

HQ Southern Command, Pune

Recruitment of Civilian Defence Employees at HQ Southern Command, Pune

Applications are invited from eligible male/ female candidates in the prescribed format from the Indian Citizens for the following posts alongwith photocopies of Certificate/ Testimonials in support of age, education qualification, caste and two recent passport size photographs (5 cm x 3.5 cm). Details of vacancies are as under:-

Sr. No.	Name of Post	Pay Scale	No. of Posts	Category	Age Limit	Qualification	Syllabus for written test
1.	Steno Gde II	Level - 4 in the Pay Matrix (25,500 + Other Allowances)	01	OBC	18-28 years	(a) 12th Pass or equivalent from recognised Board or University. (b) Stenography speed @ 80 words per minute.	On the basis of required Education Qualification for the Post.
2.	Lower Division Clerk	Level - 2 in the Pay Matrix (19,900 + Other Allowances)	02	OBC	18-28 years	(a) Class 12th Pass or equivalent from recognised Board or University. (b) English typing @ 35 words per minute on computer.	
3.	Cook		02	General	18-25 years	Matriculation pass or equivalent from recognised Board or University.	
4.	Multi Tasking Staff (MTS)	Level - 1 in the Pay Matrix (18,000 + Other Allowances)	07	05 (General) 02 (OBC)	18-25 years 18-28 years		

Note : (a) The Selection Board has full right to reject applications which will be found incomplete in any respect.

(b) The right to shortlist candidates for the test lies with the Selection Board based on benchmark in terms of percentage of marks in Matriculation/12th Class. Merely, fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

(c) Application completed in all respect as per the Proforma given accompanied by required documents **(Self-attested photocopy only and a self-addressed envelope with postal stamp of Rs. 25/-)** as stated should reach through registered post only to **"The Administrative Officer, HQ Southern Command, Pune- 411001"** within **25 days** from the date of publication of this Advertisement. Application received thereafter (i.e. 26th day) will not be considered.

(d) Area of Employment is Southern Command, Pune.

(e) All India Service Liability.

(f) Location of test will be at Pune. No TA/DA will be paid to candidates called for the exam.

(g) For more information, Administrative Officer, HQ Southern Command may be contacted on 26361449 (Exchange)- 2824 (Extension).

Application Form

(To be filled in English only)
Post Applied for _____

1. Full Name of the candidate (in capital letters) :
2. Father's/Husband's name :
3. Sex :
4. Date of birth (in Christian era) and present age (Year & Months) :
5. Nationality :
6. Permanent address :
7. Correspondence Address with PIN Code :
8. Religion/Caste :
9. Educational Qualification :
10. Tele/Mob. No. :
11. Email ID :

Affix passport size photo duly attested by Gazetted Officer

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars and information given herein being found false or incorrect my candidature for the examination is liable to be rejected or cancelled. In the event of any false statement/ discrepancy in the particulars detected after my appointment, my services are liable to be terminated without notice to me.

Place :

Date :

(Signature of the candidate)

Note :- Attach copy of self-attested certificates in support of required documents. Attach caste certificate from first class Magistrate in case of SC/ST/OBC.

25/79/Defence/Recruitment/10+2/18-28/Permanent/Other than Delhi