

## NOTICE BOARD

Govt of India, Ministry of Defence  
Recruitment of Civilian Group 'C' Posts in  
Delhi Area Provost Unit, New Delhi

Applications are invited for the following Group C posts on plain paper as per the format given as under with full particulars alongwith self attested copies of certificate/testimonials in support of age, qualification, caste and experience etc and a passport size photograph duly pasted on the application form from Indian Nationals only :-

Ser No	Name of the post	Category					Total Posts	Pay Matrix Level	Education qualification and experience required
		Gen	SC	ST	OBC	EWS			
1	Cook	-	-	-	01	-	01	L-2 Rs. 19900 + DA and other allowance as admissible	(i) Matriculation pass or equivalent from a recognized Board (ii) Should be able to carry out all canvas, textile and leather repair and replacement of equipment and boots. (iii) Desirable to have one year experience in trade.
2	EBR	-	-	-	-	-	01	L-2 Rs. 18000 + DA and other allowance as admissible	(i) Matriculation pass or equivalent from a recognized Board (ii) Should be able to carry out all canvas, textile and leather repair and replacement of equipment and boots.
3	MTS (Safai wala)	-	-	-	-	01	01	L-2 Rs. 18000 + DA and other allowance as admissible	(i) Matriculation pass or equivalent from a recognized Board (ii) Conversant with the duties of the trade with one year's experience in the trade.

### General Instructions :-

1. Candidate should read the advertisement carefully before filling up the application form. Candidate to satisfy that, he/she is eligible to apply for the post as per the advertisement.
2. Application given complete bio data of the candidate to be submitted to **The Commanding Officer, Delhi Area Provost Unit, Delhi Cantt – 110010** within 21 days from the date of publication in Employment News. 28 days for the Candidates residing in North East Region (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Andaman & Nicobar, Lakshadweep and Haverti Islands).
3. Screening process to be followed such as written and skill/practical/physical test. The test will be conducted in English/Hindi language. The selection to all Group 'C' posts will be made solely based on marks obtained by the applicants in the written test and subject to qualifying in the skill/practical/physical test.
4. Syllabus for written test : English, Math, GK and Current Affairs.

5. Age limit – 18 Years to 25 years. Age relaxation for OBC (Non creamy layer) candidates will be given up to 03 years and ST candidates will be given up to 05 years.
6. The candidate should be in possession of acknowledgement card at the time of test. No candidate will be entertained without acknowledgement card.
7. Name of the post should be written BLOCK letters on top of the application.

APPLICATION FOR THE POST OF \_\_\_\_\_

I do hereby apply for recruitment in your office and furnish the following particulars :-

1. Name of the applicant (in block letters)
2. Father's/Husband's Name (in block letters)
3. Sex : Male/Female
4. Date of birth
5. Age as on the closing date of application \_\_\_yrs \_\_\_Months \_\_\_ days
6. Permanent residential address
7. Present mailing Address
8. Nationality/Religion
9. Education qualification.
10. Experience if any (attach copy of the same).
11. Any other relevant information.
12. Whether registered with any employment exchange (yes/No) \_\_\_\_\_. If yes, registration No and name of the employment exchange \_\_\_\_\_.
13. Willing to work in New Delhi : Yes/No

Affix latest  
photograph

**Declaration :** I hereby declare and certify:-

(a) That I am not involved in any criminal case and no criminal proceeding is pending or contemplated against me in any court of law.

(b) That above particulars mentioned in the application are correct and true to the best of my knowledge and belief. If any of particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Place

Date

(Signature of the applicant)



**FOR OFFICIAL RECORD ONLY**

1. Received on \_\_\_\_\_
2. Accepted/Rejected \_\_\_\_\_
3. Reason for rejection : Underage/Overage/incomplete documents/Any other reason to be specified \_\_\_\_\_
4. Index No : \_\_\_\_\_ (Date of written exam/skill/practical/physical test).

**ACKNOWLEDGEMENT CARD**

1. Name of candidate \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Correspondence address (same as per column 7 above)

House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_  
Tehsil \_\_\_\_\_  
District \_\_\_\_\_  
State \_\_\_\_\_  
PIN \_\_\_\_\_

5. Index No \_\_\_\_\_
6. Venue, Date and time of written exam/skill/practical/physical test \_\_\_\_\_  
\_\_\_\_\_

Affix latest  
photograph

(Signature of Controlling officer)

**Note:**

- (i) The following documents/certificates to be attached alongwith application duly self attested :-
  - (a) Two recent passport size photographs.
  - (b) Certificate in support of educational qualification.
  - (c) self addressed envelope duly affixed with a postal stamp of **Rs 22/-** only
  - (d) Caste/EWS certificates issued by the designated competent authority as per prescribed proforma of Govt of India.
  - (e) Experience Certificate.
- (ii) Acknowledgement card will be sent to the candidates in whose respect application found correct after screening of the same for written/practical test.
- (iii) Written exam and skill/practical/physical test, scheduled to be conducted in Delhi Area Provost Unit, New Delhi only. No correspondences regarding the change of examination centre will be entertained.
- (iv) Delhi Area Provost Unit will not be responsible for any postal delay. No correspondence in this regard shall be entertained.
- (v) Place of work : **New Delhi**. Individual is liable for all India service liability.

- (vi) The number of vacancies notified is subject to change without any further notice. No extra weightage will be given to additional/extra or higher qualification for recruitment.
- (vii) Delhi Area Provost Unit has the right to reduce the number of candidates for written/practical test on the basis of percentage of marks obtained in minimum essential qualification.
- (viii) Please note the incomplete application without affixing photograph or without enclosing attested copies of education qualification certificates/showing date of birth, caste certificate or if applicant is found overage on last date of receipt of application as indicated above will be rejected and candidates will not be entertained for written/practical/interview.
- (ix) Candidates must ensure that no column is left blank or wrong filled. Applications not filled correctly are liable to be rejected and the onus of such rejection would be on the candidate himself. The Establishments/Units Administrations will not entertain any claim.
- (x) No application will be accepted in person or through any representative. The application must be posted to the addressee under registered cover.
- (xi) No TA/DA for test/interview will be paid. Candidates should make their own arrangements for boarding/lodging.
- (xii) Establishments/Unit Administrations will not be responsible to pay any damages in case of injury to candidate during test where applicable.
- (xiii) New entrants to Govt. Service entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension System (known as New Pension Scheme).