

ADVERTISEMENT NOTICE NO : 01/2023

ADVERTISEMENT NOTICE FOR RECRUITMENT

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
HEADQUARTERS 111 SUB AREA, STATION CELL BENG DUBI
MILITARY STATION (WEST BENGAL) AND STATION HEADQUARTERS
BINNAGURI (WEST BENGAL)**

**LAST DATE OF RECEIPT OF APPLICATION: 15 APR 2023 (1700 HRS)
FOR CANDIDATES BELONGING TO 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 IS BY 22 APR 2023 (1700 HRS)**

1. Applications are invited in the prescribed format attached as **Appendix 'A'** from eligible candidates of Indian Nationality for the under mentioned Group 'C' post to reach **Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station, (West Bengal) PIN - 734424 through Registered post/ Speed post. No application will be accepted by hand.** Applications are required to reach within 21 days from the date of publication (excluding the date of publication) of the Advertisement in the Employment News. Applications 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). This office will not be responsible for any delay by Postal Department. Following are the categories of Vacancies for which applications are invited:-

Post	Total	Location	Categories				7 th Pay Commission Scale of Pay and New Basic Pay	Educational Qualification
			UR	SC	ST	OBC		
Stenographer Grade-II	01	Headquarter 111 Sub Area Bengdubi	01	-	-	-	Level – 04 (Rs 25,500 - 81,100) Rs 25,500/-	12 th Class or equivalent from the recognized University/Board
Lower Division Clerk	01	Station Headquarter Binnaguri	01	-	-	-	Level – 02 (Rs 19,900 - 63,200) Rs 19,900/-	
Messenger	01	Station Cell Bengdubi	01	-	-	-	Level – 01 (Rs 18,000 - 56,900) Rs 18,000/-	Matriculation (10 th Class) pass or equivalent from recognized Board.

Note:- [Join Telegram Group: OnlineForms.in](https://t.me/JoinTelegramGroup:OnlineForms.in)

- Above vacancies are provisional and subject to change at later stage without prior intimation.
- UR = Un-Reserved.
- SC = Scheduled Caste.
- ST = Scheduled Tribe.
- OBC = Other Backward Class.
- The post carries All India Service Liability (AISL) i.e the candidate on selection may be asked to serve anywhere in the country.

2. **Date for Physical / Practical / Skill tests and Written Examination.**

Physical/Skill/Practical tests and written examination will be conducted on date which will be intimated to candidate meeting the criteria for recruitment after scrutiny of application, through call letter.

3. **Nationality / Citizenship.** Applicant should be an Indian Citizen.

4. **Age Limit.** Age limit and its relaxation for Stenographer Grade-II, Lower Division Clerk and Messenger will be determined as under:-

Ser No	Post	Category	Age Limit	Remarks
(a)	Stenographer Grade-II	UR	18 Years upto 25 Years	
(b)	Lower Division Clerk	UR	18 Years upto 25 Years	
(c)	Messenger	UR	18 Years upto 25 Years	
<u>CENTRAL GOVT CIVILIAN EMPLOYEES</u>				
Ser No	Category	Age Limit		Remarks
(d)	UR	Central Government civilian employees who have rendered not less than 03 years regular and continuous service as on closing date. (Age limit upto 35 Years)		

Note:-

(a) Age calculation for **ALL CANDIDATES** will be as on last date prescribed for receipt of application in open advertisement which will be considered as 21 days from the date of publication (excluding the date of publication) of advertisement in the Employment news. In case of candidates belonging to 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, the time limit of **28 days shall only be the closing date for receipt of applications i.e 28 days** from the date of publications (excluding the date of publication) of advertisement in the Employment News.

5. **Minimum Essential Education Qualification.**

Ser No	Post	Qualification
(a)	Stenographer Grade-II	(i) 12 th Class or equivalent from the recognized University/Board. (ii) Skill Test Norms Dictation : 10 minutes @ 80 words per minute Transcription: 50 minutes (English) or 65 minutes (Hindi) (On Computer)
(b)	Lower Division Clerk	(i) 12 th Class pass or equivalent examination from recognized Board / University. (ii) English typing @35 words per minute on computer or Hindi typing @30 words per minute on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 Key Depressions Per Hour (KDPH) on an average of 05 key depression for each word). (iii) Basic computer knowledge.
(c)	Messenger	Matriculation pass (10 th Class) or equivalent from recognized Board.

6. All candidates are required to enclose the copies of the relevant educational/qualification certificate with the application. Application **NOT** conforming to the format given in website will **NOT** be accepted.

