

RECRUITMENT NOTICE FOR THE POST OF SS (MTRL ASST) AND LDC AT 23 FAD SURANUSSI (JALANDHAR) C/O 56 APO

1. Applications are invited from eligible Indian citizen , for the following posts in pay band of Rs. (Pay Band + Grade Pay) plus other Allowances, as admissible to Central Govt employee as per Performa attached as under :-

S.No	Name of post	Pay Scale	Minimum essential Qualification	Physical endurance test/skill test (Which-ever applicable)	Categories				Total Vacs	Remarks
					UR	OBC	SC	ST		
(a)	SS (Mtrl Asst)	Rs. 5200-20200 + GP Rs. 2800. As per 7 th Pay Commission Rs 29200/- Pay Matrix Level-05	Graduate in any discipline from any recognized University OR Diploma in Material Management OR Diploma in Engineering in any discipline from recognized Institutions.	1. Merit list will be based on marks obtained in "Written Test."	07	03	01	-	11	Out of total 11 Vac's , 01 x vac is reserved for Ex-Serviceman.
(b)	LDC	Rs. 5200-20200 + GP Rs. 1900. As per 7 th Pay Commission Rs 19900/- Pay Matrix Level-02	1. 12 th class or its equivalent qualification from a recognized Board/University. 2. Must qualify in typing test.	1. Merit list will be based on marks obtained in "Written Test."	05	02	02	-	09	@ Skill Test English typing @ 35 w.p.m. on computer OR Hindi typing @ 30 w.p.m. on computer (35 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.

2. The above posts are subject to all India Service liability including field service.

3. **Age Limit and its relaxation**

Ser No	Category	Age relaxation			Remarks
(a)	UR	18 years to 25 years			Age limit for the post of SS (Mtrl Asst) shall be as under on the last date of receipt of applications : UR - 18 yrs to 27 yrs OBC - 18 yrs to 30 yrs SC - 18 yrs to 32 yrs
(b)	OBC	18 years to 28 years			
(c)	SC	18 years to 30 years			
(d)	ESM	The age will be calculated by applying formula i.e. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit prescribed for the post by more than three years.			Ex-serviceman should be in possession of Discharge Certificate issued by concerned Records Office.

4. Candidates will forward application properly sealed, in an envelope, to the address mentioned against the post applied for through Ordinary/Registered/Speed Post. Application in person will not be accepted. Candidates are requested to super scribe the word **"APPLICATION FOR THE POST OF"** on the top of envelop while sending the application form.

5. Last date of receipt of application is 21 days from the date of publication of the advertisement in the Employment News/news paper. Since Employment News is published for a week, later date will be counted as date one.

6. The crucial date for determining the age limit shall be the closing date for receipt of application.
7. Photocopies of the following Documents/Certificates to be attached along with application duly self attested :-
- (i) Education qualification certificate. Class 10th Mark sheet is mandatory.
 - (ii) Date of Birth Certificate.
 - (iii) Caste certificate where applicable.
 - (iv) Discharge Certificate for Ex-Serviceman issued by Records Office/Regimental Centre or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Services within a year from the last date of receiving application.
8. Two passport size photographs duly self attested, one on right corner of application and one on Acknowledgement Card.
9. Self addressed envelope affixing postal stamps of Rs. 25/-.
- Note-1** Central Government Civilian Employees must furnish “ No Objection Certificate” from their employer/officer at the time of test else their candidature will be cancelled.
10. Incomplete / ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the first examination.
11. To reduce the number of candidates for written examination, for one category of post, screening of application will be carried out based on the percentage of marks obtained in the examination mandated as essential QR. No screening of application is required, in cases where physical test, are prescribed prior to “Written Test”. The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test, Skill Test, wherever applicable, will be conducted after written test and will be qualifying in nature.
12. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. The selection will be made strictly on the merit bases. The decision of the appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Appointing Authority at any stage due to administrative reasons.
13. The question papers of written test (objective type) will be in bilingual i.e. English & Hindi as under :-

Subject	No of questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	02 Hours	(i) The standard of questions will be of 10+2 for the post of LDC & Graduate for the post of Material Assistant. (ii) OMR sheet will be used for answering.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		
Total	150	150		

14. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.
15. No TA/DA is admissible . Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test. Depot will NOT make any arrangements.
16. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in the state of Punjab.
17. 23 Field Ammunition Depot C/O 56 APO reserves the right to decrease/increase the number of vacancies of any stage of the recruitment.
18. Physical test will be the first test, followed by written, except where not applicable.
19. Written test will be conducted on OMR sheet. All candidates should acquaint themselves with this process.
20. No relaxation in test will be provided to Woman candidates.
21. Candidates will wear decanting for physical tests & not run in underwear's.
22. Requirement of scribe, for written test, intimated 72 hours in advance to Unit Administration.
23. Disability Certificate (format attached) issued by Central/State Govt Medical Board consisting of at least three members, out of which, atleast one shall be specialist in the particular field for assessing locomotors/cerebral/visual/hearing disability and certifying the percentage of disability (i.e. 40% and above).
24. All tests will be conducted at 23 Field Ammunition Depot- Jalandhar City.
25. SC/ST/OBC/PH candidates have a right to compete with general candidates against general vacancy. In such cases no concession or relaxation will be provided to the SC,ST,OBC and PH candidates.
26. No extra weightage will be given for additional/higher extra qualifications.
27. **Limiting the No of Candidates.** Due to Administrative constrains, in case of large number of applicant appeared. Initial screening of applications, on the basis of percentage of marks obtained in class XII to reduce number of candidates to a reasonable limit. A bench mark percentage will be fixed of the total applications. All candidates meeting the benchmark will be allowed to participate in examination. The number of candidates to be called for , may be restricted to ten times of vacancies to be filled by the recruitment board.
28. **OBC Certificate** every candidate seeking reservation as OBC is required to submit a certificate regarding his/her OBC status and non-creamy layer status issued by appropriate auth. OBC Certificate will be as per authority promulgated by Govt of India.
29. **SC Certificate** every candidate seeking reservation as SC is required to submit a certificate regarding his/her SC status issued by appropriate auth. SC Certificate will be as per authority promulgated by Govt of India.

30. Candidates will be on two years probation period at 23 FAD C/O 56 APO after appointment . Their services will Terminated if they are found indiscipline/unsatisfactory at work.

31. Candidates will be disqualified in case he or she has more than one spouse living (Plural marriage).

32. PH candidates can avail age relaxation of their category i.e. SC/ST/OBC over and above the age Relaxation PH for vacancies reserved for SC/ST/OBC, as applicable. However, a PH candidate applying against general vacancy can only get claim age relaxation permissible for PH candidates belonging to UR category.

33. Candidates belonging to reserved categories, who have not availed any relaxation applicable to them and whose names appear in the combined merit list, within the number of UR vacancies being filled shall be accommodated against UR vacancy.

34. Candidates will bring Acknowledgement Card for each test. Failing which, they will not be allowed to appear in the test.

35. Candidates found using unfair means will be rejected.

36. Candidature will be cancelled, if the candidates do not report to depot, within the Time Specified by Administration.

37. Beware of touts.

38. Imposter will be handed over to police.

39. All other category applying, other than UR/SC/ST/OBC, will be treated as UR cat.

40. The following certificates are valid for Meritorious Sports Person :-

- | | | | |
|-----|------------------------------|---|--|
| (a) | International Competition | - | Secretary of the National Federation of the game concerned. |
| (b) | National Competition | - | Secretary of the National Federation or Secretary of the State Association of the game concerned. |
| (c) | Inter University Tournaments | - | Dean of sports or other Officer in overall Charge of game University concerned. |
| (d) | State Sports Games | - | Director or Additional Joint or for school, Deputy Director overall charge of sports games in the Directorate of public Institutions education of the state. |

41. The unit will not be responsible for compensating, incase, any injury/death is suffered by a candidate, during recruitment process.

42. There will be simultaneous conduct of Test for all categories & Applicant having applied for all different categories, the responsibility of deciding the category, for which the candidate would like to appear will be the choice of the applicant himself 23 FAD will not be responsible applicants choice/decision .No separate exam will be conducted for candidates, who could not appear for remaining categories, as applied by them.

43. A select panel equal to number of vacancies notified and based on the performance of candidates in the written test will be drawn up. All the candidates on the select panel will be offered an appointment subject to there fitness on medical examination and other satisfactory requirements before actual appointments. The reserve panel will be operated strictly as per merit only, in case a candidate from the select panel resigns/dies while process of appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment additional vacancies in the same year or next. Depot Administration reserves Right to exercise reserve panel it cannot be taken as a Right of the Applicant.

44. The decision of Commandant 23 FAD Suranussi Jalandhar C/O 56 APO , regarding selection/rejection will be final. Number of vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated by Commandant 23 FAD at any time due to administrative reasons.

45. The Employment Notice comprises of following pages :-

- (a) Instructions - Pages 01 to
- (b) Performa A - Pages 01 to 03
- (c) Performa B - Pages 01 to 02
- (d) Performa C - One page
- (c) Performa D - One page
- (d) Appx 'A's - One page

To

Performa 'A'

Recruitment Cell,
23 Field Ammunition Depot
PIN-909723
Suranussi (Jalandhar)
c/o 56 APO

APPLICATION FOR RECRUITMENT
Rect Notice No _____

1. Post applied for _____
2. Name of candidate (in block letters): _____
3. Father's Name _____
4. Date of birth _____

DD	MM	YY

Affix recent passport size photograph

5. **Correspondence Address:-**

House No / street/Village _____
Posts Office _____
Tehsil _____
District _____
State _____
PIN Code _____

6. **Permanent Address:-**

House No / street/Village _____
Posts Office _____
Tehsil _____
District _____
State _____
PIN Code _____

7. **Educational Qualification:-**

S No	Qualification	Name of School/College	Name of Board /University	% of Marks obtained

