

HEAD QUARTERS SOUTHERN COMMAND , PUNE

1. Head Quarters Southern Command, Pune invite application from eligible candidates for the following posts:-

Name of Post	Pay Band	Vacancies						Age	Education Qualification
		Gen/UR	SC	ST	OBC	EWS	Total		
Steno Gde II	Level 4 of 7 th CPC (Rs 25500-81100) + Allowance as per rule	-	-	-	-	1	1	18-25 Years (relaxation as per point 4)	(a) 12 th pass or equivalent from a recognized board or university (b) Skill test norms – Dictation : 10 minutes@30wpm Transaction: 50 minutes (Eng) 65 minutes (Hindi) on computer.
LDC	Level 2 of 7 th CPC (Rs 19900-63200) + Allowance as per rule	5	1	-	1	1	8	18-25 Years (relaxation as per point 4)	(a) 12 th pass or equivalent from a recognized board or university (b) Skill test norms – @35wpm (Eng. typing) @30WPM (Hindi typing) on computer.
Cook	Level 2 of 7 th CPC (Rs 19900-63200) + Allowance as per rule	1	-	-	-	-	1	18-25 Years (relaxation as per point 4)	(a) Matriculation Pass or equivalent from recognized university (b) Must have knowledge of Indian cooking and proficiency trade..
MTS (Daftary)	Level 1 of 7 th CPC (Rs 18000-56900) + Allowance as per rule	1	-	-	-	-	1	18-25 Years (relaxation as per point 4)	(a) Essential. Matriculation pass or equivalent from recognized Board with proficiency in Barber's trade job (b) Desirable. One year experience in the trade.
MTS (Messenger)	Level 1 of 7 th CPC (Rs 18000-56900) + Allowance as per rule	10	-	1	1	1	14	18-25 Years (relaxation as per point 4)	(a) Essential. Matriculation Pass or equivalent from recognised Board. (b) Desirable. Conversant with duties of the respective trades with one year experience in the trade.
MTS (Safaiwala)	Level 1 of 7 th CPC (Rs 18000-56900) + Allowance as per rule	4	-	-	-	1	5	18-25 Years (relaxation as per point 4)	(a) Essential. Matriculation Pass or equivalent from recognised Board. (b) Desirable. Conversant with duties of the respective trades with one year experience in the trade.
MTS (Chowkidar)	Level 1 of 7 th CPC (Rs 18000-56900) + Allowance as per rule	2	-	-	-	-	2	18-25 Years (relaxation as per point 4)	(a) Essential. Matriculation Pass or equivalent from recognised Board. (b) Desirable. Conversant with duties of the respective trades with one year experience in the trade.

2. Detailed Eligibility Criteria, Application Form, Declaration and Terms & Conditions are available at <https://www.hqscruitment.com/>. Any future amendment/corrigendum in advertisement will be published in <https://www.hqscruitment.com/>.

3. UR/SC/ST/OBC/PH(HH)/EWS/ESM means Un-Reserved/Scheduled Caste/ Scheduled Tribe/Other Backward Class/Physical Handicapped (Hearing Handicapped)/ Economically Weaker Section/Ex-Serviceman respectively.

Contd..2/-

4. Age limits and its relaxation:-

Ser	Category	Age Limit			Remarks
(a)	UR	18 Yrs to 25 Yrs			
(b)	OBC	18 Yrs to 28 Yrs			
(c)	SC/ST	18 Yrs to 30 Yrs			
(d)	PH	UR	OBC	SC/ST	
		18 to 35 Yrs	18 to 38 Yrs	18 to 40 Yrs	
(e)	ESM	Service rendered in Army/Navy/air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit i.e. 25 Years prescribed for the post by more than three years.			

5. Screening of the Applications: In case the large numbers of applications are received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualifications so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/skill test wherever applicable. Candidates would be intimated separately for appearing in exam. Only candidates who are intimated are required to appear for exam.
6. Scheme of Examination: A written test will be held which will have questions of the level of Class 10th/12th/ITI as per essential educational qualification of respective post. Candidates appearing for written test would also be subjected to skill/practical test wherever applicable. Medium of written test will Hindi/English only.
7. Place of written test/skill test: The Written Test and Skill Test will be held in Pune. Candidates should come prepared to stay for two-three days for completion of the process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. No TA/DA would be paid to Candidates called for the examination.
8. The crucial date for determining the age limit shall be the closing date for receipt of application.
9. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

10. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.
11. Certificate experience in the trade where experience is desirable be produced alongwith the application.
12. Photocopy of the following Documents/Certificate to be attached alongwith application duly self attested
 - (a) Two Passport size photographs duly self attested, one be pasted on right corner box provided in application and another on Admit Card.
 - (b) Self Attested photocopies of following certificate will also be submitted with application:-
 - (i) Education qualification certificate.
 - (ii) Date of Birth Certificate.
 - (iii) Caste certificate where applicable.
 - (iv) Discharge Certificate for Ex-serviceman where applicable.
 - (v) EWS Certificate for EWS where applicable.
 - (c) Self addressed envelope affixing postal stamps of Rs 25/-.

