

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
EMPLOYMENT NOTICE : GROUP 'C' POSTS
HQ K&K SUB AREA & STN HQ KOCHI**

1. Applications are invited for under mentioned vacancies from eligible Indian National candidates in the prescribed format as given below alongwith self attested photocopies of documents to reach **Officer Commanding Establishment, HQ Karnataka & Kerala Sub Area, Cubbon Road, Bangalore-560001, (Karnataka)** by Ordinary post within 21 days from the date of publication of this advertisement in the Employment News : -

Name of post with scale of pay as per 7 th CPC Pay Matrix Level	Unit	Vacancies		Unit Location
		UR	OBC	
Steno II (25500-81100)	HQ K&K Sub Area	01	-	Bengaluru
MTS(Messenger) (18000-56900)	Stn HQ Kochi	01	-	Kochi

2. Calculation of Age. Age calculation will be reckoned from last crucial date of receipt of application i.e. 21 days. Age relaxation with respect to all categories and services as per existing Central Govt Policies. Age relaxation of 03 years for OBC candidates for selection against OBC post. Education Qualification, Technical Qualification & Desirable skill will be as under: -

Events	Steno II
Age limit	18 to 25 Years
Educational and other Qualification	12 th Standard pass or equivalent from a recognized Board of States/ Centre and Skill Test Norms Dictation: 10 mts @ 80 w.p.m. Transcription : 50 mts (Eng), 60 mts (Hindi) (on computer)
MTS(Messenger)	
Age limit	18 to 25 Years
Educational and other Qualification	Matriculation pass or equivalent from recognized Board of States/ Centre.
Desirable Skill	Conversant with the duties of the messenger trade with one year experience in the trade.

3. Candidates fulfilling above conditions may submit their application as per the format given and attach the following documents: -

- Affixing two recent passport size photographs duly attested by a Gazetted Officer, one on right hand corner of the application and the other on the Acknowledgement Card.
- Signature of Gazetted Officer and stamp of institution must be endorsed partially on Application Form and partially on the photograph. All photocopies of documents attached with the application should be clear & legible. Illegible/blurred copies or partially filled /faulty applications will be summarily rejected.
- Only clear colour photographs taken by still camera pasted on the application form and acknowledgement/admission card will be accepted and unclear/ scanned /digitally printed photographs will not be accepted and application will be summarily rejected.
- Self attested copies of the following documents must be attached as applicable: -
 - Technical qualification certificate.
 - Caste certificate.
 - Discharge certificate for Ex-Serviceman.
 - Two self-addressed envelopes of 28 cm x 12 cm size with postal stamps of Rs 25/- each.

4. Written Test. Written Test will be conducted for only those candidates whose applications are found to be complete and in order: -

- Syllabus of written examination is as under, the question paper will be objective type, Timing 2 hrs and it contains 150 questions for 150 marks. The question paper will be in bilingual format Negative marking 0.25 marks for each wrong answer.
 - General Intelligence and reasoning - 25 Marks (Non-Verbal)
 - Numerical Aptitude - 25 Marks
 - General English - 50 Marks
 - General Awareness - 50 Marks

5. Physical Endurance/Skill Test for Steno II. Physical Endurance/ Skill tests will be conducted for candidates who have qualified based on the merit of written test. The Physical Endurance and practical test as deemed fit by the Board of Officers will be conducted for candidates. This test carries no marks and the candidates will be declared either 'PASS' or 'FAIL'.

General Instructions.

