

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE**

**HEADQUARTERS SOUTHERN COMMAND (JAG BRANCH), PUNE -411 001  
RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK (RESERVED)**

Applications are invited from eligible male/female candidates in the prescribed format from Indian Citizens for the following post alongwith photocopies of certificates/testimonials in support of age, qualification, caste (issued by Competent Authority), residence and character alongwith two passport size photographs (5cm x 3.5cm) duly attested by a Gazetted Officer. Details of vacancies are as under:

Ser no.	Name of post	Pay Scale	No of posts	Category	Age limit	Qualification	Syllabus for written test
01	Lower Division Clerk (LDC)	Level-2 In the Pay Matrix (19,900 + other allowances)	02 (Two)	01 Reserved for SC	18-30 years	(a) Class 12 <sup>th</sup> passed or equivalent from recognised board or university. (b) English Typing @35 wpm on computer OR Hindi Typing @ 30 wpm on computer	(a) Reasoning (b) English (c) Aptitude (d) General knowledge
				01 Reserved for OBC	18-28 years		

**Note:**

- The Selection Board may carry out preliminary screening on the basis of marks, obtained in 12<sup>th</sup> or equivalent examination and call only those candidates for written examination, who have obtained minimum percentage as decided by the Board. After written test, the selected candidates will undergo typing test.
- Application complete in all respect accompanied with required documents (**attach photocopy only and a self addressed envelope with postal stamp of Rs. 25/-**) as stated should reach through **registered post only** to 'Judge Advocate General Branch, HQ Southern Command, Pune-411001' within 30 days from the date of publication of this advertisement. Application received thereafter will not be considered. Incomplete application shall be rejected.
- Area of Employment is Southern Command, Pune.
- All India Service Liability.
- Location of test will be at Pune. No TA/DA will be paid to candidates for the exam. Candidates should attend the test at their own responsibility.

**APPLICATION FORM**

(to be filled in English only)

**Post Applied for: LOWER DIVISION CLERK**

Passport size photo

- Employment Notice No. (if any) \_\_\_\_\_
- Registration No and Name of Employment Exchange (if any) \_\_\_\_\_
- Full Name of the Candidate (in capital letters) \_\_\_\_\_
- Father's/Husband's/Mother's Name \_\_\_\_\_
- Sex \_\_\_\_\_
- Date of Birth (Christian era) \_\_\_\_\_
- Place of Birth \_\_\_\_\_
- Religion/Caste \_\_\_\_\_
- Nationality \_\_\_\_\_
- Marital Status \_\_\_\_\_
- Full Postal Address for Correspondence with PIN Code \_\_\_\_\_
- Permanent Address \_\_\_\_\_
- Educational Qualifications \_\_\_\_\_
- Technical Qualifications (if any) \_\_\_\_\_
- Experience, if any \_\_\_\_\_
- Tele/Mobile No. & Email ID \_\_\_\_\_
- If you are a Govt employee give particulars of :-
  - Name of the organization where employed
  - Employed from (date)
  - Designation
  - Address of the Employer
  - No Objection Certificate from Employer

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 the particulars of information given herein being found false or incorrect, my candidature/selection 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 and appropriate action initiated.

Place:

Date:

Signature of the Candidate

- \* Application duly supported with attested photocopies of certificates/testimonials in support of age, qualification, caste (issued by Competent Authority), residence and character alongwith two passport size photographs (5cm x 3.5cm) all duly attested by a Gazetted Officer. No originals shall be submitted alongwith this Application Form.
- \*\* Also attached a self-addressed registered envelop with postal stamp of Rs.25/-

D A V P / 10607 / 11 / 0002 / 1819