Contd..3/-

Note. Central Government civilian employees must furnish “No Objection Certificate” from their employer/Office at the time of the skill test else their candidature will be cancelled.

13. Incomplete/Ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.
14. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage, due to administrative reason.
15. The written examination will consist General Intelligence, Reasoning, General Awareness, English Language & Comprehension. Skill test will be conducted only for those candidates who obtain qualifying marks in the written examination. (the standard of questions will be of matriculation as applicable)
16. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in Pune only.

17. Selected candidate will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities
18. Special instruction for Rejection of Applications:-
- (a) Applications which are not in format as per annexure will be rejected.
 - (b) Unsigned/Incomplete applications will be rejected.
 - (c) In the event of their failure to produce original/essential documents after skill tests, the candidature is liable to be rejected. Documents relating to essential education/higher education/Experience certificate will be checked after physical tests. The original Caste certificate/Character certificate/Disability certificate for handicapped as applicable will be checked after the skill tests.
 - (d) If a candidate produces false certificate/fabricated documents inaccurate or tempered information then he will be disqualified/dismissed from service, if appointed inadvertently.
 - (e) Application should be made in either Hindi or English only.
 - (f) Separate application for each post should be applied for
 - (g) Candidates may apply for only one category or reservation. In case candidate submits, more than one application for the same post, the candidature is liable to be rejected
- Contd...4/-
- (h) Overwriting/erasure/incorrect/incomplete information in the application form will result the rejection of the application. Making statement which are incorrect or false suppressing material information will result in rejection of application.
 - (j) All supported documents alongwith the application are to be self attested.
 - (k) Right to accept/reject application rests with Head Quarters Southern Command , Pune and it is further made clear that mere acceptance of application does not guarantee any appointment or any claim on the post.
 - (l) This Regimental Centre will not be responsible for any postal delay.
 - (m) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
 - (n) Obtaining support for his candidature through unfair means shall disqualify the candidature.

- (o) Candidate found resorting to any irregular or improper means in connection with his candidature for the selection and any other reason as observed by the Board of Officers then application will be rejected.

18. **WARNING.** All candidates are warned to be careful from the self-styled-agents and also requested to inform Head Quarters Southern Command , Pune against any malpractice seen/observed by them.

20. All appointment are initially on temporary basis but likely to be made permanent.

21. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more, Candidates will make own arrangement for lodging/boarding during the test.

**APPLICATION FORM
(ALL COLUMNS MUST BE FILLED)**

1. Application for the Post of :

2. Name of the Candidate (in Block letter only):

.....

3. Father/Husband's Name :

.....

4. Gender :

.....

5. Date of Birth (10th Class) :/...../..... (DD/MM/YYYY)

6. Age as on (after 30 days of publishing this advt) 7.
Category for which applied (please tick to choose)

UR	SC	ST	OBC	PH(HH)	EWS	ESM

Affix recent
passport
size colour
photograph
duly self
attested

8. Religion and Nationality:

9. Educational Qualification

Ser	Qualification	Name of School/ College	Name of Board/ University	Percentage Obtained

10. Work Experience :

11. Correspondence Address :

House No/Street : Village :

..... Post Office :

..... District :

.....State..... PIN Code :

.....

12. Permanent Address :

House No/Street : Village :

..... Post Office :

..... District :

.....State..... PIN Code :

.....

13. Email Address : 14. Aadhar

Card No :

16. Whether registered with any employment exchange? Yes/No (if
yes mention registration No and name of Employment exchange)

Contd...2/-

DECLARATION

- (a) I, do hereby certify that neither I am involved in any criminal case nor any criminal cases pending against me.

- (b) I, do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief.

- (c) I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of Head Quarters Southern Command , Pune.

- (d) I, do hereby certify that I have applied for the Post of(Steno Gde II/LDC/Cook/MTS- Daftary/MTS-Messenger/MTS-Safaiwala/MTS-Chowkidar) and want to be considered for the (UR/SC/ST/OBC/EWS/ESM/PH) vacancy only. If two applications of one post with different reservations categories have been sent by me, then my both applications may be terminated without any notice.

Date :

(Full Signature of the Applicant)

FOR OFFICE RECORD ONLY

1. Application received on :
2. Application Accepted/Rejected :
3. Reason for rejection: :
Underage/Overage/Documents
incomplete/Photo or documents not
attested/ any other reason to be
specified
4. Index No :
5. Date of Test/Interview :
6. Venue of test :

ADMIT CARD

1. Name (in Block letters) :
.....
2. Fathers Name :
3. DOB (DD/MMM/YYYY) :
.....
4. Category :
- (UR/SC/ST/OBC/EWS/ESM/PH)
5. Correspondence Add
House No/Street :
- Village :
- Post Office :
- District :
- Pin Code :
- State :
6. Application Accepted/Rejected :
7. Reason for Rejection :
8. Date of Reporting for Test :
9. Venue of Test :

Affix recent
passport
size colour
photograph
duly self
attested

