

**ACTUAL SIZE OF ADVERTISEMENT
HQ EASTERN COMMAND (ADM), KOLKATA**

20 cm

30 cm

1. HQ Eastern Command (Adm), Fort Willaim, Kolkata – 700 021 invites applications for twenty six (26) posts are as follows:

Sl No.	Name of post	No. of vacancies	Category of applicant	Remarks
(a)	Stenographer Gde-II	01	Gen= 01 SC= Nil ST= Nil OBC= Nil	01 vac reserved for Ex-serviceman
(b)	Messenger	11	Gen= 04 SC= 01 ST= 02 OBC= 04	
(c)	Gardener	02	Gen= 01 SC=Nil ST= Nil OBC= 01	
(d)	Barber	01	Gen= 01 SC= Nil ST= Nil OBC= Nil	
(e)	Cook	02	Gen= 01 SC= Nil ST= Nil OBC= 01	
(f)	Safaiwala	06	Gen= 03 SC= Nil ST= 01 OBC= 02	01 vac reserved for Ex-serviceman
(g)	Mazdoor	03	Gen= 02 SC= Nil ST= Nil OBC= 01	

2. **Educational Qualification and other qualifications required for direct recruitment for the post of Stenographer Gde-II** - (i) 12th pass or equivalent from a recognized Board or University. (ii) Skill Test Norms, Dictation: 10 m ts @ 80 w.p.m., Transcription : 50 mts (Eng), 65 mts (Hindi) (on computer).

3. **Pay Scale** : Rs. 5200 – 20,200 with GP = Rs. 2400/- (As per 6th CPC, subject to revision on implementation of 7th CPC).

4. **Age limit** : 18 to 25 yrs as on last date of submission of form.

5. **Educational Qualification and other qualifications required for direct recruitment for the post of Messenger, Gardener, Barber, Safaiwala and Mazdoor** - Matriculation pass or equivalent from recognized Board.

6. **Pay Scale** : Rs. 5200 – 20,200 with GP = Rs. 1800/- (As per 6th CPC, subject to revision on implementation of 7th CPC).

7. **Age limit:** 18 to 25 yrs as on last date of submission of form (Relaxable upto 5 yrs for SC and ST and 03 yrs for OBC categories).

Desirable: Conversant with the duties of the respective trades with one years experience in the trade.

8. **Educational Qualification and other qualifications required for direct recruitment for the post of Cook** - Matriculation pass or equivalent from recognized Board.

9. **Pay Scale** : Rs. 5200 – 20,200 with GP = Rs. 1900/- (As per 6th CPC, subject to revision on implementation of 7th CPC)

10. **Age limit:** : 18 to 25 yrs as on last date of submission of form. (Relaxable for 03 yrs for OBC).

Desirable: Conversant with the duties of the respective trades with one years experience in the trade.

11. **Application** - To be filled up as per given proforma with attested copies of certificates in support of age, educational qualification, caste, residential address and character alongwith two passport size photograph (5 cms X 3.5 cms) and a self addressed registered envelope, application be sent to Administrative Officer, HQ Eastern Command (Adm), PIN – 908542, C/o 99 APO.

12. **Last date of application** : 45 days from the date of publication.

13. **Duration of vacancy** : Initially appointment will be in temporary basis and likely to be permanent after completion of two years probation period.

Note: (a) Incomplete applications will be rejected (2) Only short listed candidates will be called for examination (3) Candidates will make their own arrangement for stay. TA/DA not admissible (4) Candidates living with more than one spouse or have married another spouse while the first spouse is alive are not eligible (5) The Govt employee should submit their application from his present employer alongwith service certificates and no objection certificates (6) Merely fulfilling the basic qualifications does not entitle a person for selection (7) The selected candidate should be physically and medically fit and will be employed only after verification of character and antecedents and medical examination.

Administrative Officer

APPLICATION FORM
(To be filled in English only)

Affix on copy of
attested photograph

Post Applied for (in block letter):

- Name of the candidates (in Block letters) :
- Father's / Husband name :
- Sex :
- Date of birth :
- Place of birth :
- Nationality :
- Permanent address :
- Married or Single :
- Full postal address with Pin code for communication:
- Tele/Mobile No. & email ID:
- Religion/Caste
- Educational qualification:
- % age of marks obtained in Madhyamik/Higher secondary:

Exam	Board	Year	Subject wise marks	% marks	Total % marks	Remarks
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- Experience in the trade (in year):
- Technical qualification (if any)
- Extra-co-curricular activities:
- If you are a Govt. employee give particulars of : (a) Name of the Org where employed (b) Designation (c) Employed from (date) (d) Address of the employer (e) No Objection Certificate from the employer

I hereby declare that all statement made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars of information given herein being found false statement / discrepancy in the particulars being deleted after my appointment my services are liable to be terminated without notice to me.