- Service liability of a candidate is anywhere in India. Field Service liability rendered is also applicable. New entrants to Central Govt Service will come under New Contributory Pension Scheme.
 - ALL APPLICATIONS SHALL BE RECEIVED BY POST ONLY. NO applications shall be accepted by hand/counter. The envelope must be superscribed with the "APPLICATION FOR THE POST OF _____ UR/OBC" in the right top corner clearly and in large font. Applications received without marking any particular category shall be deemed to be incomplete & thus rejected Only one application will be accepted for one post. Applications only received after due date/incomplete in any respect will be summarily rejected and no correspondence in this regard shall be entertained. Please note that incomplete applications without affixing photograph or without enclosing attested copies of educational certificate/showing date of birth and caste certificate (as applicable) or if applicant is found underage/overage on last date of receipt of application as indicated above will be rejected and candidate will not be accepted for recruitment.
 - No TA or DA is admissible to any candidate. Candidates will make their own arrangements for lodging/boarding during the written test and physical endurance and practical test, whenever called.
 - Application **NOT** confirming/matching to the format given in notification, any mismatch in particulars will **NOT** be accepted and no repeat no information on rejection of application will be given. Application must be on A4 size paper on front & reverse side and **ACKNOWLEDGEMENT / ADMISSION CARD** also must be on A4 size paper separately.
 - NO ORIGINAL CERTIFICATE SHOULD ACCOMPANY THE APPLICATION.** These should be produced only at the time of written test and during Physical/Skill test or when called for. This HQ assumes no liability towards loss of original certificates.
 - The vacancies shown above are provisional and may be increased/ reduced or even made Nil without assigning any reason.
 - The recruitment process can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.
 - Caste cert issued under the auth of Union Government of India will be accepted.
 - Merely fulfilling the basic selection criteria does not automatically entitle a candidate to be called for the test.
 - No extra weightage will be allotted for additional/ extra/ higher qualification.
 - Any legal dispute will be under the jurisdiction of the Bangalore Courts only.
 - Appointment of selected candidates will be subject to medical examination and police verification for character and antecedents.
- WARNING :** All the candidates are warned to be careful from the self-styled agents/ touts and also advised to report to the GOC HQ K&K Sub Area against any malpractice seen/observed by them.

Officer Commanding Establishment
HQ K&K Sub Area

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

(TO BE FILLED UP BY THE CANDIDATE IN HIS OWN HAND WRITING)

**APPLICATION FOR THE POST
(STENO II/ MESSENGER)**

GEN

Affix latest
Passport size
Photograph duly
attested by a
Gazetted Officer

To,

HQ Karnataka Kerala Sub Area,
Cubbon Road, Bengaluru-560001,
(Karnataka)

1. Name of the candidate : _____
(in capital letters)
2. Father's/Husband's Name : _____
3. Sex : _____
4. Date of Birth : _____
(Attach copy of birth certificate
duly self attested)
5. Age as on last date for receipt
of application (____ Years ____ Months ____ days)
6. Nationality & Religion : _____
7. Caste: (OBC/GEN) _____
(Attach copy of caste education certificate duly
self attested)
8. Educational Qualification: _____
(Attach copy of experience certificate duly
self attested)
9. Any other qualification/experience: _____
(Attach copy of experience
certificate duly self attested)
10. Whether registered with any Employment Agency: Yes/No
(if yes, attach photocopy of Registration Card duly self attested)
11. Whether prepared to be posted anywhere in India :Yes/No
12. Technical Training/ Experience (Attach copy duly self attested)
13. Aadhaar Number of the candidate _____
(Attach copy of Aadhaar Card
duly self attested)
14. Address for correspondence in full with PIN Code No/Telephone
No/ mobile No: -
Permanent Address _____
Correspondence Address _____

15. I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any of the particulars or information given herein, being found false or incorrect my candidature for written test and physical/trade test is liable to be rejected or cancelled and in any stage of after my appointment my service shall be liable to be terminated without any notice

Left hand thumb
Impression of
candidate



(Signature of the Candidate)

**ACKNOWLEDGEMENT / ADMISSION CARD
POST**

1. Post applied for (Steno II/ Messenger)
2. Name of the candidate : _____
3. Signature of candidate : _____
4. Thumb impression of candidate: _____
5. Aadhaar number of candidate: _____
6. Correspondence address of candidate : _____

Affix latest
Passport size
Photograph
duly attested
by a Gazetted
Officer

(For official use only)

7. Your application is hereby accepted.
8. Index No : _____
9. Written/Trade Test : _____ (a) Date : _____ (b) Time : _____
(c) Place :HQ Karnataka & Kerala
Sub Area, Cubbon Road, Bangalore-
560001 (Karnataka)

**NOTE : - CANDIDATE TO BRING ORIGINAL DOCUMENTS ON THE DATE
OF WRITTEN EXAMINATION.**

c6c- 10622 / 111/0111/2223