<table>
<thead>
<tr>
<th>Ser No</th>
<th>Name of Post</th>
<th>Pay Scale of the post</th>
<th>Essential Qualification and Experience</th>
<th>Category</th>
</tr>
</thead>
</table>
| 1.     | Vehicle Mechanic (Only for Male candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1900.00 | (a) Matriculation Pass or Equivalent from a Recognized Board.  
(b) A certificate from ITI / Ex-trade apprentices/NCTVT etc.  
(c) Minimum two years experience in the trade. Two years period must commence only after attaining said qualification  
(d) Weightage for written test, practical test and interview will be in the ratio 40:40:20. | UR SC OBC Total Posts |
| 2.     | Safaiwala (Multi Tasking staff) (Only for Male candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1800.00 | **Essential** : Matriculation Pass or Equivalent from a Recognized Board.  
**Desirable** : Conversant with the duties of the respective trade with one year’s experience in the trade.  
(a) Weightage for written test, practical test and interview will be in the ratio 40:40:20. | UR SC OBC Total Posts |
| 3.     | Lower Division Clerk (LDC) (For both Male & Female candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1900.00 | **Essential** (a) 12th Class or equivalent qualification from a recognized Board or University.  
(b) English Typing @ 35 w.p.m on computer OR Hindi Typing @ 30 w.p.m on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.  
(c) Weightage for written test and interview will be in the ratio 80:20. | UR SC OBC Total Posts |
| 4.     | Cleaner (For Vehicles) (Only for Male candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1800.00 | **Essential** Matriculation Pass or Equivalent from a Recognized Board.  
**Desirable** Should have proficiency in the trade.  
(a) Weightage for written test, practical test and interview will be in the ratio 40:40:20. | UR SC OBC Total Posts |
| 5.     | Cook (Only for Male candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1900.00 | (a) Matriculation Pass or Equivalent from a Recognized Board/Institute.  
(b) Must have knowledge of Indian cooking and proficiency in trade.  
(c) Weightage for written test, practical test and interview will be in the ration 40:40:20. | UR SC OBC Total Posts |
| 6.     | Civilian Motor Driver (CMD) (Ordinary Grade) (OG) (Only for Male candidate) | Pay Band-1 Rs.5200-20200 with Grade Pay of Rs 1900.00 | (a) Matriculation Pass or Equivalent from a Recognized Board.  
(b) Must possess Driving License for Heavy Vehicles & have minimum two years experience of driving such vehicles thereafter.  
(c) Two years driving experience must commence after date of issue of Civ Hy Driving License.  
(d) Weightage for written test, practical test and interview will be in the ratio 40:40:20. | UR SC OBC Total Posts |

**Abbreviations** : UR – Unreserved, SC - Scheduled Caste, OBC – Other Backward Classes

* Ex servicemen applying for the post of CMD (OG) must have a valid Civil Driving License for Heavy Vehicles or equivalent as issued by Regional Transport Office or equivalent authority. Application of Ex servicemen applying with Military driving license will Not (WILL NOT) be accepted and the same will be rejected on the spot. Two years experience is also mandatory for Ex servicemen which should be after date of issue of civil driving license only.
1. **Age Limit** (For the post Vehicle Mechanic, LDC, Cleaner, Safaiwala, Cook) :

   (a) 18 to 25 yrs for UR Candidates.
   (b) 18 to 30 yrs for SC Candidates.
   (c) 18 to 28 yrs for OBC Candidates.

2. **Age Limit** (For the post Civilian Motor Driver (Ordinary Grade)) :

   (a) 18 to 27 yrs for UR Candidates.
   (b) 18 to 32 yrs for SC Candidates.
   (c) 18 to 30 yrs for OBC Candidates.

3. **Age Limit for Ex-serviceman and Physical Handicapped (PH)** :

   (a) **Ex-Servicemen.** Resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.

   (b) **Physically Handicapped.**
      
      (i) Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation. The certificate of disability should be as per proforma given in Annexure I attached to the Application Form.
      
      (ii) The age limit for PH is 18 to 40 Yrs for SC/ST, 18 to 38 yrs for OBC and 18 to 35 yrs for UR category.

