

## RECRUITMENT NOTICE

**1. Applications as per specimen attached are invited from eligible Indian National candidates for the following (Regular) posts to reach HQ Northern Command by registered post/by hand from 25 Jun 2016 to 18 Jul 2016. Last date to receive applications by 1600h on 18 Jul 2016. Application form should be forwarded on A-4 size paper and neatly filled. Details of the posts are given as under :-**

Name of Posts	Pay Scale	Category			Total Number of Posts	Qualification	Age Limit for all Categories
		GEN	SC	OBC			
<b>Stenographer Grade-II</b>	₹ 5,200 - ₹ 20,200 with Grade Pay ₹ 2,400/-	02	01	--	<b>03</b> (Three)	(i) 12 <sup>th</sup> pass or equivalent from a recognised Board or University. (ii) <b>Skill Test Norms</b> Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts (Eng), 65 mts (Hindi) on computer.	(i) Gen Category 18-25 years  (ii) SC/ST Category 18-30 years  (iii) OBC Category 18-28 years
<b>Lower Division Clerk (LDC)</b>	₹ 5,200 - ₹ 20,200 with Grade Pay ₹ 1,900/-	02	01	01	<b>04</b> (Four)	(i) 12 <sup>th</sup> pass or equivalent from a recognised Board or University. (ii) <b>English Typing</b> @ 35 w.p.m. on computer. OR <b>Hindi Typing</b> @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/ 9000 KDPH on an average of 5 Key depression for each words.	
<b>Typist (Hindi)</b>	-- do --	01	--	--	<b>01</b> (One)	-- do --	
<b>Messenger (Msgr)</b>	₹ 5,200 - ₹ 20,200 with Grade Pay ₹ 1,800/-	01	--	--	<b>01</b> (One)	(i) Matriculation or equivalent from a recognised Board.	
<b>Mali</b>	-- do --	01	--	--	<b>01</b> (One)	-- do --	
<b>Barber</b>	-- do --	01	--	--	<b>01</b> (One)	-- do --	

- 2. Place of Work:** HQ Northern Command, C/o 56 APO, Udhampur.
- 3.** Candidates are advised to forward attested copies of following documents as applicable alongwith one self addressed registered envelope with adequate stamps:
 

(a) Age/ Date of Birth Certificate.	(b) Domicile Certificate.
(c) Character Certificate.	(d) Educational/ Technical qualification certificates.
- 4. Please do not forward original certificates with the application.** Application should be typed/ hand written on A4 size paper only and addressed to Adm Officer, HQ Northern Command, C/o 56 APO. Write on top of envelope (in capital) "Application for the post of Stenographer/ LDC/ Typist (Hindi)/ Messenger/ Mali/ Barber". The candidate would be required to show all original documents/ certificates as stated above at the time of skill test.
- 5. Date of determination of age will reckon from 18 July 2016.**
- 6.** Age relaxation upto five years is available for candidates who have originally been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989 or as per Govt Policy/ orders as applicable. Xerox copy of certificate to this effect issued either by concerned Distt. Magistrate within whose jurisdiction the candidate is ordinarily residing or other authority designated in this behalf by the Government of Jammu & Kashmir be attached with application form and original one to be produced at the time of skill test.
- 7. Date of written test** of the candidates whose application are found correct in all respects will be **07 Sep. 2016.**
- 8.** Checking of original documents and skill test of short-listed candidates based on the written test will be conducted as under:-
 

(a) <b>Stenographer Grade-II</b> - 27 Oct. 2016.	(b) <b>Lower Division Clerk (LDC)/ Typist (Hindi)</b> - 28 Oct. 2016.
(c) <b>Messenger*/ Mali/ Barber</b> - 29 Oct. 2016.	
- \* There will be no skill test for the post of Messenger, however the original documents will be checked on 29 Oct 2016.
- 9.** Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
- 10.** No TA/DA is admissible for journey for written test/ skill test.
- 11.** Adm Officer, HQ Northern Command, C/o 56 APO will not be responsible for any postal delay.
- 12.** A select panel of candidates based on performance in the written test and qualifying in skill test will be drawn up. Selected candidates will be offered an appointment subject to Medical Examination and other qualifying requirement before actual appointment. The reserve panel will be operated strictly as per merit. In case a candidate from the select panel refuse for appointment the same vacancy will be allotted to next reserve panel candidate.
- 13. The vacancy is tentative.** The recruitment process can be cancelled/ suspended/ terminated by the Adm Officer, HQ Northern Command, C/o 56 APO without assigning any reason at any stage. The decision of Appointing Authority, HQ Northern Command, C/o 56 APO is final and no appeal will be entertained.
- 14.** The selected candidate will be intimated of their selection through a letter to be sent by normal post in the address furnished at the time of application. Selected candidates will be appointed after receipt of Police Verification of character and antecedents from District HQ Civil and Police authorities.
- 15.** Application form should be strictly as per the format published in the advertisement.
- 16.** Application along with above mentioned supporting documents is to be forwarded by registered post at the following address:-  
**Adm Officer,**  
 HQ Northern Command, PIN 908545, C/o 56 APO  
**Contact No.:** 01992-242265
- 17.** Any attempt by any candidate to influence the selection process will result in disqualification of the candidate from taking any further part in the selection process.
- 18. Non Eligibility Criteria:-**
  - (a) **No Person:-**
    - (i) Who has entered into or contracted a marriage with a person having a spouse living.
    - OR**
    - (ii) Who having a spouse living has entered into or contracted marriage with any person shall be eligible for appointment to the said posts provided that Central Govt may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing equip any person from the operation of this rule.
  - (b) False documents/ information or incomplete information in the application form.
  - (c) Any other person appearing in the test in place applicant or impersonation.
  - (d) Incomplete application form.
  - (e) Two or more application filed for the same post.
  - (f) Any other influence from outside or use of wrong procedure for acceptance of the application.

### APPLICATION FORMAT

APPLICATION FOR THE POST OF \_\_\_\_\_

To,  
**The Adm Officer**  
 HQ Northern Command  
 Pin-908545, C/o 56 APO

Affix recent  
 passport size  
 photograph  
 duly attested  
 by a  
 Gazetted Officer

1. Name (in capital letters) : .....
2. Father's Full Name : .....
3. Permanent address : .....
4. Address for correspondence : .....
5. Date of birth (both in words & figures) : .....
6. Qualification (Educational/ Technical) : .....
7. Post applied for : .....
8. Status whether Gen/ SC/ ST/ OBC : .....
9. In case of Ex-servicemen
  - (a) Date of joining service : .....
  - (b) Date of leaving service : .....
  - (c) Total colour service : .....
10. Nationality : .....

### DECLARATION

- (i) I hereby certify that the information contained in the above application is correct to the best of my knowledge and belief. In the event of information found false or incorrect at any stage during the service, my candidature may be cancelled and I understand that my appointment, if made, shall stand terminated without any notice.
- (ii) I am willing to serve anywhere in India.
- (iii) I accept the terms and conditions of appointment as per the terms and conditions laid down by the Govt of India and Central Govt Service rules /procedures.

**Date:** 2016

**Signature of the applicant**