

EMPLOYMENT NOTICE**Government of India Ministry of Defence, AOC Records, Secunderabad-15**

1 Applications on the prescribed format for the following posts in AOC Records, Secunderabad-15, are invited.

Lower Division Clerk (LDC): 05 Posts (five)

	02	Un Reserved	01 Vac is reserved for Ex- servicemen. Vac of Ex-servicemen will be filled first from any category and will be adjusted against his respective category.
	02	Reserved (OBC)	
	01	Reserved (SC)	
2	Age limit for LDC as on 25 Dec 2012 (both days inclusive)		
	(a)	Un Reserved	18 years to 25 years
	(b)	Reserved (OBC)	18 years to 28 years
	(c)	Reserved (SC)	18 years to 30 years
	(d)	Ex-servicemen	Resultant age of the candidate should not be more than 25 years after deducting the years of service rendered in Army/Navy/ Air Force plus three years from his present age.
	(e)	Govt Servants	Relaxable upto 40 years (NOC required)
	(f)	Pay Scale:-	
		LDC	PB- Rs 5830/- + GP-Rs1900/- (Pay Scale:-PB- 5200-20200+ GP-1900/-)
3	Essential Qualification:		
	(a) LDC		12th or its equivalent from Govt recognised Board/ University. Typewriting speed not less than 35 words per minute in English or 30 words per minute in Hindi for LDC only.
4	Last date for receipt of Applications		25 Dec 2012 (1400 hrs)

5 FORMAT OF APPLICATION

Applications to be submitted to Commanding Officer, AOC Records, Secunderabad-15 on the following format.

- (a) Name of the Post applied for : LDC
- (b) Full name of the candidate (in capitals) :
- (c) Fathers name/Husband name :
- (d) Date of Birth :
- (e) Age as on 25 Dec 2012 :
- (f) Qualification:- :
- (i) Educational qualification :
- (ii) Technical qualification :
- (g) Category : (UR/OBC/SC/Ex-servicemen) :
(proof in support for the category applied for to be submitted duly CTC) (Please write UR,OBC,SC or ESM only)
- (h) Employment Registration Card No & date :
with District, if any.
- (j) Address (in full) with telephone number :
- Date: (Signature of the candidate)

Affix recent
Passport size
photograph duly
attested by a
Gazetted Officer

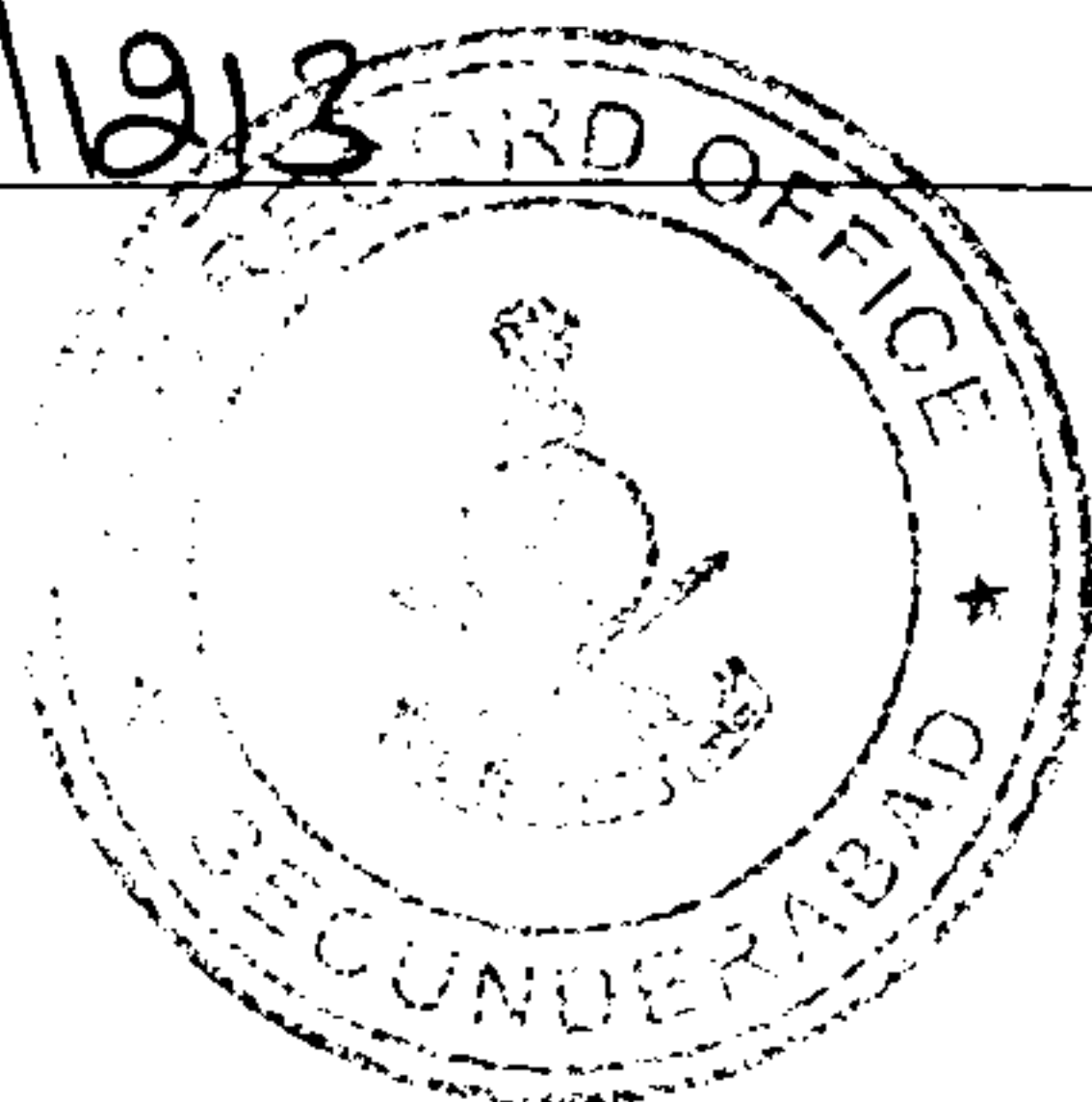
General Instructions:-**Mobile No:**

- (a) Service liability of a candidate is in any where in India. Field service liability is also applicable.
- (b) New entrants to Central Govt. Service will come under New Contributory Pension Scheme.
- (c) Application form completed in all respects, along with attested copies of certificates and employment registration card, if any, two self address envelopes with requisite postal stamps should be sent to Commanding Officer, AOC Records, Secunderabad-15 so as to reach on or before **25 Dec 2012 by 1400 hrs.**
- (d) Applications received after the due date/incomplete applications will summarily be rejected. **No correspondence in this regard will be entertained.**
- (e) No TA/DA will be admissible to the candidates appearing for the selection test/interview.

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C/9506/ADRP/LA-5T-1

Dated: 26 Oct 2012



(Augusty Reshi)
Capt
Administrative Officer
for OIC Records