

**Defence Headquarters Security Troops, Ministry of Defence,
DHQ PO, New Delhi-110 011**

Employment Notice

1. Applications are invited for recruitment to the following posts from citizens of India, who is willing to serve anywhere in India and fulfilling the requisite qualifications/specifications as mentioned in prescribed format. However, present employment is for Defence Headquarters Security Troops, New Delhi. Application complete in all respect along with all the requisite documents, duly self attested/attested by a Gazetted officer be forwarded to **Commanding Officer, Defence Headquarters Security Troops, 'H' Block, Krishna Menon Marg, New Delhi – 110 011.**

2. **Post & Pay Band – Lower Division Clerk (LDC) Group 'C' (PB-1) ₹.5200 – 20200/-, Grade Pay ₹.1900/-**

3. **Details of Vacancies – 02 Gen (UR) and – 01 Ex Serviceman, Gen (UR).**

4. Qualification

- (a) Essential - 10+2 from recognized board
- (b) Typing speed 35 w.p.m in English on Computer OR 30 w.p.m. in Hindi on Computer

5. Age Limit. (Crucial date for determining age will be closing date of receipt of application).

- (a) **For General Candidates** :- 18 to 25 years.
- (b) **For Ex-servicemen** : Ex-servicemen having Ex-servicemen status are eligible to apply for one post reserved for Ex-servicemen. The concession in the matter of age limit as admissible to displaced persons and retrenched Central Govt. Employees will also be applicable. Upper age limit is relaxable to the duration of active service rendered in Army/Navy/Air Force plus three years.

Note : Relaxation in age to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Govt Servants (Upto the age of 40 years) as per orders/instructions issued by Central Govt from time to time will be available.

6. Eligibility. (i) All applications will be scrutinized in terms of upper age limit, minimum qualification as prescribed in the recruitment rules.

(ii) Applications not fulfilling any of the criteria would be rejected outright.

(iii) To reduce the number of candidates for one category of post for written examination, screening of application on the basis of % age of marks obtained in the examination for essential qualification will be carried out. A bench-mark percentage will be fixed depending on the number of applicants.

7. Photograph	One recent passport size photograph (not more than 3 months old is to be pasted) on the space earmarked in the application format. Two additional photographs duly self attested (on front side) are to be attached separately with the application).
8. Closing date for receipt of application	21 days from the date of publication of this advertisement for applications.
<p>9. Mode of Selection and Scheme of Examination</p> <p>(a) The selection process will be made strictly on merit which will be decided on the basis of marks obtained in written test comprising of 100 marks.</p> <p>(b) Applicants whose application is complete in all respects will be called for written test. Applicants shortlisted for written test will also have to undergo typing test which will be qualifying in nature only.</p> <p>(c) Candidates will be appointed only after they are declared fit for appointment to Govt. service after undergoing medical examination from a Govt. hospital which will be specified by the Commanding Officer, DHQ Security Troops, New Delhi and whose character and antecedents are verified by the police authorities and found unblemished.</p> <p>(d) Written Test : The written test will comprise of four parts as given below. The question paper will be bilingual i.e. in English & Hindi. However, the portion of English Language subject will be in English only.</p>	

Paper	Subject	No. of Questions	Maximum Marks
Paper- I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25
Paper- II	General Awareness (Objective Multiple Choice Type)	25	25
Paper- III	General English (Objective Multiple Choice Type)	25	25
Paper- IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25

Note :- The Questions in all the four tests will be "Objective/Multiple-Choice-Type." Candidates will be required to qualify in each of the four tests separately. Minimum qualifying marks in each of the four tests will be 09 (Nine) having an aggregate of 40 (Forty) marks in overall tests.

(e) No extra weightage will be given for additional extra/higher qualification for recruitment.

(f) If the number of application in response to the advertisement is large and it is not convenient or possible to arrange the examination for all the candidates, the Commanding Officer, Defence Headquarters Security Troops reserves the right to restrict the number of candidates who will be called for written test to 10 times the No. of vacancies in a particular category OR fix the merit based on the marks obtained in the prescribed essential qualification.

(g) Merely fulfilling the basic selection criteria does not automatically entitles any candidate to be called for written test.

Note : Written test will be held sometime during the months of August – September 2016.

(h) **Typing Test.** Typing test will be conducted to check candidate's proficiency in typing and this will be conducted for qualifying only with a Typing speed 35 w.p.m only in English on Computer (time allowed 10 minutes) OR 30 w.p.m. only in Hindi on Computer (time allowed 10 minutes).

(j) Candidates will have to indicate their option for language (English or Hindi) for the typing test in the Application Form.

(k) Only shortlisted candidates based on performance in written examination will be called for the typing test by the selection board.

