

**DIRECT RECRUITMENT OF GROUP 'C' VACANCIES OF DEFENCE CIVILIANS  
FOR HQ RTG ZONE (MP & CG)**

1. Application from eligible Indian Citizen are invited in prescribed format for the following group 'C' defence civilian posts at various establishments of HQ Rtg Zone (MP & CG). Application form duly completed in all respects alongwith all requisite documents, duly self-attested should reach by Speed Post/ Registered Post to **The Presiding Officer, Civilian Direct Recruitment (Scrutiny of Application) Board, Headquarters Recruiting Zone (MP & CG) Jabalpur (MP)- 482001** within **28 days** from the date of publication of this advertisement in the employment News :-

Ser No	Name of Post	Pay Level/Pay Band	Vacancies	Age	Essential Education Qualification
(a)	Multi Tasking Staff (Gardner)	As per 7 <sup>th</sup> CPC revised Pay Matrix	01 (OBC cat)	18 to 25 Years (Relaxable for Govt servant upto 35 yrs as per orders/ instructions issued by the Central Govt from time to time)	<b>Essential.</b> Matriculation pass or equivalent from recognized Board or University. <b>Desirable.</b> Conversant with the duties of the respective trade with one year's experience in the trade.
(b)	Civilian Motor Driver (Ordinary Grade)	As per 7 <sup>th</sup> CPC revised Pay Matrix	01 (UR/Gen cat)	18 to 27 Years (Relaxable for Govt servant upto 40 yrs as per orders/ instructions issued by the Central Govt from time to time)	<b>Essential.</b> (i) Matriculation pass. (ii) Must possess Civilian Driving Licence for heavy vehicles and have two years experience of driving such vehicles.

- Note**
- The number of vacancies may vary. Nomenclature of the post is subject to change as per Govt Orders.
  - The above posts are subject to all India Service liability including field service.
  - Central Government civilian employees must furnish "**No Objection Certificate**" from their employer/ Office else their candidature will be rejected.
  - SC/ST/OBC candidates applying against unreserved post will not be entitled to any relaxation in age limit experience etc.
  - Age relaxation for persons with disability under UR category will be 10 years.
  - The upper age limit relaxation for Ex-serviceman candidates as per existing govt orders/ instructions issued by the Central Govt from time to time.

2. Interested candidates should send their applications as per format attached and properly sealed in an envelope to subscribe the words "**APPLICATION FOR THE POST OF \_\_\_\_\_**" (Write the name of post which applying for **MTS (GARDNER)** or **CIVILIAN MOTOR DRIVER (ORDINARY GRADE)** and **Category (SC/ST/OBC/UR/EWS/ESM)** on left side on the top of envelope. This office will no be responsible for any postal delay.

3. Those candidates sponsored by employment exchange are also required to apply in accordance with this advertisement.

4. Candidates living with more than one spouse or married another spouse while the first spouse is alive, shall not be eligible to apply.

5. **The crucial date of determining the age limit shall be the last date of submission of application.**

6. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

7. **Proof of Age.** The date of birth as recorded in the matriculation/ Examination Certificate will be accepted by The Headquarters Recruiting Zone (MP & CG) for determining the age and no subsequent request for change will be considered.

8. **The following Documents/ Certificate to be attached alongwith the application duly self-attested:-**

- Two Passport size photographs duly self-attested, one be pasted on right corner box provided in application.
- Self attested photographs of following certificates :-
  - Education Certificate (Matriculation or Equivalent).
  - Employment Exchange Card, if applicable.
  - Character certificate.
  - Caste certificate, where applicable.
  - Civil driving license (light and heavy vehicles) from State Govt for the post of CMD.
  - Experience Certificate, if any (Experience Certificate is mandatory for the post of CMD).



- (vii) Discharge Certificate/ Book for Ex Serviceman where applicable.
- (viii) Disability Certificate for PH Category.
- (ix) Domicile Certificate.
- (x) Self-attested copy of Aadhaar Card.

(c) Two self-addressed envelope with affixing postal stamps of Rs 25/-.

9. 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.
10. Application will be short listed on the basis of percentage of marks obtained in the examination for essential qualification.
11. Right to accept/ reject application rests with the Board of Officer and it is further made clear that mere acceptance of application does not guarantee any appointment or any claim on the post.
12. 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 without any prior notice/ assigning any reasons can be cancelled/suspended/terminated by the appointing Authority at any stage and no enquiry or correspondence will be entertained in this regard.
13. The recruitment board's decision will be final in all matters and the board will not undertake any responsibility for sending a reply to the candidates, if not selected.
14. No enquiry or correspondence for any information will be entertained.
15. **The written examination will consist of General Intelligence, General Awareness, Numerical Aptitude & General English. Skill test will be conducted only for those candidates who will get selected in merit list in the written examination (the standard of questions will be class 10<sup>th</sup> as per essential education qualification of the post).**
16. **Question Papers** The question papers of all written tests will be bilingual i.e English & Hindi.
17. The date of written test/ skill test will be intimated to eligible candidates separately.
18. 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.
19. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
20. In the event of their failure to produce original/essential document after skill tests, the candidature is liable to be rejected.
21. Selected candidate will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned Civil Authority and medical fitness from medical authorities. The selected candidates will be on **probation for the period of two years.**
22. The candidates appointed as 'Multi Tasking Staff (MTS) & Civilian Motor Driver (CMD) will perform the duties as per 'Charter of Duties of Multi Tasking Staff (MTS) & Civilian Motor Driver (CMD) respectively.
23. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in **Jabalpur (MP)** only.
24. **WARNING.** All candidates are warned to be careful from the self-styled-agents and also requested to inform the DDG Rtg. HQ Rtg Zone (MP & CG) against any malpractice seen/observed by them.