   (a) **Meritorious Sports Persons.** The age limit is 18 to 30 yrs for UR, 18 to 33 yrs for OBC and 18 to 35 yrs for SC/ST category. Meritorious sports persons should be in possession of certificate of the competition awarded by following authorities :

      (i) International competition – Secretary of the National Federation of the game concerned.
      
      (ii) National competition - Secretary of the National Federation OR Secretary of the State Sports Association of the game concerned.
      
      (iii) Inter University Tournament - Dean of sports OR other officer in overall charge of sports of the University concerned.
      
      (iv) Physical Efficiency Drive – Secretary or the officer in overall charge of physical efficiency in the Govt of India, Ministry of Education and Social Welfare.

   (d) **Age relaxation** upto five years is available for candidates who have originally been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989 or as per Govt Policy/Orders as applicable. Xerox copy of certificate to this effect issued either by concerned District Magistrate within whose jurisdiction the candidate is ordinarily residing or other authority designated in this behalf by the Govt of Jammu & Kashmir be attached with Application and original one to be produced at the time of Interview.

   (e) No age relaxation is admissible to SC/OBC candidates applying against unreserved posts.

4. The lower/upper age limits prescribed for the post i.e cutoff date will be 21 days from the date of publication of this advertisement i.e the last date of receipt of application by the appointing authority.

5. Candidates selected under Ex-servicemen or Physically Handicapped quota will be adjusted against the respective category i.e SC/OBC/UR.

**PROBATION PERIOD**

6. All posts are temporary but likely to be permanent after a probation period of two years.

7. Candidates after selection will be subject to All India Service Liability Rule, Field Service Rules and Army Act 1950. (All India Liability – candidates can be transferred to anywhere in India including field area transfer liability).

8. Selection will be subject to the performance of candidates in the undermentioned tests :

   (a) **Test Paper, Stds and Marking System.** The Board of Officers(s), so detailed, shall test the candidates appearing for following tests and mark the candidates as under :

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Test</th>
<th>Timings/ Benchmark</th>
<th>Pass Marks/ Weightage Min 40%</th>
<th>Max Marks / Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Physical Endurance Test</td>
<td>6 mins 20 Nos Qualify</td>
<td>Pass / Fail</td>
<td>None of these tests carry any marks towards selection.</td>
</tr>
<tr>
<td>(ii)</td>
<td>Written Test</td>
<td>2 hours for all candidates less visually handicapped (VH) &amp; 2 hours 20 minutes for visually handicapped (VH)</td>
<td>80 / 32 for the post of LDC &amp; 60 / 16 for other posts</td>
<td>200 / 80 for the post of LDC &amp; 150 / 40 for other posts</td>
</tr>
<tr>
<td>(iii)</td>
<td>Practical and / or Psychological Test</td>
<td>-</td>
<td>40 / 16 (except for the post of LDC)</td>
<td>100 / 40 (for all posts other than LDC)</td>
</tr>
<tr>
<td>(iv)</td>
<td>Interview</td>
<td>-</td>
<td>16 / 8</td>
<td>40 / 20</td>
</tr>
</tbody>
</table>

9. Unit will not (WILL NOT) be responsible to pay for any damages in case of injury/death to / of any candidate during various tests / interview and thereafter.

10. Physical Tests will be carried out as laid out above in sequence. Candidates will be disqualified immediately on failing to qualify any event given above and will not (WILL NOT) be permitted to appear in next event / subsequent tests. The candidate will be immediately escorted out of unit premises / test venue.
11. **Written Test.** The written test will comprise of four parts as per the details mentioned below and the Question-Paper-cum-Answer Sheet of Written Test will be bilingual i.e in English and Hindi, However, the questions on the portion of English language will be in English only.

(a) **For Lower Division Clerk (LDC)**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject (All parts will be objective Multiple Choice Type)</th>
<th>No of Questions</th>
<th>Marks</th>
<th>Negative Marking</th>
<th>Total Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part - I</td>
<td>General Intelligence</td>
<td>50</td>
<td>50</td>
<td>0.25 marks for each wrong answer</td>
<td>2 hrs for Gen Candidates &amp; 2hrs 20 mins for Visually Handicapped</td>
</tr>
<tr>
<td>Part - II</td>
<td>English Language (Basic Knowledge)</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part – III</td>
<td>Numerical Aptitude (Basic Arithmetic skill)</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part – IV</td>
<td>General Awareness</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>200</td>
<td>200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) **Syllabus for LDC (Commensurate to Educational Standard of 12th Class or Equivalent)**

(i) **General Intelligence :** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. 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.