10. Important instructions pertaining to the application form :-

- (a) 02 X self attested photograph on the front side.
- (b) 01 X 1 photograph pasted on the form.
- (c) Supporting documents to be attached which should be either **self attested** or attested by the **Gazetted Officer**.
- (d) Matric Certificate.
- (e) Signature on the Application Form
- (f) Underage/Overage as on last date of submission of application.
- (g) 02 X self addressed envelope with postage stamp to be attached along with application.

11. General Instructions to be complied by the candidates during written examination and skill test.

- (a) Candidates must write the papers/indicate the answers in their own hand.
- (b) In the question papers, wherever necessary, metric system of weights and measurements only will be used.
- (c) Use of mobile-phone, calculator and other electronic gadgets and other electronic gadgets and their accessories is not permitted.
- (d) Candidature of any candidate, if found in possession of mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further action under civil/criminal procedure code as per the Indian laws.
- (e) Candidates are advised to desist from use of any unfair means in the examination hall. Use of unfair means in the examination will render them liable for criminal prosecution under Indian laws.
- (f) Candidates must carry the Admit Card in original while coming for written test and skill test. In addition they must also carry some other valid photo identity such as Aadhar Card, Voter I Card, Driving Licence, PAN Card or identity card issued by Govt. or other officers where the candidate may be working.

(g) Candidates are **cautioned** that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also **cautioned** that they should neither attempt to alter or otherwise tamper with any entry in a document or copy submitted by them nor submit a tampered/fabricated document. Criminal action will be initiated in such cases.

(h) Candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on subsequent verification at any stage it is found that they do not fulfill any of the eligibility conditions, their candidature will be cancelled.

(j) Only a single application will be entertained from any candidate.

12. Without prejudice to criminal action, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following :-

(a) Possession of mobile phone accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.

(b) Involved in malpractices.

(c) Using unfair means in the examination hall.

(d) Obtaining support for his / her candidature by any means.

(e) Impersonate / procuring impersonation by any other person.

(f) Submitting fabricated documents or documents which have been tampered with.

(g) Making statements which are incorrect or false or suppressing material information.

(h) Resorting to any other irregular or improper means in connection with his / her candidature for the examination.

(j) Misbehaving in any manner in the examination hall with the Supervisor, Invigilators or representatives of Security Office, Ministry of Defence.

(k) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.

(l) Intimidating or causing bodily harm to the staff employed by the Security Office, Ministry of Defence for the conduct of examination.

(m) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.

(n) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Security Office, Ministry of Defence considers to be

sufficient cause for cancellation of candidature.

- 13.** Decision of Commanding Officer, Defence Headquarters Security Troops, Ministry of Defence, 'H' Block, Krishna Menon Marg, New Delhi – 110 011 in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

14. Resolution of tie cases.

In case where more than one candidate secure equal aggregate marks, tie will be resolved by applying the following criteria, one after another :-

- (a) Marks obtained in Senior Secondary (10+2) level examination.
- (b) Date of birth, with older candidates placed higher.
- (c) Alphabetical order in which first name of the candidates appear.

(Commanding Officer)
DHQ Security Troops,
Ministry of Defence

Proforma of Application

Application for the post of Lower Division Clerk
in DHQ Security Troops, New Delhi

To

The Commanding Officer,
Defence HQ Security Troops,
Ministry of Defence
'H' Block, Krishna Menon Marg,
New Delhi – 110 011.

PHOTOGRAPH

Note : All the information to be filled in BLOCK letters only

1. Full Name : _____
(As written in Matric/SSE Certificate)
2. Father's/Husband's Name : _____
3. Mother's Name : _____
4. Date of Birth (As per Matric Certificate) _____
5. Age on last date of receipt of application : ___ Years ___ Month ___ Days
6. Nationality : _____
7. Religion : _____
8. Address for Communication (BLOCK letters)
House No. _____ Village _____ Teh _____
Distt _____ State _____ PIN _____
9. Mobile No./Land line No. with STD Code _____
10. Email-Id _____
11. Details of Govt. Service, if any :-

Sl No.	Name of Office	Post Held	Pay Scale (₹)	Dates		Reasons for leaving service
				From	To	
(a)						
(b)						
(c)						

Contd...2...

12. Details of academic qualifications :

Name of Examination passed	Year of passing	Name of Recognized Board/University	% of marks obtained	Division	Remarks

(Attested copies of certificate in support of above to be enclosed)

13. Option of language for tests :-

(a) For written Test
(English OR Hindi) : _____

(b) For Typing Test
(English OR Hindi) : _____

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/typing test my candidature will stand automatically cancelled.

Date : _____

(signature of the candidate)

Encls : 1. Two self attested photograph.

2. Attested copies of certificate (_____) Sheets.