

RECRUITMENT NOTICE : HQ SCHOOL OF ARTY, DEVLALI

Applications are invited from eligible Indian Nationals to fill up the following vacancies : Group 'C' :-

| Post | No of posts (Likely to be changed) | Reservation | Age Limits | Pay Level in the Pay Matrix & Education Qualifications |
|------------------------|---------------------------------------|--|--|---|
| Accountant | 01 | 01 for General | General - 18 to 25 years | Pay Level – 5, Pay Matrix – Rs 29,200-92,300 Essential : Intermediate / 12 th Passed / Senior Cambridge Higher Secondary School Certificate or any equivalent qualification. |
| LDC | 07 | 02 for Scheduled Caste (SC) | SC - 18 to 30 years | Pay Level – 2, Pay Matrix – Rs 19,900-63,200 Essential : (i) 12 th class pass from recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word) |
| | | 01 for Ex-serviceman (ESM) | Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years. | |
| | | 04 for General | General - 18 to 25 years | |
| Boot Maker | 01 | 1 for General | General - 18 to 25 years | Pay Level – 2, Pay Matrix – Rs 19,900-63,200 Essential : (i) 10 th class pass from recognized Board. (ii) Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots. |
| MTS (Gardener) | 01 | 01 for General | General - 18 to 25 years | Pay Level – 1, Pay Matrix – Rs 18,000-56,900 Essential : (i) 10 th class pass from recognized Board. Desirable : Conversant with the duties of the respective trades with one year's experience in the trade. |
| MTS (Safaiwala) | 04 | 01 for Scheduled Caste (SC) | SC - 18 to 30 years | |
| | | 01 for Scheduled Tribe (ST) | ST - 18 to 30 years | |
| | | 01 for Persons with Disabilities (PwD) Orthopedically Handicapped (OH) | PwD General - 18 to 35 years PwD OBC - 18 to 38 years PwD SC/ST - 18 to 40 years | |
| | | 01 for General | General - 18 to 25 years | |
| MTS (Watchmen) | 01 | 01 for Scheduled Caste (SC) | SC - 18 to 30 years | |
| Range Lascar | 06 | 01 for Scheduled Caste (SC) | SC - 18 to 30 years | |
| | | 01 for Scheduled Tribe (ST) | ST - 18 to 30 years | |
| | | 01 for Other Backward Class (OBC) | OBC - 18 to 28 years | |
| | | 03 for General | General - 18 to 25 years | |
| Arty Lascar | 06 | 01 for Scheduled Caste (SC) | SC - 18 to 30 years | |
| | | 01 for Ex-serviceman (ESM) | Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years. | |
| | | 01 for Meritorious Sport Person (MSP) | MSP General - 18 to 30 years MSP OBC - 18 to 33 years MSP SC/ST - 18 to 35 years | |
| | | 03 for General | General - 18 to 25 years | |

| Trade - Vac | No of posts (Likely to be changed) | Reservation | Age Limits | Pay Level in the Pay Matrix & Education Qualifications |
|------------------|------------------------------------|---|--|--|
| Washerman | 05 | 01 for Scheduled Caste (SC) | SC - 18 to 30 years | Pay Level – 1, Pay Matrix – Rs 18,000-56,900 Essential : (i) 10 th class pass from recognized Board. (ii) Must be able to wash the military/ Civilian clothes thoroughly well. |
| | | 01 for Other Backward Class (OBC) | OBC - 18 to 28 years | |
| | | 01 for Persons with Disabilities (PwD) Hearing Handicapped (HH) | PwD General - 18 to 35 years PwD OBC - 18 to 38 years PwD SC/ST - 18 to 40 years | |
| | | 01 for Ex-serviceman (ESM) | Deduct the period of actual military service (Army, Navy & Air Force) from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years. | |
| | | 01 for General | General - 18 to 25 years | |
| Total | 32 | | | |

Note :-

Dependent of Defence Service Personnel. Dependents of Defence personnel killed in service or severely disabled (50% disability & more and who have become unfit for employment with their disability attributable to military service), whether during war or peace time may apply by attaching relationship certificate of Records Office/Zilla Sainik Welfare Office alongwith the application.