(ii) **English Language:** In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his / her writing ability would also be tested.

(iii) **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, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ration and Time, Time and Work etc.

(iv) **General Awareness :** Questions will be designed to test the ability of the candidate's general awareness of the environment around him 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 an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, 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.

**NOTE – I :** Only those candidates who secure at least the minimum qualifying marks ie, 40% in the written examination, will be called for skill test.

(c) **Skill Test for LDCs.** Typing test will be of qualifying in nature. English typing @ 35 w.p.m OR Hindi typing @ 30 w.p.m (Time allowed 10 minutes) (30 minutes for VH candidates). Typing test will only be conducted later for those candidates who qualify in the Written Examination.

(d) **For CMD (OG), Cleaner, Veh Mech, Safaiwala & Cook**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject (All parts will be objective Multiple Choice Type)</th>
<th>No of Questions</th>
<th>Marks</th>
<th>Negative Marking</th>
<th>Total Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part – I</td>
<td>General Intelligence &amp; Reasoning</td>
<td>25</td>
<td>25</td>
<td>0.25 marks for each wrong answer</td>
<td>2 hrs for Gen Candidates &amp; 2hrs 20 mins for Visually Handicapped</td>
</tr>
<tr>
<td>Part - II</td>
<td>Numerical Aptitude</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part – III</td>
<td>General English</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part – IV</td>
<td>General Awareness</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>150</td>
<td>150</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(e) **Syllabus for CMD (OG), Cleaner, Veh Mech, Safaiwala & Cook etc (Commensurate to Educational Standard of 10th Class or Equivalent)**

(i) **General Intelligence & Reasoning :** It would include questions of both verbal and non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. 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.

(ii) **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, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ration and Time, Time and Work etc.
Candidates understanding the Basic of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his / her writing ability would also be tested.

(iv) **General Awareness.** Questions will be designed to test the ability of the candidate’s general awareness of the environment around him 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 an educated person. The test will also include questions relating to India and its neighbouring 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.

12. Selection will also be subject to the following conditions :-
   (a) Medical Fitness tests.
   (b) Verification of Character and Antecedents.
   (c) Verification of SC and OBC status (Belonging / Not belonging to creamy layer)
   (d) Verification of Education qualification certificates & Experience certificates.
   (e) Verification of Certificate from Attesting Authority.

13. Verification of all documents mentioned at Para 12 (b) to (e) are required to verified within 90 days of initial despatch of letters to various departments / agencies etc for document verification. In case any / some / all such letters draw no response within this stipulated time the candidature of the candidate(s) will stand terminated. 90 days time is sufficient for despatching reminders & leveraging provisions of RTI Act 2005.

**CENTRE FOR TESTS/INTERVIEW**

14. Test/Interview will be held at 5121 ASC Bn (MT) (Nearest Railway Station, Chakki Bank / Pathankot, Punjab) or at a place decided and promulgated by Appointing Authority on dates mentioned in the Acknowledgement Card. Applicants should report to 5121 ASC Bn (MT) or as directed on date and time of test/interview as mentioned therein. No separate letter will be issued for the same. Acknowledgement Card will be dispatched by Registered Post to only those applicants whose applications and all supporting documents are found complete and correct in terms of age, mandatory educational qualification and other parameters as mentioned above. Incomplete applications will be rejected and no correspondence will be entertained in this regard. Candidates not in possession of same will stand automatically disqualified.

