EMBARKATION HEADQUARTERS, FORT ST GEORGE, CHENNAI - 09

RECRUITMENT OF DEFENCE CIVILIAN : EMB HQ CHENNAI/408 MC/MF DET, PORT BLAIR

Applications are invited from eligible Indian Nationals for following posts as per format given below on plain paper:-

Sl. No.	Name of Post	No. of Vacancies #	Category	Scale of Pay/Level in Pay Matrix	Age Limit	Essential Qualification
(a)	**Lower Division Clerk (LDC)**	**02**	01-UR, 01 - EWS (The vacancies are reserved. One for Ex-serviceman and one for Physically Handicapped (Locomotor Disability) person.	Rs. 19,900/- Level - 2	18-25 years	**(i)** 12th/HSc passed or equivalent from a recognized Board or University.
						(ii) Typing speed of 35 words per minute in English (or) a typing speed of 30 words per minute in Hindi (on computer).
(b)	**Tally Clerk**	**01**	01 -UR	Rs. 19,900/- Level - 2	18-25 years	**(i)** 12th /HSc passed or equivalent from a recognized Board or University.
						(ii) Conversant with the duties of shipping with three years experience certificate from recognized Shipping Agency.
(c)	**MTS (Messenger)**	**01**	01 -UR	Rs. 18,000/- Level - 1	18-25 years	**(i)** Matriculation or equivalent passed from a recognized Board.
						(ii) Conversant with the duties as Office Assistant with six months experience certificate from any Civil/Government Office.
						(iii) Willing to perform multiple tasks as MTS other than trade specific.
(d)	**MTS (Safaiwala)**	**01**	01 -UR	Rs. 18,000/- Level - 1	18-25 years	**(i)** Matriculation or equivalent passed from a recognized Board.
						(ii) Conversant with the duties of House Keeping with six months experience certificate from any Civil/Government office.
						(iii) Willing to perform multiple tasks as MTS other than trade specific.

 # Number of Vacancies may change

Terms & Conditions

2. Age Limit & Relaxation : The pres
18-25 yrs for UR category (both date ir
be in between 01 Jul, 1996 and 30 Ju
order for Ex-serviceman & Physically H

3. Place of Posting : The posts menti
and post at Para 1 (d) is located at F
service liability and selected candidate

4. Screening of the Applications : In
the Department reserves the right
percentage of marks obtained in exar
applicants called for written test. Mere
individual to be called for written test/s
be intimated separately for appearir
intimated are required to appear for ex

5. Documents Required to Accompa
of the following documents should acc

(a) Educational qualification pass cert
(b) Birth certificate/10th/Matriculation
(c) Caste certificate (wherever applica
(d) Two self addressed envelopes affi
(e) Two latest passport size photograp
(f) NOC from present employer (if the
(g) Copy of discharge certificate (ESM
(h) Disability Certificate issued by a
(physically handicapped candidate
(j) Candidates must carry the origi
application if called for appearing i

6. Scheme of Examination : A writte
questions of the level of Class 12th for
the post of MTS (Messenger), MTS
Candidates appearing for written
Examination.

7. Last Date of Receipt of Application
days from publication of this advertise
be entertained. This office will not be responsible for any postal delay that may occur.

8. Submission of Application : Applications completed in all respects as per the profoma given and accompanied by required documents (self attested photocopy only) as stated above should reach to **The Commandant, Embarkation Headquarters, Fort St. George, Chennai - 600009 on or before 21 days of the date of publication of this advertisement** duly quoting on the top of the envelope **'Application for the post of ____'** (name of the post applied) by post only and not by courier or any other means.

9. Place of Written Test, Practical: The written test and practical will be held at Chennai under **Embarkation Headquarters, Fort St George, Chennai-600009.** Candidates called for written test should bring writing pad & writing materials and come prepared to stay for two to three days for completion of the recruitment process. Candidates have to make their own arrangement for boarding/lodging/transport during the period of stay. No TA/DA will be paid to candidates called for the examination.

10. Call Latter for Examination : Shortlisted candidates would be intimated the date,
ion and practical test. Only candidates
or the examination along with the call
le for any postal delay that may occur.
stage of recruitment process for any

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FORM

Self attested Passport size Photograph

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9. I hereby certify that :-

(a) I am not involved in any criminal case and no proceedings Criminal/Civil are pending/contemplated against me in any court of law.

(b) The above particulars are true and correct to the best of my knowledge and belief. If any particular is found to be incorrect and false at any stage my selection/appointment/service are liable to be terminated without notice.

Date : .....

Place : .....

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(Signature of Applicant)

davp 10610/11/0001/2122 **EN 27/95**