Important instructions to the Candidates/Applicants :-

1. **Service Liability.** The above post are being filled by Direct Recruitment on the basis of all India Service Liability including Field Service.
2. **Address for Sending of Applications.** Interested candidates should send their applications in prescribed format, to "The Commandant, HQ School of Arty, Devlali Nasik (Maharashtra) Pin Code 422 401" in sealed envelope. The candidates must clearly subscribe "Application for the post of ____". Category i.e SC, ST, OBC, PwD (OH, HH), ESM, MSP or Gen etc should also be written on the envelope. Separate application in separate envelopes should be sent for each post.
3. **Last date for receipt of applications.** Last date for receipt of application will be **21 days** from the date of publication of advertisement in the newspapers. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh Sub-division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep closing date of application shall be **28 days** from the date of publication of advertisement. However, the crucial date for determining the **age limit for all shall be 21 days** from the date of publication of advertisement. No application will be entertained after last date for receipt of applications. Selling of application format published by the Unit/Est authorities, is prohibited. This advertisement will also be placed at the www.indianarmy.nic.in and National Career Service (NCS) Portal of Ministry of Labour & Employment.
4. **Requirement of Self-attested documents.** Self attested photocopies of relevant educational documents/caste certificate in prescribed proforma, OBC caste certificate with latest Non Creamy Layer certificate /experience certificates, Disability certificate issued by Central/State Govt Medical Board consisting of at least three members out of which at least one shall be a specialist in the field of assessing Orthopedic / Hearing disability (i.e. 40% and above), 'No Objection Certificate' for Central Govt employees etc and colour passport photograph duly self-attested by the applicant pasted on the application should be enclosed. Incomplete and unsigned applications will be rejected. **Original certificates/Documents should not be send with the application.** These should be produced only at the time of written test, Typing test and skill test when called for otherwise candidature will be rejected straight way. Establishment is not responsible for any loss of original certificates.
5. **Points for rejection of applications during scrutinizing :-**
 - (a) Application not signed by the candidate. Photographs/documents not self-attested by the candidate.
 - (b) The candidate is found to be overage/underage for the vacancy applied for.
 - (c) Class 10th /12th Mark Sheet not found attached with the application form.
 - (d) Caste certificates as applicable, in prescribed proforma from the competent authority, OBC caste certificate with latest Non Creamy Layer certificate not found attached with the application.
 - (e) The application pertains to a vacancy/post not advertised.
 - (f) The candidate is lacking the requisite qualification for the vacancy he has applied for.
 - (g) Format of the application is not as published in the advertisement.
 - (h) Date of Birth proof not enclosed.
 - (j) The application does not match the trade vacancy applied for. Application not found enclosed.
 - (k) Documents supporting Ex-servicemen status/Person with Disability (PwD)/ MSP category not attached.
 - (l) The candidate has applied in anticipation of his/her discharge from service.
 - (m) Supporting documents for the post applied for not found enclosed. Incomplete application/submission.
 - (n) More than one application submitted by the candidate for the same post or more than one post applied for in the same application.
 - (o) Furnishing of false, inaccurate of dubious information and submission of false/tampered documents.
 - (p) Canvassing on application form in any manner and/or bringing any influence, political or otherwise, will entail disqualification.
 - (q) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process/tests.
 - (r) Any other deemed irregularity or reason as observed by the Board of Officers.

6. **Age limit.** Crucial date for determining age limit for all candidates, including the candidates of the Employment Exchange and Zila Sainik Welfare Office etc shall be closing date of applications.

7. **Meritorious Sports Persons candidates.** List of authorities competent to award certificates on eligibility for recruitment of Meritorious Sports Persons in the order of following preference :-

| Ser No | Competition | Authority Awarding Certificate | Form in which certificate is to be awarded |
|--------|---------------------------------------|---|--|
| (a) | International Competition. | Secretary of the National Federation of the Game concerned | Form-1 |
| (b) | National Competition. | Secretary of the National Federation or Secretary of the State Association of the Game concerned | Form-2 |
| (c) | Inter-University Tournament. | Dean of Sports or other officer in overall charge of sports for the University concerned | Form-3 |
| (d) | National / Sports / Games for Schools | Director or additional / joint or Deputy Director in overall charge of sports / games for Schools in the Directorate of Public Instruction / Education of the State | Form-4 |
| (e) | Physical Efficiency Drive | Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare, Govt of India | Form-5 |

Note : Specimens of the Forms 1, 2, 3, 4 & 5 referred above may be downloaded from DoPT website <http://www.persmin.nic.in> in the dynamic form, OM No 14015/1/76-Estt. (D) dated 04 Aug 1980.

