

**RECRUITMENT IN GROUP 'C' POST AT
SELECTION CENTER EAST, ALLAHABAD**

1. Applications are invited from Indian male / female candidates for recruitment of following Group C posts:-

| Ser No | Designation | Total Vacancy | Vacancy reserved / unreserved for applicant |
|--------|-----------------------|---------------|---|
| (a) | Stenographer Grade II | 04 | General (Unreserved) - 02 OBC - 01 SC-01 |
| (b) | Room Orderly | 05 | General (Unreserved) - 01 SC - 01 ST - 01 EWS - 02 |
| (c) | Mess Waiter | 01 | OBC |
| (d) | Messenger | 01 | General (Unreserved) |
| (e) | Watchman | 04 | General (Unreserved) - 02 OBC - 01 SC - 01 |
| (f) | Gardener | 01 | General (Unreserved) |
| (g) | Housekeeper | 03 | General (Unreserved) - 01 OBC - 01 EWS - 01 |

2. The following are the terms and the conditions:-

For Ser No 1(a) Stenographer Gde II HaryanaJobs.in

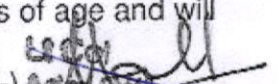
- (i) **Educational qualification.** 12th pass or equivalent from a recognized board or University.
- (ii) **Skill Test Norms.** Dictation : 10 minutes @ 80 Word Per Minute. Transcription: 50 Minutes English), 65 Minutes (Hindi) (on computer).
- (iii) **Age limit.** 18 to 25 years as on date of receipt of application. The candidate should be 18 years of age and will not be older than 25 years as on last date of receipt of application.
- (iv) **Level in the Pay Matrix** :- Level -4 (Rs 25500/- to Rs 81100/-) as per 7th Pay Commission. All other allowances and perks authorised to Govt Servant in the relevant grade.

For Ser No 1 (b) : Room Orderly

- (i) **Educational qualification** : Matriculation pass from a recognized board or industrial training institute pass certificate from a recognized institute.
- (ii) **Age limit** : 18 to 25 Yrs. The candidate should be 18 years of age and will not be older than 25 years as on last date of receipt of application.
- (iii) **Level in the Pay Matrix** : Level - 01, (Rs 18000/- to 56900/-)

For Ser No 1 (c) : Mess Waiter

- (i) **Educational qualification** : Matriculation pass from a recognized board.
- (ii) **Age limit** : 18 to 25 Yrs. The candidate should be 18 years of age and will not be older than 25 years as on last date of receipt of application.
- (iii) **Level in the Pay Matrix** : Level - 01, (Rs 18000/- to 56900/-)
- (iv) **Desirable.** One year experience in the trade.


 Selection Centre

For Ser No 1 (d) to 1 (g)

- (i) **Educational qualification** : Matriculation or equivalent from a recognized board.
- (ii) **Age limit** : 18 to 25 Yrs. The candidate should be 18 years of age and will not be older than 25 years as on last date of receipt of application.
- (iii) **Level in the Pay Matrix** : Level - 01, (Rs 18000/- to 56900/-)
- (iv) **Desirable**. Conversant with the duties of the respective trades with one year's experience in the trade.

General Instructions for the Candidates

3. Application as per the format given in this advertisement will be accompanied with attested copies of certificates of date of birth / educational qualification. Original certificates will be produced at the time of test alongwith 04 (four) passport size photographs.
4. Applications found incomplete, incorrect, without signatures, ineligible and received after due date will be rejected on the spot without any reasons/ notice and no correspondence will be entertained in this regard. The decision of appointing authority will be final and no (NO) appeal will be entertained. HaryanaJobs.in
5. No TA/DA is admissible. Candidates will have to make their own arrangement for stay for two to three days during the test.
6. This Centre/Government will not be responsible to pay any compensation in case of injury/death of a candidate during test.
7. Post is permanent, subject to individual completing two years probation successfully.
8. Date, time and venue of test will be intimated separately by this Centre to the shortlisted candidates after scrutiny of applications.
9. Candidates will enclose a self addressed envelope affixed with Rs 25/- stamp for issuing call letters to shortlisted candidates.
10. After selection of individual, he will be serving two years on probation.
11. One person will apply for only one post given at Para 1 (a) to (g).
12. Last date for receipt of application within 21 days from the date of publication of this advertisement i.e. _____.
13. Call letter for test will be sent to shortlisted candidates after scrutiny of applications.

PERFORMA

APPLICATION FORM FOR THE POST OF GROUP C EMPLOYEES AT SELECTION CENTRE EAST, ALLAHABAD

1. Name in full (in block letter) : _____
2. Father's name (in block letter) : _____
3. Sex : Male ☐ Female ☐
4. Address :-
 - (a) Permanent address (phone / mobile number, if any) _____
 - (b) Correspondence address : _____
5. Date of birth : _____
6. Educational qualification : _____
7. Percentage of marks obtained in 10th class: _____
08. Typing speed : _____
(For stenographer)
09. Short hand speed : _____
(For stenographer)
10. Percentage of Marks obtained in 12th Class _____
11. Percentage of marks obtained from Industrial Training Institute

12. Category (General / SC / ST / OBC / EWS) _____
13. Unreserved / reserved: _____
14. Nationality: _____

Affix recent PP
size photo duly
attested

Declaration :-

- (a) I hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/ incorrect being detected before or after the test/interview, my candidature will stand automatically cancelled.
- (b) I am willing to serve anywhere in India.
- (c) I accept the terms & conditions of appointment.

(Signature of candidate)

Dated :

01 02

(For office use only)

Call letters for interview / test for the candidates who are eligible for the post.

1. Name of the candidate :

2. Father's name:

3. Application number :

4. Category (General / SC / ST / OBC / EWS) :

5. Unreserved / Reserved :

6. Date of written test :

7. Candidates failing to report on the date and time fixed for the test will not be allowed for the same.

8. Nearest railway station : Prayagraj Jn

Affix recent PP
size photo duly
attested