Place:
Date:

(Signature of Candidates)

18. The above post are subject to all India service liability including field service. The number of posts category wise is likely to change.
19. Candidates will fwd application properly sealed, in an envelope to the address mentioned against the post applied for through ordinary post/Registered/Speed post. Application in person through courier will not be accepted. Candidates are requested to subscribe the words. **APPLICATION FOR THE POST OF _____** as applicable on the top of envelope while sending the application form to **Adm Br. HQ Eastern Command, PIN – 908542, C/o 99 APO**. If not super scribed on envelope same will not be accepted.
20. **Last date and time for receipt of application:** 45 days from the date of publication.
21. **General:** Application received before the date of publication of advertisement or after the due date (even due to postal delay) will be rejected and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-
- Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.
 - Submitting of false, inaccurate or tampered or dubious information.
 - If not superscripted with the name of the post applied for or incorrect name of the post on the envelope and application
 - Without self addressed envelope/postage stamps/self attested recent photographs.
 - Application not accompanied by self attested copies of certificates/prescribed certificate in support of age, qualification, caste, disability discharge etc.
 - More than one application submitted by the candidate for the same post.
 - Any other deemed irregularity or reason as observed by the Board of Officers.
 - Canvassing on application form in any form and or bringing in any influence political or otherwise will entail disqualification.
 - In case the candidates is found using unfair means or adopting any malpractice at any stage of selection process.
 - If the candidate not found to possess the essential qualification.
 - If the application of candidate who is working in Government Establishment is not received through Proper Channel with NOC.
22. Candidates should specifically note that the late delivery of test/examination/intimation due to postal delay (such as envelopes wrongly addressed, delivered elsewhere etc) will not be entertained and no correspondence will be made in this regard.
23. 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.
24. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer status issued by civil authorities.
25. Photocopy of the following documents/certificates to be attached alongwith application duly self attested:-
- Two (02) passport size photographs duly self attested, one on right corner of application and one on Acknowledgement card.
 - Self attested copies of following certificates will also be submitted with application:-
 - Education qualification certificate (Mark sheet and pass certificate of the examination mandated as essential qualification for the post).
 - Date of birth certificate or Matric certificate showing date of birth.
 - Caste certificate on the format of Central Government where applicable.
 - The candidate seeking reservation as OBC to submit a certificate regarding his OBC status and non creamy layer status issued by appropriate auth. Declaration certificate (Part-III for OBC candidates only) should be attached with separate A-4 size paper only)
 - Discharge certificate for Ex-Servicemen or NOC from the competent authority for serving Defence personnel who are completing the prescribed period of Army services within a year from the last date for receiving application.
 - Self address envelope affixing postal stamps of Rs. 25/- (Rupees twenty five only) for sending call letter to the eligible applicant by Registered post.
- 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.
26. **Place of Practical/Physical / Written Test:** Will be notified to candidates separately to the selected candidates after scrutiny of application.
27. Application should be forwarded as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.
28. Candidate have to specifically mention the category to which they belong to i.e. (Gen, SC, ST & OBC). 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.
29. The candidate who fail to qualify in the physical/skill test (wherever applicable) shall not be permitted to undergo written test. Physical/practical/skill test will be qualifying in nature which will not be counted for final mint.
30. No interview will be carried out. The merit will be based on written test only.
31. It is made clear that merely fulfilling the basic essential qualification / requirements does not automatically entitle a person to be called for written/practical test. No weightage will be given for additional/higher qualification. The selection will be made strictly on the merit basis as mentioned in para 12. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the **Appointing Authority** at any stage , due to administrative reasons.
32. To reduce the number of candidates for one category of post for written examination, screening of applications on the basis of percentage of marks obtained in the examination for essential qualification will be carried out.
33. **Probation period.** The selected candidates will be on probation for two years. All appointments are initially on temporary basis but likely to be made permanent. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority and verification of character & antecedents/education certificate with date of birth/caste certificates/physical handicapped certificate and Medical fitness examination.
34. **Date & Time of Test.** Date and time of the written exam will be intimated later on through call letter to candidates whose application and particulars are found correct and in order as per the short listing based n merit of basic education QR.
35. Candidates not in receipt of call letter should presume that their applications were incomplete/not meeting the QR (Qualitative requirements) or not found eligible. HQ Eastern Command will not be responsible for any delay by postal department/counter agency.
36. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement of lodging/boardng during the Physical/Practical/ Written Test.
37. Any dispute in the recruitment will be settled within jurisdiction of Kolkata Court.