8. The Government servant must furnish a self-attested copy of "No Objection Certificate" from their employer/Offices alongwith their application, else their candidature/application will be cancelled.

9. The SC/ST/OBC candidates who apply against unreserved post are not to be given age and other concessions meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-à-vis the general candidates are not to be counted towards SC/ST/OBC quota.

10. To reduce the number of candidates for one category of post for written examination, screening of applications on the basis of percentage of marks obtained in the examination for essential qualification may be carried out. A benchmark percentage may be fixed depending on the number of applications. No weightage can be given for additional qualification other than the prescribed in the Recruitment Rules. All candidates meeting the bench mark will be allowed to appear in the written examination.

11. Recruitment Board will not be responsible to pay any compensation in case of injury/death of a candidate during and after the tests. Decision of Recruitment board will be final in all matters. The recruitment board will not undertake any responsibility for sending a reply to the candidates, if not selected. No TA/DA is admissible. The candidates will have to make their own arrangements for written examination and skill test.

12. The decision of Appointing Authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons. The numbers of vacancies given above are tentative and may increase or decrease at the time/stage of recruitment process, due to administrative reasons. All the candidates are warned to be careful from the self-styled agents/touts and also requested to report the same to Appointing Authority against any malpractice seen/observed by them.

13. The candidates appointed as "Multi-Tasking Staff" will perform the duties, as per 'Charter of Duties : MTS' received vide Arty Directorate (Arty-10B) letter No A/10017/3/GC/Arty-10B dated 25 Oct 2011. Duties of Arty Lascars are loading and unloading of stores, items and ammunitions etc.

14. **Verification of documents/certificates.** The appointment is provisional and is subject to the educational certificate and caste certificate being verified through proper channel. If the verification reveals that your claim of educational certificate and caste certificate is false, your services will be terminated forthwith, without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate/document.

15. The Question Papers of all written tests will be bilingual i.e. English and Hindi. The candidates are allowed to attempt all questions in the language of their choice on the correct question paper. However, the questions meant to assess proficiency in 'English Language' will be in English only. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for tests.

16. **Place of Test.** The written test and Typing test, skill test etc will be held at HQ School of Arty, Devlali (Maharashtra).

17 Skill tests will only be of qualifying nature and carries no separate marks. The selection will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the skill tests. The details of written test / skill tests are as under :-

| Ser No | Post | Written Test | Skill Tests (Qualifying in Nature) |
|--------|-----------------|--------------|------------------------------------|
| (a) | Accountant | Yes | Yes |
| (b) | LDC | Yes | Yes |
| (c) | Boot Maker | Yes | Yes |
| (d) | MTS (Gardener) | Yes | Yes |
| (e) | MTS (Safaiwala) | Yes | Yes |
| (f) | MTS (Watchmen) | Yes | No |
| (g) | Range Lascar | Yes | Yes |
| (h) | Arty Lascar | Yes | Yes |
| (j) | Washerman | Yes | Yes |

18. **Syllabus for written examination for recruitment to the post of Accountant and LDC is as follows :-**

(a) **General Intelligence** : It would include questions of verbal and non verbal 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 questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

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

(c) **Numerical Aptitude** : This paper will include questions on problems, relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers. Fundamental arithmetical operations, Percentages, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(d) **General Awareness** : Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

Notes for LDCs :-

Note : Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Board of Officers / Establishment at their discretion, will be called for skill test.

Provided that candidates belonging to SC, ST, OBC, Ex-serviceman and PwD may be called for the Skill Test by the Board of Officers by applying relaxed standards if the Board of Officers is of the opinion that sufficient number of candidates of this categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e SC, ST, PwD, Ex-serviceman & OBC).

