

HEADQUARTERS SOUTHERN COMMAND (SIGNALS)

(Central Government Department under Ministry of Defence)

FORMAT OF APPLICATION

APPLICATION FOR THE POST OF: _____

Ref Newspaper: Employment Newspaper Notice No.: 444365/Rect Civs/2023 Dated: 01 April 2023

NOTE: ALL COLUMNS TO BE FILLED IN BLOCK LETTER ONLY

- Name of the candidate: _____
(As written in Matric / SSC Certificate)
- Father's/Husband's Name: _____
- Mother Name: _____
- Sex (Male/Female): _____
- Date of Birth (As per matric certificate): _____
- Age as on closing date of receipt of application: ____ Years ____ Months ____ Days
- Category (UR/OBC/SC/ST/PwD/EWS/ESM) (Enclose caste / category certificate on prescribed format/Discharge certificate for ESM): _____
- Nationality / Religion: _____
- Postal address for communication (in Block letters) with PIN Code: _____

- Mobile No/Land Line No with STD Code (Mandatory): _____
- Experience (Enclose experience certificate): _____
- Whether Govt Servant if yes, details of post held (Enclose NOC and certificate showing pay scale and date of entry in Govt Service): _____

- Details of Academic / Technical & Professional Qualification:

Affix latest (not older than 3 months) passport size photograph duly self-attested

| Name of the exam passed | Year | Name of Recognized University/Board of Examination | Percentage of Marks Obtained | Division | Remarks |
|-------------------------|------|----------------------------------------------------|------------------------------|----------|---------|
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(Self-attested copies of certificates in support of above to be enclosed)

14. Details of Documents Enclosed: _____

(Specify list of documents attached with the application form)

15. I hereby certify that: -

(a) I am not involved in any criminal case and no criminal /civil proceedings are pending/ contemplated against me in the court of law.

(b) The information filled 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 selection/appointment is liable to be terminated without notice.

Thumb Impression

Date:

Place:

(Signature of Applicant)

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

HEADQUARTERS SOUTHERN COMMAND (SIGNALS)
(Central Government Department under Ministry of Defence)
Employment Notice No : 444365/Rect Civs/2023

1. Application on prescribed format are invited for the following posts from citizens of India on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period, with all India service liability (preferably at stations like Pune, Mumbai, Chennai, Bangalore and Secunderabad). Appointing authority reserves the rights for change in number of vacancies. Application completed in all respects along with all the requisite documents, duly attested to be forwarded to 'The Officer-in-Charge, Southern Command Signal Regiment, Pune (Maharashtra), PIN - 411001'.

2. The details of posts are as under:

| Name of The Post | Details of Vacancies | | | | | No of Posts | Pay Scale |
|--------------------|----------------------|-----------|-----------|-----------|-----------|-------------|------------------------------------------------------------------------------------------------------------------------------------------|
| | SC | ST | OBC | UR | EWS | | |
| Cook | - | 02 | 06 | 01 | 02 | 11 | Level 2 for Cook and Carpenter |
| Carpenter | - | - | - | 01 | - | 01 | |
| MTS (Messenger) | - | - | 02 | 02 | 01 | 05 | Level-1 for MTS (Messenger), Washerman, MTS (Safaiwala), Equipment Repairer and Tailor (As per pay matrix of 7 th CPC) |
| Washerman | - | - | - | 02 | - | 02 | |
| MTS (Safaiwala) | - | 01 | 01 | 01 | 01 | 04 | |
| Equipment Repairer | - | - | - | 01 | - | 01 | |
| Tailor | - | - | - | 01 | - | 01 | |
| Grand Total | - | 03 | 09 | 09 | 04 | 25 | |

Note: One (01) vacancy each for the post of Cook and Messenger out of total posts given above is reserved for **Ex Servicemen (ESM)**.

3. **Qualification.**

- (a) **Essential.** Matric / equivalent from recognized Board.
- (b) **Desirable.** Conversant with the duties of respective trade with one-year experience in the trade.

4. **Age Limit.** 18 to 25 years as on the prescribed LAST DATE for receipt of application. However, age relaxation upto 45 years will be applicable as per Govt instructions as under: **OnlineForms.in**

- (a) 03 years for the candidates belonging to **OBC** category.
- (b) 05 years for the candidates of **SC/ST** category.
- (c) 10 years for the candidates belonging to **Persons with Disabilities (PwD)** category (Additional 05 years in case of PwD candidate belonging to SC, ST and 03 years for OBC).
- (d) **Ex-Servicemen** who have rendered not less than 06 months of continuous service after attestation in the Armed forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.
- (e) **SC/ST/OBC** candidates applying against **Unreserved** post are not entitled to any relaxation in age limit, experience etc.
- (f) Departmental Employees with three years continuous service: 40 years for UR, 43 years for OBC, 45 years for SC/ST.