**How to Apply**

15. Candidates fulfilling the conditions can submit their application on **[A-4 size plain paper]** as per the format given at **Appendix ‘A’ to ‘C’** in this advertisement and must attach the undermentioned documents from (a) to (l) as applicable. The photograph and document should be attested **by the same Serving Group A / B Gazetted Officer** (as per DOPT’s Order No. S.O.946(E) dated 09 Apr 2009) ([www.persmin.nic.in](http://www.persmin.nic.in)) (as per DOPT's Order) alongwith the application. If applying for more than one post, separate applications in separate envelopes should be sent for each post. Original certificates are not **(NOT)** to be dispatched with application form, and should be **brought in person** on the day of the written test. Despatch of original documents will entail outright rejection.

   (a) Education Qualification Certificate.
   (b) Date of Birth Certificate.
   (c) Caste Certificate (as per **Appendix ‘D’** or **Appendix ‘E’** as applicable).
   (d) Discharge Certificate where applicable (for Ex-servicemen).
   (e) Driving Licence issued by RTO (for Civilian Motor Driver (OG) post only).
   (f) Experience Certificate.
   (g) Domicile Certificate.
   (h) Photo ID proof.
   (j) ITI Certificate (Mark sheet & passing certificate).
   (k) Duplicate ( photocopy) copy of application form.
   (l) Original Stamped Call Letter / Acknowledgement Card.

16. Candidates will enclose a self addressed envelope, affixing postal stamps of Rs. 25/- alongwith the application required for despatch of Acknowledgement / Admit Card if screened successfully so as to reach Commanding Officer, 5121 ASC Bn (MT), PIN: 905121 C/O 56 APO within 21 (TWENTY ONE) days from the date of publication of this advertisement. The candidates are required to superscribe on the top of envelope **“APPLICATION FOR THE POST OF “** AGAINST VACANCY RESERVED FOR SC, OBC OR UNRESERVED ALONG WITH SELF AND FATHER’S NAME. Acknowledgement/Admit Card & Certificate from Attesting Authority to be typed on separate A4 size plain papers as per **Appendix ‘B’ & ‘C’**. Application will not be entertained without Appendix ‘B’ & C or non receipt of separate envelope duly affixed with postal stamps of Rs.25/- and after closing date i.e. 21 days from the date of publication of this advertisement notice in Employment News and / or other Newspapers.

17. Individual who has furnished wrong information in the application form, false certificate to avail benefits / reservation, false/false information in the application form regarding relatives or who have fully or partially suppressed any material information shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service, if the candidate has been selected.
## FORM OF APPLICATION

**APPLICATION FOR THE POST OF**

**IN 5121 ASC BN (MT) (CIV GT), PIN : 905121. C/O 56 APO**

| 1. | (a) Post applied for ___________________________ |
|    | (b) Have you also applied for any other post featured in this advt : (Yes/No) |
|    | Vehicle Mechanic/Safaiwala/Lower Division Clerk/Cleaner/Cook/Civilian Motor Driver. (If yes tick the post /posts applied for). |
| 2. | Name of the candidate ___________________________ |
|    | (IN BLOCK LETTERS) |
| 3. | Father’s Name __________________________________ |
| 4. | Date of birth ________/_____/______ |
|    | (Attach photo copy of birth certificate duly stamped & attested by a Serving Group A / B Gazetted Officer) |
| 5. | Age as on last date prescribed for receipt of application (Years_____ Months_____ Days____) |
| 6. | Identification Marks : (a)__________________________________ (b)__________________________________ |
| 7. | Address for Correspondence :- |
|    | House No/Street/Village__________________ Post Office______________ Tehsil___________ Distt___________ |
|    | State________ PIN Code______________ |
| 8. | Permanent Address :- |
|    | House No/Street/Village__________________ Post Office______________ Tehsil___________ Distt___________ |
|    | State________ PIN Code______________ |
| 10. | Category for which applied _____________UR/OBC/SC/Ex Serviceman (Attach Photo copy duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 11. | Education Qualification___________ (Attach Photo copy of education certificate duly stamped & attested by a Serving Group A / B Gazetted Officer): |
| 12. | Any other qualification/Experience:___________ (Attach Photo copy of experience certificate duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 13. | Technical Training/Experience (if any) ___________ (Attach Photo copy duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 14. | Vehicle Mechanic Experience Certificate (For post of Vehicle Mechanic only) for two years with date of issue (must be after passing ITI/Ex-trade apprentices/NCTVT etc). (Attach Photo copy duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 15. | Civil Driving Licence (for the post of Civilian Motor Driver (OG) only) No ___________ dt ___________ for heavy vehicle valid upto ___________. (Attach Photo copy of driving licence duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 16. | Driving Experience Certificate (for heavy vehicles) (for the post of Civilian Motor Driver (OG) only) for two years with date of issue (must be after the date of issue of Driving Licence). (Attach Photo copy duly stamped & attested by a Serving Group A / B Gazetted Officer). |
| 17. | Choice / option for Typing Test (for the post of Lower Division Clerk (LDC) only) : ______________(ENGLISH / HINDI) |
| 18. | Domicile________( Attach Photo copy duly attested by a Serving Group A / B Gazetted Officer) |
| 19. | Whether registered with any Employment Exchange: Yes/No: if yes, mention Registration No and Name of employment exchange with complete postal address ______________. |
| 20. | I am OBC / SC candidate but have applied against the vacancy of general category, I will not avail the relaxation/service benefits/promotional benefits etc as admissible to the candidates belonging to OBC & SC categories. (Applicable only for OBC & SC candidates, strike out if not applicable). |
| 21. | I hereby certify that above 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 at any stage then I shall be liable to be terminated without any notice. |

