

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE, ARTILLERY RECORDS,
Nasik Road Camp Recruitment Notice For The Post Of
LOWER DIVISION CLERK (LDC) AND MULTI TASKING STAFF (MTS - PEON)**

1. Applications are invited from eligible Indian Citizens, for the following posts:-

Ser. No.	Name of Post	Pay Level in Pay Matrix	Details of vacancies				Total Vac.
			UR (Gen)	ESM	ST	OBC	
(a)	Lower Division Clerk (LDC)	Group 'C' Non Gazetted Pay Level-2 in Pay Matrix (Rs.19900-63200)	02	-	-	-	02
(b)	Multi Tasking Staff (Peon)	Group 'D' Non Gazetted Pay Level-1in Pay Matrix (Rs.18000-56900)	08	03	01	01	13

2. Education & other qualifications:-

LDC	Essential : (i) 12 th class pass from a recognized Board. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 / 9000 key depressions per hour on an average of 5 key depressions for each word. (Time allowed 10 minutes)
MTS (Peon)	Essential : Matriculation pass or equivalent from recognized Board. Desirable : Conversant with the duties of the respective trades with one year's experience in the trade.

3. Age Limit and its relaxation:-

Age Limit :- 18 to 25 yrs for UR (General) category.

Relaxation to upper age limit :-

(a) 05 years age relaxation for SC/ST category. (b) 03 years age relaxation for OBC category. (Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled for OBC reservation). (c) Age limit for Ex-servicemen (upto the maximum of 45 yrs of age). - (i) Period of Military service + 03 yrs for UR (Gen) category. (ii) Period of Military service + 05 yrs for OBC category. (iii) Period of Military service + 08 yrs for ST category. (d) Max upper age limit in respect of Govt. servants will be 40 years for LDC and 35 years for MTS (Peon) category. Candidates should submit their applications through proper channel and furnish "No Objection Certificate" from their employer/office.

General Instructions :-

4. Candidates should forward their application through ordinary post and subscribe the words "APPLICATION FOR THE POST OF LDC / MTS (PEON)" on the top of the envelope while sending the application form. The application should reach to "The Commanding Officer, Artillery Records, Nasik Road Camp. Pin - 422102 (Maharashtra)".

5. Last date for receipt of the application is 21 days from the date of publication of this advertisement. The crucial date of determining the age limit will be the last date of receipt of application.

6. Photocopies of the following documents duly self attested to be submitted with application form :- (a) Educational qualification certificate (b) School leaving certificate/Date of birth certificate (c) One self-addressed envelope duly affixed with postal stamps of Rs 05/- (Rs five only) for sending call letters to the eligible applicants by post. (d) Latest coloured photograph-one (in addition to the photograph pasted on application form) (e) Caste certificate issued by appropriate authority where applicable. (f) Copy of Discharge Certificate in case of Ex-Servicemen.

7. An Ex-servicemen candidate should produce a copy of Discharge Certificate/Pension Payment Order. Those who are still in Defence Service should submit a certificate from the competent authority that they will be released from Defence Service.

8. Screening of applications received till closing date will be carried out by departmental Board of officers to ascertain their correctness and completeness. Department will not be responsible for non-receipt or late receipt of an application due to postal delay or any other reason. The following applications will be strictly rejected without any intimation to the candidate and no correspondence in this regard will be entertained:- (a) Application in other than prescribed proforma as published in advertisement. (b) Application received through FAX/e-mail & received after due date for any reason (c) Incomplete or unsigned application, furnishing of false, inaccurate or tampered information/document, submitting fabricated documents, applications received without photograph or without proper enclosures (d) Mark sheet and essential certificates not attested. (e) Two or more applications filled for the same post by an applicant.

9. It is made clear that merely fulfilling the basic essential qualification does not automatically entitle a person to be called for test. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection/rejection will be final.

10. The employer has the right to cancel or modify this notification without assigning any reason thereof and no enquiry or correspondence will be entertained for any information.

11. Appointing authority reserves the right to reduce the number of candidates for written examination by screening the applications based on the percentage of marks obtained in the examination mandated as essential QR. A bench mark percentage may be fixed by Board of Officers depending on the number of applications received. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules.

12. Shortlisting of candidates for Typing test shall be carried out based on the performance in the written test.

13. Written test will comprise of General Intelligence, English Language, Numerical Aptitude & General Awareness (Duration : 02 Hours) (for MTS there will be a 0.25 negative marking for each wrong answer)

14. Probation period :- The selected candidates will be on probation for two years. The appointment of the selected candidates will be made on the satisfactory report from concerned civil authority on verification of character & antecedent / education certificate with date of birth / Physically handicapped certificate and Medical fitness examination.

15. No TA/DA is admissible. The candidate will have to attend the written test/typing test at their own arrangement.

16. Date of written test, typing test will be intimated to eligible candidates. Exam will be conducted at Nasik only.

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

18. The decision of the appointing authority regarding selection/rejection will be final.

19. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/ assigning any reasons at any stage.

20. Before applying, candidates in their own interest are advised to go through the detailed instructions contained in this notice.

21. Any dispute in the Recruitment will be settled within jurisdiction of Nasik only.

22. The advertisement has also been uploaded at www.mca.gov.in

APPLICATION FORM

(To be filled in English only)

Paste your recent passport size photograph duly self attested

To,
**The Commanding Officer,
Artillery Records
Nasik Road Camp - 422 102**

1. Post applied for (LDC or MTS (Peon)) :

2. Name of the candidate :
(As recorded in Matriculation Certificate in Block letters)

3. Father's/Husband's Name :

4. Sex (Male/Female) :

5. Date of birth: (As recorded in Matriculation Certificate)

6. Nationality :

7. Telephone/Mobile No. :

8. Educational qualifications :

Sr. No.	Passed Examination	Board	Year	Marks Obtained	Percentage
1.	10 th / SSC or Equivalent				
2.	12 th / HSC				

9. Religion / Caste :

10. Category applied for : (UR/OBC/SC/ST/Ex Servicemen)

11. Address for correspondence (with Pin Code) :

12. If you are a Govt employee, give following particulars :

(a) Name of the Organization where employed

(b) Designation

(c) Date of Appointment

(d) Address of the Employer

I, hereby certify that above particulars mentioned in this application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature, appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me any where in India.

Place :

Date : / /

(Signature of applicant)