

RECRUITMENT OF CIVILIAN GROUP 'C' POSTS
ASC RECORDS (SOUTH), BANGALORE-560 007
(Central Government Department under Ministry of Defence)

NOTIFICATION NO: 1605/ 38 /LA (Civs)

DATED: 23 Sep 2016

Applications are invited for the post of **Stenographer and Lower Division Clerk** as per format given in this advertisement with full particulars along with attested copy of certificates/testimonials in support of age, qualification and caste. Ex-servicemen may apply for the respective reserved post supporting with a copy of discharge certificate and PPO.

- (a) Name of Posts - **Steno & Lower Division Clerk (LDC)**
- (b) Number of Posts - 1 x Steno & 13 x LDCs
- (c) Category:-
- (i) Gen - 09* and 01 x Steno
- (ii) SC - 03*
- (iii) ST - 01*
- (* including 02 x Ex-serviceman and 01 x PH vacancies)
- (d) Pay - Steno - Rs.25,500/- + allowances (Level-4/Cell-1) as per matrix of 7th Pay Commission.
- LDC - Rs.19,900/- + allowances (Level-2/Cell-1) as per matrix of 7th Pay Commission.
- (e) Education Qualification (for LDC) - (i) 12th pass or equivalent Examination from a recognized Board/University.
- (ii) English Typing @ 35 w.p.m. on computer
- OR
- Hindi Typing @ 30 w.p.m on computer (35 w.p.m and 30 w.p.m) corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.
- Education Qualification (for Steno) - (iii) 12th pass or equivalent Examination from a recognized Board/University.
- (iv) Skill Test Norms:-
- (a) Dictation: 10 mts @ 80 w.p.m.
- (b) Transcription: 50 mts (Eng), 65 mts (Hindi) (on computer)


(f) Age limit

(i) 18 years to 25 years for General/
Unreserved.

(ii) Relaxable upto 30 years for SC/ST.

(iii) For Physically Handicapped persons, the upper age limit will be relaxed upto 10 years for General Category and 15 years for SC/ST. Crucial date of determining age will be closing date of receipt of applications.

(iv) Ex-Serviceman - Service rendered in Army/Navy/ Air Force shall be deducted from actual age and resultant age should not be exceeding the maximum age limit i.e. 25 Years prescribed for the post by more than three years.



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General Instructions:-

- (i) Mere submission of application does not guarantee for being called for written test. Qualification and experience prescribed for the above posts are minimum and mere possession of the same does not entitle any candidate to be called for written test/skill test. During screening, no weightage will be given for additional qualification other than prescribed in the Recruitment Rules. However, if the number of such candidates is too large, considering the number of posts to be filled up, further screening will be done to limit the number of candidates to those with higher percentage of marks in the prescribed minimum education qualification without giving any weightage to higher qualifications/percentage of marks than as prescribed in this advertisement.
- (ii) The competent authority reserves the right to put a cut off in percentage of marks if number of applicants exceeding enormously.
- (iii) Applications duly completed in all respect should reach ASC Records (South), AgramPost, Bangalore-560 007 within 21 days of the publication of this advertisement in the employment news. The envelop containing the application should be superscribed in bold capital **"APPLICATION FOR THE POST OF LOWER DIVISION CLERK/STENO"**.
- (iv) No candidate will be paid any TA/DA for their test/journey.
- (v) Incomplete applications or applications received after the due date will be rejected in the documentation screening.
- (vi) **Photograph** - Two latest passport size photographs duly attested by a Gazetted Officer (in the back side of the photograph) to be attached along with application form, which is **mandatory**.
- (vii) A self addressed postal envelope (4" X 10") would be attached along with the application duly affixed postal stamp worth of Rs.5/- (Five).

Commanding Officer
ASC Records (South)
Bangalore-560007

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SEQUENCE OF SELECTION PROCESS WILL BE AS UNDER:-

(a) **Screening of Applications:** Scrutiny of applications and documents will be carried out by a Board of Officers. Candidature of incomplete documents and who do not fulfill conditions will be rejected without assigning reasons.

(b) **Written Exam:** Common written test will be conducted for all candidates first. All eligible applications will be allotted Roll Numbers without considering the reservation categories of candidates. Different set of question papers for written test will be prepared for different shifts/days of the test. Separate marks will be allotted in written & typing test in the ratio of 50:50. Syllabus of written exam papers are as under:-

Scheme of the Written Examination and Syllabus

Part	Subject	Maximum Marks	Total Duration/ timing for General candidates	Total Duration/Timing for visually Handicapped candidates
I	General Intelligence	50	2 Hours	2 Hours 20 Mins.
II	English Language (Basic knowledge)	50		
III	Numerical Aptitude (Basic Arithmetic skill)	50		
IV	General Awareness	50		

Note-I : The paper will consist of Objective Type – Multiple Choice Questions only.