**Date : ______________ 2013**

**LEFT HAND THUMB IMPRESSION**

**(Signature of the candidate)**

### FOR OFFICIAL RECORDS ONLY

| 1. | Received on |
| 2. | Accepted/Rejected |
| 3. | Reasons for rejection | Underage/Overage/ Incomplete Documents/Any other reason to be specified |
| 4. | Index No |
| 5. | Date of Test/Interview |
ACKNOWLEDGEMENT / ADMIT CARD

TO BE FILLED IN BY CANDIDATE

1. Post applied for __________________________________________

2. Name ______________________________________________________

3. Date of Birth ______________________ Age _________________

4. Father’s Name ______________________________________________

5. Category : OBC/ST/SC/GEN/PH/Ex-Servicemen__________________

6. Address for Correspondence
   (To be filled same as per Column 7 of application form)
   House No/Street/Village __________________________________________
   Post Office __________________________ Tehsil ______________________
   Distt: ______________________________ State ________________________
   PIN Code _______________________________

7. Identification Marks : (a) _______________________________________
                       (b) _______________________________________

   LEFT HAND THUMB IMPRESSION (Signature of Candidate)

FOR OFFICE USE (NOT TO BE FILLED IN BY THE CANDIDATE)

8. Index No ______________

9. Date and Time of Written Test/Practical Test/Interview ______________

10. Venue of Written Test/Practical Test/Interview _______________________ 

11. Candidate should report to the venue at __________________hrs on the date of Written Test along with the ORIGINAL documents / Certificates as mentioned in Para 15 (How to Apply) of this advertisement.

12. Production of this letter in original is mandatory for entry. Entry will be denied in case not produced.

   (Signature of Presiding Officer)

Chest No
(To be filled on reporting of individual)
CERTIFICATE FROM ATTESTING AUTHORITY

Certified that I have attested both photographs and documents in respect of Shri/Smt/Kumari………………………………………… son / daughter / wife of Shri ……………………….
resident of Vill ……………………… Distt…………………… State…………………… on ……………
being a Serving Group A / B* Gazetted Officer with Grade Pay of Rs………………………… pertaining to Central / ________________ Govt in terms of DOPT’s Order dated 09 Apr 2009. My official address (Specify State)
for reverification is as under :-

________________________________
________________________________
________________________________

Date : Signature

Name & Designation with office seal

* strike out which is not required.
GENERAL INSTRUCTIONS

1. Before applying for the post, the candidates should ensure that he fulfills the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to termination from service.

2. No (NO) application will be accepted in person by hand or through any representative. The application must be posted to the addressee only under REGISTERED COVER. Application posted through Normal Post, Courier & Speed Post etc will not (WILL NOT) be accepted. The unit will not (WILL NOT) be responsible for any kind of postal delay either in receipt of application or in dispatch of acknowledgement cards. Two applications will not (WILL NOT) be accepted in a single envelope.