Note. Due to administrative constraints, in case of large number of applications received for one category of post, screening of applications will be carried out on the basis of percentage of marks obtained in the exam for essential qualification for that particular post and a **ratio of 1:50 per post for each category i.e for Stenographer Grade-II and Lower Division Clerk** will be maintained and **1:75 per post for each category i.e. for Messenger**. A benchmark percentage may be fixed by Board depending upon number of applications received. No weightage will be given for additional/higher qualification (other than those prescribed minimum qualification for said post).

7. **Conduct of Physical Endurance / Skill Test.**

Ser No	Post	Tests Parameters / Sequence
(a)	Stenographer Grade-II	(i) Skill Test Norms Dictation : 10 minutes @ 80 words per minute. Transcription : 50 minutes (Eng) or 65 minutes (Hindi) (On Computer)
(b)	Lower Division Clerk	(i) Typing test will be conducted after Written Examination on Computer as under:- English typing @ 35 words per minute or Hindi typing @ 30 words per minute. Time allowed – As decided by the Board of Officer (35 words per minute and 30 words per minute corresponding to 10500/9000 Key Depression Per Hour (KDPH) on an average of 05key depression for each word). (ii) Merit list will be prepared based on Written Test only.
(c)	Messenger	(i) Proficiency in driving a pedal cycle for 200 meters. (ii) Ability to read and write with average physical condition and aptitude for the job of messenger.

8. Scheme of Examination and Syllabus

(a) **Messenger.** Written test for Messenger post will be held at Headquarters 111 Sub Area, Bengdubi Military Station (West Bengal) and the question papers of written test (objective type) will be bilingual i.e English and Hindi as under:-

Subject	No of Questions	Marks	Duration	Remarks
General Intelligence and Reasoning	15	15	1 Hour	1. The standard of questions will be matriculation level (10 th Class) as applicable. 2. Minimum passing percentage of exam is 40%.
Numerical Aptitude	15	15		
General English	35	35		
General Awareness	35	35		

(b) **Lower Division Clerk.** Written test for Lower Division Clerk post will be held at Headquarters 111 Sub Area, Bengdubi Military Station (West Bengal) and the question papers of written test (objective type) will be bilingual i.e English and Hindi as under:-

Subject	No of Questions	Maximum Marks	Duration	Remarks
General Intelligence and Reasoning	50	50	2 Hours	1. The standard of questions will be as per 12 th Class basis. 2. Minimum passing percentage of exam is 40%.
General Awareness	50	50		
English Language & Comprehension	100	100		

(c) **Stenographer Grade- II.** Written test for Stenographer Grade - II post will be held at Headquarters 111 Sub Area, Bengdubi Military Station (West Bengal) and the question papers of written test (objective type) will be bilingual i.e English and Hindi as under:-

Subject	No of Questions	Maximum Marks	Duration	Remarks
General Intelligence and Reasoning	50	50	2 Hours	1. The standard of questions will be as per 12 th Class basis. 2. Minimum passing percentage of exam is 40%.
General Awareness	50	50		
English Language & Comprehension	100	100		

9. Canvassing / Imposters in any form shall disqualify the candidate. No inquiry or correspondence will be entertained. Any candidate found cheating / using unauthorized / unfair means in the exam will be disqualified.

10. Dates for Physical Endurance Tests / Written Test for all categories will be intimated in the **Call Letter by Colonel (General Staff), Headquarters 111 Sub Area**, only to those individuals, whose application received through Registered post / Speed post and are found correct in all respects after scrutiny by **Board of Officers**.

11. The application should be addressed to **Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station, Post Office – Bengdubi, District- Darjeeling, PIN-734424**, through Registered post / Speed Post only. **No application will be accepted by hand.** As per the format attached as **Appendix 'A'**. Board will not be responsible for loss of any application in transit and for postal delay. No TA (Traveling Allowance)/ DA (Daily Allowance) will be paid for any test. The candidates themselves have to make arrangement for boarding, lodging and transportation. No application will be entertained after the due date. While forwarding the application the envelope should be clearly marked, "**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II (UR), LOWER DIVISION CLERK (UR) / MESSENGER (UR)** (Delete whichever is not applicable), (Quoting of Postal Index Number (PIN) and category are mandatory).

12. There will be simultaneous conduct of test for all categories and one applicant must apply for only one category. The reasonability of deciding the category for which the candidate would like to appear, will be the choice of the applicant himself. No separate exam will be conducted for candidates applying for more than one category. Rejection of application of one candidate from more than one category will be at discretion of Board of Officers.