Note-II: There will be negative marking for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

(1) **General Intelligence**: It would include questions of both verbal and nonverbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(2) **English Language**: In addition to the testing of candidates understanding of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(3) **Numerical Aptitude**: This paper will include questions on problems relating to Number systems, computation of whole number, decimals and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion averages, interest, profit and loss, discount, use of tables and Graphs, Mensuration, Time and Distance Ratio and Time, Time and Work etc.

(4) **General Awareness**: The test will include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, Geography, Economic scene. General Policy including Indian Constitution and scientific research etc. These questions will be such that they do not require a special study of any discipline.

Note :- For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

Note.I :- Only those candidates who secure the minimum qualifying marks in the written examination as may be fixed by the Board at its discretion, will be called for Skill test norms/Typing test.

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Note.II :- Central Government civilian employees must furnish "No Objection Certificate" from their Employer/Office at the time of the typing test that in the event of their final selection for the relevant posts, they would be relieved by their Office for joining the new post/service else their candidature will be cancelled.

(c) **Typing Test** : Those who qualify in written test will only be called for skill test norms. Typing Test will be of Qualifying in nature on computer. Such typing test will be conducted only in English or Hindi and candidates while applying for the exam will have to indicate his/her choice/option for typing test medium separately in the application form:-

(i) English Typing @ 35 w.p.m. (Time allowed 10 minutes)

(ii) Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) 35 w.p.m. and 30 w.p.m corresponds to 10500 Key Depressions Per Hour/9000 Key Depression per Hour on an average of 5 key depressions for each word).

(iii) **For Steno only** - Dictation: 10 mts @ 80 w.p.m and transcription : 50 mts (Eng), 65 mts (Hindi).

Note : Any error beyond 2% will attract deduction of 10 marks for each mistake. A candidate to score minimum 50 marks in the typing test.

(d) A merit list will be drawn recommended candidates on the basis of overall merit points. Final selection will be made based on merit points via-a-vis vacancies available from the merit list in respective reserved category.

(e) **Verification of Character and Antecedents** : No candidates will be appointed on casual basis without prior verification of character and antecedents. District authorities are to be approached for detailed verification of character and antecedents of a selected candidate as per prescribed procedure.

(f) **Medical Examination** : The selected candidates are to be referred/asked to get his/her medical examination done from the competent authority/prescribed medical authorities duly countersigned by the District Medical Officer before Appointment.

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**APPLICATION FOR THE POST OF LOWER DIVISION CLERK/STENO
IN ASC RECORDS (SOUTH), BANGALORE-560 007**

1. Post applied for : _____
2. Name of the candidate (In block letters) : _____
3. Father's Name : _____
4. Date of Birth : _____ / _____ / _____
(Only copies of Birth Certificate and Board Exam of 10th & 12th Standard to be attached). (Original will be brought by hand on receipt of call up letter)
5. Age as on last date prescribed for receipt of application : _____ Years _____ Months _____ Days
6. Address for Correspondence : House No/Street/Village _____
Post Office _____ -Distt _____
State _____ PIN Code _____
7. Permanent Address : House No/Street/Village _____
Post Office _____ Distt _____
State _____ PIN Code _____
8. Caste (Gen/OBC/SC/ST) : _____
(Attach latest copy of the Certificate/relevant documents issued by the Tehsildar or appropriate civil auth only duly attested by Gazetted Officer. (Original will be brought by hand on receipt of call up letter).
9. Educational Qualification : _____
(Attach education certificate duly attested by Gazetted Officer)
10. Any other qualification/Experience : _____
(Attach copy of experience certificate duly attested by Gazetted Officer)
11. Category for which applied : Gen(UR)/OBC/SC/ST/Ex Serviceman/Physically Handicapped
_____ (attach copy duly attested by Gazetted Officer)
12. Technical Training/Experience (including IT) : _____
13. Domicile : _____ (attach copy duly attested by Gazetted Officer)
14. Whether registered with any Employment Exchange : Yes/No (If yes, mention Registration No. and Name of Employment Exchange.
15. List of documents enclosed : _____
16. Any other relevant information : _____
17. Contact No : Mobile/Land Line _____ E-mail ID _____

Latest passport size photo of candidate duly attested (2 Nos.)

Declaration : I hereby declare that all statements made in this application

Declaration : I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after written & typing test, my candidature/appointment is liable to be rejected/terminated.

Place : _____

Dated : _____

Signature of the Applicant

NOTE : The copy of photograph will be affixed on the box on the right side of the application. One extra copy will be attached duly written name of candidate and attested by a Class I Gazetted Officer.

FOR OFFICIAL RECORD ONLY

1. Received on _____
2. Accepted/Rejected _____
3. Reason for rejection: Underage/Overage/incomplete documents/Any other reason to be specified _____
4. Index No _____ Date of Test _____

day 10602/11/0047/1617