3. No (NO) travelling allowance will be admissible for the test/interview. Candidates will make their own boarding/lodging arrangement for test/interview. Unit (5121 ASC Bn) will not (WILL NOT) be responsible to pay for any damages in case of injury/death of candidate during various tests / interview.

4. Date, time and place of test/interview will be mentioned in the Acknowledgement Card. No separate letter except Acknowledgment Card will be issued. ‘At the time of test/interview’ the candidates should be in possession of original stamped Acknowledgment Card sent by this unit, Duplicate (photocopy) copy of their application form and all ORIGINAL certificates in support of age, educational qualification, experience, caste, disability and registration certificate from their local Employment Exchange names already registered with them. Individuals who are not in possession of Acknowledgement Card, Duplicate (photocopy) copy of their application form or original certificates will not be entertained.

5. Application which is incomplete, incorrect, wrongly filled, without signature, without photograph, photo with wearing cap & goggles/coloured glasses, or without enclosing attested copies of photograph / documents by same serving Group A / B Gazetted Officer or if applicant is found under/over age on last date of receipt of application will be rejected on the spot without any reasons/notice. Application can also be rejected by any other reason as observed by the Board of Officers.

6. Candidates living with more than one spouse or married another spouse while the first spouse is alive are not eligible to apply, if such case(s) comes to light at any stage of recruitment or post appointment stage the appointing authority will terminate the appointment.

7. Candidates already employed in Centre/State Govt offices/PSU should submit their application through proper channel duly submitting service certificate and ‘No Objection Certificate’ from the employer.

8. The number of candidates to be called for written test/interview will be restricted to ten times of the number of vacancies. A bench mark percentage will be fixed for the same depending on the number of applicants. Since the applications may be short-listed, mere fulfillment of essential qualifications and experience does not vest any right in a candidate for being called for written/physical test/interviews. All applications received will be scrutinized / screened and Selection Board / Board of Officers(s) so detailed will organize a written test and subsequently for practical test and interview. The Selection Board / Board of Officers reserves the right to call for Test/interview only screened-in candidates and will not entertain any correspondence in this regard.

9. A select panel equal to the number of vacancies notified and based on the performance of candidates in written test, practical test and interview will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness test, Police verification, Education and Caste certificate verification before actual appointments. The reserve panel will be operated strictly as per merit only in case a candidate from the select panel refuses appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment i.e. additional vacancies in the same year or next year.

10. Candidate who apply against OBC category shall attach and produce “Other Backward Class” certificate applicable for Central Government service and not the “Backward Class” Certificate duly signed by the appropriate authority.

11. Commanding Officer, 5121 ASC BN (MT) reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.

12. Medium of writing in application form and test etc will be in Hindi / English only.

13. The date of publication will be the first day towards the accounting of number of days for submission of applications.

14. The recruitment process can be cancelled / suspended / postponed without assigning any specific reasons. The decision of Appointing Authority will be final and no (NO) appeal will be entertained. Recruitment will be carried out as per latest amendments and all prevailing Government Rules and Regulations.
15. All candidates considered for selection should have passed in each test. The candidates not passing in any test will not be permitted to appear in the subsequent test(s). The minimum standard for passing in each test will be as under:

(a) Practical Test - 40% out of total marks allotted.
(b) Written Test - Minimum 40% in each subject and 40% overall aggregate.
(c) Interview - 40% out of total marks allotted.

16. Any dispute with regards to the recruitment will be subject to jurisdiction of Pathankot Civil Courts.

17. Candidates application will be rejected if “POST APPLIED FOR” column, category i.e UR/SC/OBC/Exserviceman/PH/Sports person & SELF & FATHER’s name is left blank on the envelope.

18. SC/ST/OBC candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-à-vis the general candidates would not be counted towards SC/ST/OBC quota. This rule applies for candidates with disability also as per Para 7 of DOP & T OM No 36035/3/2004 ESH (Res) dated 29 Dec 2005. Hence, persons with disabilities selected on their own merit will not be adjusted against the reserved vacancies shown but will be adjusted against unreserved vacancies.

