

RECRUITMENT NOTICE

1. Application are invited for the following Posts of Gp 'C' Civilian defense employees of units under HQ Southern Command, under different categories.

<u>Ser No</u>	<u>Name of Posts</u>	<u>No of Vacs</u>
(a)	Steno Gde II	01
(b)	LDC	08
(c)	Cook	01
(d)	MTS (Daftary)	01
(e)	MTS (Messenger)	14
(f)	MTS (Safaiwala)	05
(g)	MTS (Chowkidar)	02
Total		32

2. Application format and other details are available on www.HQSCrecruitment.com
Online applications are invited from eligible candidates between **01 Jun to 30 Jun 2022**.

3. The selection board has full right to reject application which will be incomplete for requisite documents.

4. The right to shortlist candidates for the test lies with the Selection Board after benchmarking based on percentage of marks in 10/12th class.

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1. Application are invited for the following Posts of Gp 'C' Civilian Defense Employees for units under HQ Southern Command, under different categories.

<u>S No</u>	<u>Name of Post</u>	<u>No of Vac s</u>	<u>Cate gory</u>	<u>Scale of Pay</u>	<u>Age limit</u>	<u>Essential Qualification & Desirable Qualification</u>
(a)	Steno Gde II	01		Level-04 of 7 th CPC (Rs 25500 - 81100)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) 12 th pass or equivalent from a recognized board or university) (ii) Skill Test norms-Dictation 10 mts@30wpm Transcription: 50mts (Eng) 65 mts (Hindi) on computer.
(b)	LDC	08		Level-02 of 7 th CPC (Rs 19900 - 63200)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) 12 th pass or equivalent from a recognized board or university) (ii) Skill Test norms-English Typing @30WPM or Hindi Typing @30WPM on computer.
(c)	Cook	01		Level-02 of 7 th CPC (Rs 19900 - 63200)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Matriculation pass or equivalent from a recognized university (ii) Must have knowledge of Indian cooking and proficiency in trade and Experience Certificate of same.
(d)	MTS (Daftary)	01		Level-02 of 7 th CPC (Rs 18000 - 56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential Matriculation pass or equivalent from a recognized university. (ii) Desirable : One year experience in the trade.
(e)	MTS (Messenger)	14		Level-01 of 7 th CPC (Rs 18000 - 56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential Matriculation pass or equivalent from a recognized university. (ii) Desirable : One year experience in the trade.
(f)	MTS (Safaiwala)	05		Level-01 of 7 th CPC (Rs 18000 - 56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential Matriculation pass or equivalent from a recognized university. (ii) Desirable : One year experience in the trade.
(g)	MTS (Chowkidar)	02		Level-01 of 7 th CPC (Rs 18000 - 56900)+ Allowance as per rule	18-25 Years (Age relaxation as per para d)	(i) Essential Matriculation pass or equivalent from a recognized university. (ii) Desirable : One year experience in the trade.

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(d)	ESM	post and relaxation applicable as per govt instrs	Total service rendered in armed forces + 3 years	PH person should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt hospital certifying the disability.
(e)	PH(UR)		10 years	
(f)	PH(SC/ST)		15 Years	
(g)	PH(OBC)		13 Years	

(d) Format of application to be submitted by candidates must be published as part of the advertisement.

(e) Details of self attested docus reqd to be encl with the application must be mentioned.

(f) Self Addressed envelope duly stamped for dispatch of ack cards to be encl by applicants.

(g) A minimum pd of 21 days (three weeks) will be allowed for receipt of applications from the dt of publication in the Employment News.

(h) Mode of dispatch of applications will be Ordinary/Registered/Speed post. Application in person will not be accepted.

19. The fwg aspects must also be highlighted in the advertisement :-

(a) Merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/interview.

✓ (b) The decision of Appointing Authority regarding selection/rejection will be final.

(c) Numbers of posts/vacancies are tentative and recruitment process can be cancelled / suspended / terminated by the appointing authority at any stage, due to administrative reasons,