13. Candidates have to attach **self attested** copies of **following documents** as applicable along with (**SIZE 12 X 18 CM**) one x self addressed registered envelope with **Rs. 25/-** postage stamps. Please **DO NOT FORWARD ORIGINAL CERTIFICATES** with the application:-

- (a) Birth Certificate.
- (b) Medical Certificate from a Registered Medical Practitioner for physical fitness.
- (c) Caste Certificate as per **Appendix 'B'**.
- (d) Willingness Certificate as per **Appendix 'C'**.
- (e) Self attested copy of Any ID proof issued by Government of India/State Government (voter card/ driving license/passport) or Copy of Aadhaar Card.
- (f) Education Certificates along with the marks sheets (Matriculation onwards).
- (g) Domicile certificate (for residents of Jammu Union Territory, Kashmir UT and Laddakh Union Territory availing age relaxation, as applicable).
- (h) Three additional passport size photographs.

Note: Central Govt civilian employees must furnish **No Objection Certificate** from their employer / office with application else their candidature will be cancelled.

14. The candidate should be in possession of all original documents / certificates as given / applicable in Para 13 above and should carry on the day of exam along with call letter.

15. Incomplete / ineligible application like without affixing photographs mismatching photographs, applicants found overage / underage on last date of receipt of application as indicated above will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the examination.

16. In case of large number of applications for one category of post, screening of applications on the basis of percentage of marks obtained in the exam of essential qualification only for the post will be carried out to reduce the number of candidates to a reasonable limit as mentioned in Para 6, (Note).

17. Headquarters 111 Sub Area will not be responsible to pay any compensation in case in injury / death of a candidate during and after physical tests and also reserves the right to reschedule the date of Physical / Skill test / Written test due to strike / bandh / curfew / bad weather / any other administrative reasons.

18. SC/ST/OBC candidates have a right to compete with general candidates against general vacancies. In such cases, no concession / relaxation will be provided to the SC/ST/OBC candidates.

19. No extra weight-age is to be given for any additional / extra / higher qualification.

20. Vacancies may increase or decrease without prior notice, if additional vacancies are released or reduced by Competent Authority.

21. **Rejection** The following acts / omission would render a candidate / application disqualified:-

- (a) Furnishing of false, inaccurate and tempered information / documents.
- (b) Obtaining support for his candidature through unfair means.
- (c) Impersonation by any person.
- (d) Submitting fabricated documents.
- (e) Making statements, which are incorrect / false / suppressing material information.
- (f) Resorting to any other irregular / improper means in connection with his / her candidature for the selection.
- (g) Improper filling of applications.
- (h) Any other reason as observed by the Board of Officers.

22. Selected candidates will be given an Appointment Letter by the Appointing / Concerned Authority for mentioned trades/ post in this advertisement subject to receipt of verification of character and antecedents from concerned District Magistrates, Educational Documents Verification from concerned authorities, Superintendent of Police and Medical Fitness Certificate from medical authorities.

23. Post is permanent subject to completion of two years probation period successfully by the individual.

24. Central Government Employees appointed in Government Services on or after 01 Jan 2004 will be governed by new defined National Pension Scheme (NPS).

25. Any dispute with regard to recruitment will be subject to jurisdiction of Siliguri Court only.

26. Registration of application by no means is a guarantee for employment.

27. Unambiguously, it is stated that merit as per spelt out tests and possession of bonafide documents shall be the sole criteria for selection process.

28. The candidature will be cancelled if candidate does not report to this Headquarters (Headquarters 111 Sub Area, Bengdubi) within given timeframe as intimated in Call Letter for exam and if selected, then stipulated time mentioned in Appointment Letter.

29. Imposters will be handed over to police custody.
30. Candidates will not be permitted to appear in the exam if they are not carrying the Call Letter along.
31. Candidate will be responsible for their meals and accommodation arrangement as recruitment/ exam may take two to five days time.
32. No relaxation in test will be provided to Women Candidates.
33. **Written test will be conducted on OMR Sheet.** All candidates should acquaint themselves with this process.
34. All tests will be conducted under the aegis of Headquarters 111 Sub Area, Bengdubi (West Bengal)
35. Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station reserves the right not to fill up all the posts, if it so desires. The number of vacancies indicated above may vary i.e increase or decrease at any stage during the course of recruitment.

Unit: HQ

Dated:




 (Samir Bharti)
 Col
 Col GS
 HQ 111 Sub Area

WARNING

All candidates are warned to be careful against self styled / self appointed agents / touts indulging in any kind of malicious propaganda undermining the transparency and fairness of entire recruitment process. It is also requested to report any malpractice / any such incident seen / observed to Colonel GS, Headquarters 111 Sub Area, Bengdubi Military Station, (West Bengal) PIN – 734424.