19. Ex-Servicemen and Meritorious Sportsmen will be selected first and will occupy the slot of SC/ST/OBC/UR i.e from any category they belong to and will be adjusted horizontally against the particular category as per post based reservation roster. Reservation for rest of the category will be worked out after filling up vacancies for physically handicapped person, Ex-serviceman and Meritorious sportsman.

20. **Definition of “Visually Handicapped”**.

(a) **Blindness.** Total absence of sight, or, visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses, or limitation of the field of vision subtending an angle of 20 degree or worse.

(b) **Low Vision.** “Person with low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

21. **Definition of “Hearing Handicapped”.** Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

22. **Definition of Orthopedically Handicapped”**.

(a) **Locomotor Disability.** “Locomotor Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **Cerebral Palsy.** “Cerebral Palsy” means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.

23. **Degree of Disability.** Only such persons would be eligible for reservation in services/post who suffer from not less than 40 percent and not more than 75% of relevant disability. A person who wants to avail of benefits of reservation would have to submit a Disability Certificate issued by a Competent Authority Constituted by Central or State Hospitals.

**WARNING:-**

24. All the candidates are warned to be careful from self styled agents/touts and also requested to report the same to the Commanding Officer 5121 ASC Bn (MT) against any malpractice seen / observed by them.

25. Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).
FORM OF CERTIFICATE PRESCRIBED


FORM OF CASTE CERTIFICATE

1. This is to certify that Shri/Shrimati/Kumari……………………….. Son/daughter * of ………………… Of village/ town * ……………………………. In District/ Division *……………………. Of the State/ Union Territory * …………………………… belongs to the …………………………… Caste/ Tribe * which is recognized as a Scheduled Caste

Scheduled Tribe *

Under:

The Constitution (Scheduled Castes) Order, 1950.


*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.


*The Constitution (Goa, Daman and Diu) Scheduled Castes Orders, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Orders, 1968.


*The Constitution (Scheduled Castes) Orders (Amendment), Act, 1990.


2. **This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Shrimati*……………………….. Father/ Mother* of Shri/Shrimati/Kumari* ……………………. of village/town*………………………… In the District/Division*…………………. of the State/Union Territory* ………………………………… Who belong to the Caste/Tribe* in the State/Union Territory* ……………………………………. Issued by the ……………………………….. dated …………..

3. Shri/Shrimati/Kumari* ……………………….. and/or* his/her* family ordinarily reside (s) in village/town* ……………………. of ………………. District / Division* of the State/Union Territory* of ……………………………….

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT

AUTHORITIES EMPOWERED TO ISSUE CASTE CERTIFICATE

(G.I., Dept. of Per & Trg., O.M. No. 36012/6/88-Estt.(SCT), (SRD, III) dated 24-4-1990)

The undermentioned authorities have been empowered to issue Caste Certificates of verification :-


2. Chief Presidency, Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.
Appendix ‘E’

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

(G.I., Dept. of Per & Trg., O.M. No. 36033/28/94-Estt.(Res), dated 2-7-1997)

This is to certify that …………………………… son of ………………………… of village …………………………….. District/ Division…………………….. in the ………………………. State ………………………….. Belongs to the ……………………………. Community which is recognized as a Backward Class under _____


Shri…………………….. and/ or his family ordinarily reside(s) in the ……………… District/ Division of the …………………….State.  This is also to certify that he/ she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt, (SCT), dated 8-9-1993.

District Magistrate,
Deputy Commissioner, etc

Dated :

SEAL

* Strike out whichever is not applicable.

N.B. – (a) The term ‘Ordinarily’ used here will have the same meaning as Section 20 of the Representation of the People’s Act 1950.

(b) The authorities competent to issue caste certificates are indicated below -

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency, Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar ; and

(iv) Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.
Notification of Vacancies

9. Following the instructions issued by Department of Personnel and Training, vide their OM No 14024/2/96-Estt (D) dated 18 May 1998, all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/Staff Section Commission, are to be notified to the local Employment Exchange. In addition, the vacancies are also required to be given wide publicity on an all India basis for which it is advised that the same may be published in the Employment News/Local Newspapers. Such recruitment notices are also to be displayed on the Notice Boards of the units concerned. A specimen copy of advertisement is attached as Annexure 1.

Dvap 10602/11/0076/1314