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

Skill Test for LDCs : (Skill Test will be taken on Computer)

- * Typing Test will be of Qualifying in nature.
- * English Typing @ 35 W.P.M (Time allowed 10 Minutes)
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 Depressions Per Hour on an average of 5 key depressions for each word)
- * (Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination, will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form).

19. **Written examination Syllabus for Multi-Tasking Staff (Non Technical).** This syllabus may also be followed in respect of all Gp 'C' (Erstwhile Gp 'D') civilian posts i.e. MTS (Gardener, Safaiwala, Watchman), Arty Lascar, Range Lascar, Boot Maker and Washerman :-

Time Allowed (General Candidates) : 2 Hours

Time Allowed (Visually Handicapped) : 2 Hours 20 mins

Question paper : Objective Type

Negative Marking : 0.25 marks for each wrong answer

Topics : Questions of General Intelligence and Reasoning will be non-verbal considering the functions Attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average **matriculate** will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

(a) **General Intelligence & Reasoning (25 Qs, 25 Marks) :** It would include question of non verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis judgement, decision making, visual memory discrimination observation relationship concepts, figure classification, arithmetical number series verbal and non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(b) **Numerical Aptitude (25 Qs, 25 Marks) :** This paper will include questions on problems relating to Number Systems. Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(c) **General English (50 Qs, 50 Marks) :** The questions will be of 10th Standard Candidate's understanding of the basics of English Language its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc and writing ability would be tested.

(d) **General Awareness (50 Qs, 50 Marks) :** The questions will be of 10th standard Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of a 10th Standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History , Culture, Geography, Economic scene, General Polity 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.

FORMAT FOR APPLICATION

Colour
photograph
self attested

To,
The Commandant
HQ School of Artillery
Devlali - 422 401

APPLICATION FOR THE POST OF _____ CATEGORY _____

1. Please refer to Notice published in : _____
2. Name in full (in BLOCK letters) : _____
3. Father's Name : _____
4. Nationality : _____
5. Date of Birth : _____
(self-attested copies of School Leaving or matriculation cert or birth cert be attached)
6. Present age as on closing date of receipt of applications. : _____ Years _____ Months _____ Days
7. Caste and Religion : _____
(Self-attested copy of cert in proof of Caste be attached))
8. Educational Qualification with self-attested copy of cert in proof of Education :-
 (a) Percentage of marks in 12th std for Accountant & LDC : _____
 (b) Percentage of marks in 10th for Boot Maker, MTS (Gadener, Safaiwala, Watchmen), Arty Lascar, Range Lascar & Washerman : _____
 (c) Choice / option for Medium (English or Hindi) for typing test for LDCs : _____
9. Experience (if any) : _____
10. Address for communication : _____
with PIN Code and Telephone Number _____
11. Whether Meritorious Sports Person (MSP) or not : _____
12. Whether Ex-Serviceman, if yes, please furnish the details and enclose a copy of discharge certificate duly attested :-

| Date of Entry in Armed Forces | Date of Discharge | Number of years service rendered |
|-------------------------------|-------------------|----------------------------------|
| | | |

13. Whether Dependent of Defence Service Personnel, if yes, please furnish the details and enclose a copy of Battle casualty certificate and relationship certificate issued by the Competent authority, duly attested by the Records Office / Zilla Sanik Welfare Office of respective location :-

| Date of Entry in Armed Forces | Date of casualty | Battle casualty / Disability certificate | Relationship (Wife/Son/Daughter) |
|-------------------------------|------------------|--|----------------------------------|
| | | | |

14. Persons with Disabilities (PwD) be furnish following details and enclose a copy of disability certificate issued by Civil Surgeon, duly attested :-

| Type of Disability | Percentage of Disability |
|--------------------|--------------------------|
| | |

15. Whether employed in Central Government Services, if yes, give following details :-

| Name & Office Address of Employer | Name of Post | Pay Scale | Date of Appointment | Total service as on closing date of application |
|-----------------------------------|--------------|-----------|---------------------|---|
| | | | | |

DECLARATION

I, Mr/Mrs/Smt/Miss _____ hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incomplete and incorrect or being detected ineligible before or after the written / Practical / Skill test, my candidature/appointment is liable to be cancelled/terminated.

Place : _____

Dated : _____ (Signature of the applicant)