APPLICATION FOR RECRUITMENT

Appendix 'A'

Advertisement Notice No. : _____

To
The Colonel GS
HQ 111 Sub Area
Bengdubi Military Station
P.O. – Bengdubi, Distt. – Darjeeling
State – West Bengal
PIN - 734424

Affix recent Passportsize photograph duly self attested

1. Post applied for : _____

2. Name of Candidate : _____
(In Block letters)

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

4. Date of Birth :

D	D	M	M	Y	Y	Y	Y

5. Aadhaar Card Number : _____

6. Mobile No and email ID : _____

7. Next of Kin Name and
Contact Number : _____

8. Correspondence Address:-
House No/Street/Village : _____
Post Office : _____
Dist : _____
State : _____
Pin Code : _____
Tele/Mob No : _____

9. Permanent Address:-
House No/Street/Village : _____
Post Office : _____
Dist : _____
State : _____
Pin Code : _____
Tele/Mob No : _____

10. Education Qualification:-

S.No	Qualification	Name of School/ College	Name of Board/ University	% of Marks Obtained

- 11. Whether registered with any employment exchange: Yes/No
(If yes, mention registration No. and name of Employment Exchange)

DECLARATION

12. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any state or not satisfying the eligibility criteria according to the requirement of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Left hand thumb impression in r/o Male
Right hand thumb impression in r/o Female

Dated:

(Signature of the Candidate)

Place:

FOR OFFICE RECORD ONLY

- 1. Application received on
- 2. Application accepted/rejected
- 3. Reason for rejection. Underage / Overage / Documents incomplete / Photo or document not attested / any other reason to be specified
-
- 4. Index NoDate and Time of Test / Interview

ACKNOWLEDGEMENT CARD**Post:** _____

1. Name
2. Date of Birth.....
3. Father's Name
4. Correspondence address :-
House No/Street/Village
- Post Office
- DistrictState
- PIN Code.....
5. Application accepted/rejected and date of test/interview if accepted
.....
6. Reason for rejection
7. Date of reporting for test
8. Venue of Test

Affix recent Passport size photograph duly self attested

 Stamp and Signature of Controlling Officer

FORM OF CASTE CERTIFICATE (SC/ST)

1. This is to certify that Sh/Smt/Kumari _____ Son/Daughter of _____ of Village/Town _____ in District / Division _____ of the State / Union _____ belongs to _____ Caste / Tribe, which is recognized as a **Scheduled Caste / Scheduled Tribe**

Under:-

The Constitution (Schedule Castes) Order, 1950.

The Constitution (Schedule Castes) Order, 1950.

The Constitution (Schedule Castes) (Union Territories) Order, 1951.

The Constitution (Schedule Castes) (Union Territories) Order, 1951.

{as amended by the Scheduled Caste and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act 1971 and the Scheduled Caste and Scheduled Tribes Order (Amendment) Act 1976}.

2. This certificate is issued on the Scheduled Caste / Scheduled Tribes Certificate issued to Shri / Smt _____ Father/ Mother of Shri/Smt/Kumari _____ of village/Town _____ in District / Division _____ of the State / Union _____ belongs to the Caste / Tribe which is recognizes as a Scheduled Castes/ Scheduled Tribe in the State / Union Territory _____ issued by the _____.

3. Shri/Smt/Kumari _____ and his / her family ordinary resides in village / town _____ of District of the State / Union Territory of _____

(Name / Designation / Seal of Comp Auth)

FORM OF CASTE CERTIFICATE (OBC)

1. This is to certify that Sh/Smt/Kumari _____ Son/Daughter of _____ of Village/Town _____ in District / Division _____ of the State _____ belongs to _____ community / which is recognized as a Other Backward class under the Govt of India, Ministry of Social Justice and Empowerment's

Resolution No _____ dated _____.

2. Shri/Smt/Kumari _____ and his / her family ordinarily reside (s) in village / town _____ of District/Division of the State of _____. This is also to certify that he/she does belong to persons / sections (Creamy layer) mentioned in column 3 of the Scheduled to the GoI, DoPT No 36012/12/93-Estt (SCT), dated 08 Sep 1993.

(Name / Designation / Seal of Comp Auth)

POST FOR WHICH APPLIED: _____

UNDERTAKING
WILLINGNESS CERTIFICATE

I, Shri/Smt/Kumari _____, son/wife/daughter of
Shri _____, resident of _____
is willing to serve at Headquarters 111 Sub Area, Bengdubi, Station Cell Bengdubi (West Bengal),
Station Headquarters Binnaguri (West Bengal) or anywhere in India as deemed fit by the Board of
Officers for recruitment / Department.

Place:

Signature

Date:

Name