5. **Terms of Engagement.**

- (a) New entrants to Government service, entering on or after 01 Jan 2004 are governed by National Pension System.
- (b) The appointment will be on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period.
- (c) As per the Govt orders retention of Govt servant beyond 55 yrs of age/30 yrs of qualifying service (whichever is applicable) will be carried out by screening committee, if found suitable. Govt servants whose integrity is doubtful will not be retained. If found suitable for retention, the Government service will retire from service on attaining age of 60 years.

(d) The candidate will disqualify for the Govt Service in case he or she has entered into or contracted a marriage with a person having a spouse living OR who having a spouse living, has entered into or contracted another marriage.

6. **Last date for Receipt of Applications.** 30 days from the date of publication of this advertisement.

7. **Scheme of Examination.** A written test of 100 marks will be held which will have questions of the level of Class 10th. Questions included will be of General Intelligence & Reasoning, General Awareness, English and Mathematics (Numerical Aptitude). The format of question paper will be objective ie Multiple Choice Questions (MCQ) only. Candidates appearing for written test would also be subjected to practical **skill/trade test** whichever applicable. The skill test will be of qualifying in nature and carries no separate marks. Selection will be made strictly on the basis of merit of written test subject to candidate qualifying in the skill test.

Note:

(a) The question paper will be bilingual i.e. English and Hindi. However, the question of 'English' section will be in English language only. No extra weightage will be given for additional/extra or higher qualification for recruitment.

(b) If the number of applications received in response to the advertisement are large and it is not convenient or possible to arrange the examination for all the candidates, the selection board reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage or marks obtained in the prescribed minimum essential qualification i.e Matric or equivalent.

(c) Shortlisted candidates would be intimated the date, time and venue for conduct of written examination, skill/trade test. **Only candidates who receive the call letter are required to appear for the examination along with the call letter received.** This department is not responsible for any postal delay that may occur.

(d) The written test and skill/trade test would be held at **Pune, Maharashtra**. Candidates should come prepared to stay for two-three days for completion of the recruitment process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. No travelling allowance / dearness allowance would be paid to the candidates called for the examination.

8. **Important Instructions for the Applicants.**

(a) Candidates applying for the post must enclose **self-attested photocopies** of following supporting documents:

- (i) Birth Certificate (Matric certificate / Marksheet can be provided in lieu).
- (ii) Education Cert (Matric Passing Certificate and Marksheet).
- (iii) Caste / Category certificate (whichever applicable).
- (iv) Experience Certificate.
- (v) Residential Certificate.
- (vi) Domicile Certificate.
- (vii) Aadhar card.

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- (viii) No Objection Certificate from present employer (if the applicant is already a Govt servant).
- (ix) Two latest **Passport Size Photo** without headgear or eyewear (self-attested on front side). This is in addition to the photograph which is to be pasted on the space earmarked in the application (attested).
- (x) Two self-addressed envelopes (minimum 12 x 24 cms) duly affixed with postage stamp of Rs 25/- on each envelope for intimation of written test without which application will not be accepted.

Note: Candidates must carry the originals of all above documents while appearing for examination for verification. Please DO NOT FORWARD ORIGINAL CERTIFICATES WITH APPLICATION.

FORMAT OF APPLICATION

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HEADQUARTERS SOUTHERN COMMAND (SIGNALS)**

(b) Applications with following deficiencies will be rejected summarily and no correspondence in this regard will be entertained:

- (i) Incomplete or unsigned application and without signature / thumb impression on application form.
- (ii) Late receipt of application i.e after closing date.
- (iii) Submission of supporting documents without attestation.
- (iv) Non-submission of two additional passport size photographs duly self-attested and mismatch of submitted photographs.
- (v) Photographs with headgear, eyewear or clicked sideways (not frontal) or of blurred quality.
- (vi) Non-submission of two self-addressed envelopes with affixed postal stamp of Rs. 25/- on each.
- (vii) Mismatch of information filled in application with regards to their supporting documents.

(c) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for written or skill/trade test.

(d) Only shortlisted candidates based on performance in written and skill examination will further be directed to undergo medical test as per extant Govt orders.

(e) The date of written and skill test will be intimated to eligible applicants only.

(f) Persons working in Central/State Govt/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 to release them in case of selection.

(g) The selection board will not be responsible for any postal delay/failure.

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

(j) There will be simultaneous conduct of tests for all categories and **one applicant can apply for only one post.**

(k) Application will be forwarded by post/speed post/registered post only in an envelope. The candidates must clearly super-scribe **“APPLICATION FOR THE POST OF**” **(Post applied for, Category**) on top of the envelope. **No application submitted by hand will be entertained.**

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Employment Notice No. : _____

Date : _____

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3. Mother Name :
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9. Postal address for communication (in Block letters) with PIN Code :
10. Mobile No/Land Line No with STD Code (Mandatory) :
11. Experience (Enclose experience certificate) :
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