Note : Attach Mark sheet of class 10th

8. Category for which applied:-

(a)

UR	SC	ST	OBC
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(b) Whether belong to:-

PH	ESM	Others	Sportsman	HH
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9. If applied for the post as Ex-Serviceman:-

Date of Enrollment (In Army/Navy/Air Force) _____ Date of Retirement _____

Total Service _____ Yrs _____ Months _____ Days _____ (Attach attested copy of Discharge Certificate/NOC)

10. If applied for the post in PH category :

Type of Disability (OH, HH, PH)	Percentage of Disability

11. Whether registered with any Employment Exchange? (Yes/No) _____

(If yes, mentioned Registration Number and Name of Employment Exchange)

12. Whether employed in Central Govt Services ? (Yes/No) _____

(If yes, give details as under :-

Name of Employer	Office details	Name of Post	Date of Appointment

DECLARATION

13. I hereby certify that above particulars mentioned in the 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 to anywhere in India.

Dated : 2016

(Signature of Candidate)

Place :

FOR OFFICE RECORD ONLY

1. Application received on _____
 2. Application Accepted/Rejected _____
 3. Reason for rejection : Under age/Over age/Documents incomplete/photo or documents not attested/any other reasons to be specified :
-

4. Index No _____
5. Date of test _____

ACKNOWLEDGEMENT CARD

(Fill columns 1,2,3,4 & 9)

6. Name _____
Date of Birth _____
Father's/Husband Name _____
Correspondence Address :- _____

Affix recent passport size photograph

House No / street/Village _____
Posts Office _____
Tehsil _____
District _____
State _____
PIN Code _____

7. Application accepted/rejected and date of test if accepted _____
Application for rejection _____
8. Date & Time of reporting for test _____

Venue of test : 23 FAD Suranussi –Jalandhar City PIN-144008, C/O 56 APO

- Note : (a) Please bring all original documents/certificates alongwith this Acknowledgement at the time of Physical Tests.
(b) Signature of the candidate should not differ as put in the Application form During the Physical Tests.

9. Category : UR/SC/ST/OBC/PH/ESM/Sports person

Signature of candidate

(Signature of controlling officer)
(with office stamp)

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati/Kumari _____ Son/Daughter of _____ of village/Town _____ in District/Division _____ of the State/Union Territory _____ belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste

Scheduled Tribe

Under :-

- The Constitution (Schedule Castes) Order , 1950.
- The Constitution (Schedule Tribes) Order , 1950.
- The Constitution (Schedule Castes) (Union Territories) Order , 1951.
- The Constitution (Schedule Tribes) (Union Territories) Order , 1951.

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- The Constitution (Jammu & Kashmir) Schedule Castes Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Schedule Tribes Order, 1959, as amended by the Scheduled castes and Scheduled Tribes Order()Amendment) Act, 1976.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution (Uttra Pradesh), Scheduled Tribes Order, 1957.
- The Constitution(Goa, Daman and Diu) Scheduled Castes Order , 1968.
- The Constitution(Goa, Daman and Diu) Scheduled Tribes Order , 1968.
- The Constitution(Nagaland) Scheduled Tribes Order , 1970.
- The Constitution(Sikkim) Scheduled Castes Order , 1978.
- The Constitution(Sikkim) Scheduled Tribes Order , 1978.
- The Constitution(Jammu & Kashmir) Scheduled Tribes Order , 1989.
- The Constitution(Scheduled Castes) Order(Amendment) Act, 1990.
- The Constitution(Scheduled Tribe) Order(Amendment) Act, 1991.
- The Constitution(Nagaland) Scheduled Tribe Order(Amendment) Act, 1970.

2. This certificate is issued on the Scheduled Castes/Scheduled Tribes Certificate issued to I/Shri/ Shrimati* _____ father/ Mother* of Shri/ Shrimati/ Kumari* _____ Of village /town* _____ in District/ Division* _____ of the State/ Union Territory* _____ who belongs to the Caste/ Tribe* which is recognized as a Scheduled Castes/ Scheduled Tribe* in the State/ Union Territory* _____ issued by the _____ dated _____

3. Shri/ Shrimati* Kumari* _____ and / or* his /her family ordinarily reside in Village/ town* _____ of District/ Division* of lthe State/ Union Territory* of _____

FORM OF CASTE CERTIFICATE (OBC)

1. This is to certify that Sh/Smti/Km _____ Son/Daughter of _____
of village/town _____ in District/Division _____ Of the State belongs
to _____ community which is recognized as Backward Class under the Govt of
India, Ministry of Social Justice & Empowerment's Resolution No _____ dated _____
2. Sh/Smt/ Kumari _____ and/ or his/her family ordinarily reside (s) in
Village/ town _____ of Distt/ Div of the state of _____. This is
also to certify that he/ she does belong to the persons/ sections (Creamy layer) mentioned in column 3 of the
scheduled to the GOI, DOPT NO 36012/22/93-Estt (SCT), dated 08.09.19993.

(Name Desig./Seal of Comp. Auth)