working in Central/ State Govt. /PSU must apply through proper channel alongwith 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. NOC covering above aspects must be issued on or after the date of publication of the advertisement.

(d) New entrants to Govt. Service, entering on or after 01 January 2004 are governed by the New Defined Contribution Pension System (Known as New Pension Scheme).

(e) The Commandant, Headquarters 1 Signals Training Centre shall not be responsible for any postal delay or failure.

(f) The Commandant, Headquarters 1 Signals Training Centre reserves the right to change the number of vacancies, if necessary.

(g) If the number of applications received in response to the advertisement is large and its will not be convenient or possible to arrange the examination for all the candidates, the Commandant reserves the right to restrict the number of candidates to a reasonable limit on the basis of either percentage of marks obtained in the prescribed minimum essential qualification or desirable qualifications or qualifications higher than the minimum prescribed in the advertisement or experience. Therefore, the candidates should mention all the qualifications over and above the minimum qualification and should attach self-attested copies of the certificates in support thereof.

(h) The candidates must clearly super scribe "**Application for the post of _____**" on the top of the envelope in Capital letters. The reserved category candidate including Ex-servicemen and Persons with Disability should also write their category on the left hand corner of the envelope.

(j) Ex-servicemen candidate should have been issued by the Competent Authority. A self-attested copy Discharge Certificate should also be enclosed.

(k) Candidates applying against a reserved post must enclose supportive documents viz caste certificate, disability certificate, non-creamy layer certificate in case of OBC etc. in support of their claim of belonging to the reserved category. Only self-attested copies of certificates in support of Educational Qualification/Technical Qualification, Experience, Caste, Date of Birth, Person with Disability and Ex-Servicemen are to be enclosed with application.

(l) **Acceptance of Application.** Following is mandatory for acceptance of applications:-

- (i) Complete signatures.
- (ii) Left/Right thumb impression.
- (iii) Self-attestation of all certificates.
- (iv) Two additions photographs in addition to application form (All self-attested).
- (v) Receipt of application before due date.
- (vi) Age criteria.
- (vii) Cutting/over writing
- (viii) Mobile number not provided
- (ix) Format mismatch
- (x) The applications will be summarily rejected for the reasons mentioned above and absence of other laid down criteria. No representation in this regard will be accepted. The candidates are advised to download the form from the website www.indianarmy.nic.in and complete in all respects before submitting.

(m) The application can be filled by the candidates either in English or Hindi.

(n) Soldiers of Army/Navy/Air Force, who are in service and applying for above posts must enclose "**No Objection Certificate**" issued by their Record Office duly sanctioned by Officer-in-Charge Records.

(o) The SC/ST and OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST and OBC.

(p) Interview for the above mentioned posts will not be conducted; Skill/Trade test will be conducted later for those candidates who qualify in the written examination. The Final selection will be made solely based on marked obtained by the Candidate in the Written Examination only subject to qualifying the in the Skill/Trade test, as may be the case.

(q) All India service liability will be applicable for candidates who are applying for the above posts.

(r) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for the test.

(s) Centre for written examination will be in Jabalpur (MP) only and possession of Aadhar card will be mandatory.

(t) **Proof of age.** The date of Birth as recorded in the Matriculation/ Secondary School Examination Certificate will be accepted by Headquarters 1 Signals Training Centre for determining the age and no subsequent request for change will be considered.

(u) **Documents to be attached with the application.** Applicants must submit self-attested legible copies of all Certificate/ Documents, alongwith their Applications and proof in support of their information given in their Application Forms about their Educational Qualification and Experience like Percentage of Marks obtained (Marks Obtained/Max marks x 100) or for CGPA (CGPA x 9.5%) or for grading A = 90-100% (minimum % will be counted), proof of caste/category (SC/ST/OBC/PH(PWD)/ESM) from the competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

Caution to all Applicants

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in Headquarters 1 Signals Training Centre 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 the selection test and exercise will be done on merit only in a transparent manner.

**Commandant,
1 Signal Training Centre**

PERFORMA OF APPLICATION

Application for the post of _____

Ref : Newspaper _____ dated _____

To

The Commandant
1 Signal Training Centre
Jabalpur (M.P.) – 482001

Recent
Passport
size photo
duly self
attested

1. Full Name (in Block Letters) _____
(As written in 10th/SSC certificate)
2. Father's/Husband Name _____
(in Block Letters)
3. Date of Birth _____
(As per Matriculation or equivalent cert)
4. Age _____ Years _____ Months _____ days _____
(As on _____)
5. Write category to which you **belong** (OBC/PWD/UR/EWS) _____
(enclose certificate on prescribed format).
6. Category of post for which **applied**
 - (a) Post applied _____
 - (b) Category applied _____
7. Whether Ex-serviceman, if yes give details ie length of service along with self-attested copy of service discharge certificate _____
8. Whether Person with Disability (Also indicate the type of disability)
9. Nationality _____
10. Religion _____
11. Address and Pin Code in full for communication _____

12. (a) Mobile No : _____
(b) Land Line No with STD Code : _____
13. E-mail address _____
14. Aadhar Card No _____

15. Details of Academic/Technical & Professional Qualifications :

Name of the Exam Passed	Year of Passing	Name of Recognised University/ Board	% of marks obtained	Remarks

(Attested copies of certificate in support of above are to be enclosed)

16. Experience, if any (please attach certificate)_____

17. Whether Govt. Servant, if yes give details of post held, pay scale/level and date of entry in Govt Service. _____

DECLARATION

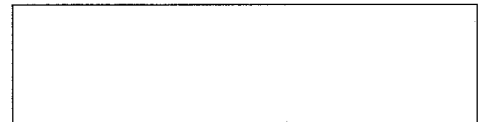
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test my candidature will stand automatically cancelled.

Signature of the candidate _____

Name : _____

Enclosures

- (i) Two self-attested photographs (Name & Father's name on the back side of photo)
- (ii) One self addressed registered envelope duly affixed with appropriate postal stamp
- (iii) Postal Order _____ date _____ for Rs 50/-
- (iv) Self-Attested copies of certificate () sheets.
- (v) Self-Attested copy of Aadhar card.



Left hand thumb impression of male candidate and Right hand thumb impression in case of Female candidate.

OFFICE'S COPY

Index No :

ADMIT CARD

Post applied for _____

Recent Passport
size photo duly
self-attested

1. Full Name (in Block Letters)
(As written in 10th/SSC certificate) _____

2. Father's/Husband Name
(in Block Letters) _____

3. Mobile No _____

4. Address for Correspondence _____

5. Permanent Address _____

(Details below this line NOT TO BE FILLED BY CANDIDATE)

6. Date & Time of Written Test : _____

7. Venue of Written Test _____

(Signature of Controlling Authority)

Note :- Possession of Aadhar card/Govt ID Proof is mandatory for entry to written examination centre.

CANDIDATE'S COPY

Index No :

ADMIT CARD

Post applied for _____

Recent Passport
size photo duly
self-attested

1. Full Name (in Block Letters) _____
(As written in 10th/SSC certificate)
2. Father's/Husband Name _____
(in Block Letters)
3. Mobile No _____
4. Address for Correspondence _____

5. Permanent Address _____

(Details below this line NOT TO BE FILLED BY CANDIDATE)

6. Date & Time of Written Test : _____
7. Venue of Written Test _____

(Signature of Controlling Authority)

Note :- Possession of Aadhar card/Govt ID Proof is mandatory for entry to written examination centre.