

Recruitment of the Army Group 'C' Posts the Jammu and Kashmir Rifles Regimental Centre, Jabalpur (MP)

1. Applications are invited from eligible Indian citizens for the fwg Army Group 'C' posts

Post Name	TOTAL Vacancy	Reservation						Eligibility	Age (#)	Pay Level (\$)	Other details
		Vertical	Horizontal								
		UR	SC	ST	OBC	EWS	ESM				
Stenographer Grade - II	01	01	-	-	-	-	-	(i) 12th Class pass or equivalent from a recognized Board or University. (ii) Dictation : 10 minutes @ 80 words per minute (iii) Transcription : 50 minutes (Eng), 65 minutes (Hindi) on computer.	18 to 25 yrs # Relaxation The upper age limit is Ex-Servicemen candidates as per existing Govt rules in this regard (Total service rendered in Armed Forces plus 3 years). OBC (Non creamy layer) candidates will be given age relaxation up to 3 years. SC/ST candidates applying for their reserved post will be given age relaxation up to 5 years. For Persons with Disability under UR category 10 years, OBC (Non creamy layer) category 13 years & SC/ST category 15 years. The date for determining age limit shall be 18 Apr 22.	Level - 4 Rs. 25500- Rs. 81100	*SC/ST/OBC candidates who apply against UR post will not be given age & other concession meant for SC/ST/OBC. Reservation for ESM/PH fall under
Draughtsman	01	01	-	-	-	-	-	(i) Matriculation or equivalent. (ii) 3 yr Diploma in Civil Engg. (iii) One Yr Experience in the Trade.		Level - 2 Rs. 19900- Rs. 63200	horizontal category & will be placed in appropriate category of UR/SC/ST/OBC/ as may be the case. \$ allowances admissible, over & above. (<) Male candidates are preferred for post of Cook. (>) Female
Cook (<)	08	03	-	02	01	02	01	Essential: (i) Matriculation or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade. Desirable: Must have One Yr Experience in Trade.		Level - 1 Rs. 18000- Rs. 56900	applicants cannot apply for post of Bootmaker.
Bootmaker(>)	03	03	-	-	-	-	-	Essential: (i) Matriculation or equivalent Desirable: Should be able to carry out all canvas, textile and feather repair and replacement of the equipment and boots.			
Tailor	02	01	-	-	-	01	-	Essential: (i) Matriculation or equivalent. (ii) ITI Pass.			
MTS (Safaiwala)	03	03	-	-	-	-	01	Essential: (i) Matriculation or equivalent			
Washerman	02	02	-	-	-	-	-	Desirable: Conversant with the duties of the respective trades with One Yr Experience in the Trade			
Barber	03	03	-	-	-	-	-				
MTS (Mail)	01	01	-	-	-	-	-				

Application Procedure

2. Application Form duly typed or neatly hand written in prescribed format only, filled preferably in English in all respect along with a self-addressed envelope (not smaller than size 23 cm X 10 cm) duly affixed with appropriate stamp, all relevant attested photocopy of documents supporting the application such as Class X pass certificate or mark sheet/birth certificate, qualification documents, Category Certificate including Non Creamy layer declaration as per Annexure-I, experience certificate where desirable, Ex-Servicemen certificate including Discharge Certificate & Undertaking in format as per Annexure-II and four recent (not more than 3 months old) passport size photo (in white back ground) in addition to the one pasted in the application with name, category & post applied for written at the back to be submitted by Registered/Speed/Ordinary Post (through Indian Postal Service only in an envelope not smaller than 30 cm X 21 cm) addressed to "SELECTION BOARD GP'C POST JAK RIF REGIMENTAL CENTRE JABALPUR CANTT PIN 482001". No application will be accepted by hand.

3. Application is required to reach by 18 May 2022 after which no application will be accepted. This office will not be responsible for any postal delay or loss of application in transit.

4. Applicants should write "APPLICATION FOR THE POST OF (Name of the post)" on the top cover of envelop in block capital letters.

5. Separate advertisements are being published for vacancy of Army Gp 'C' posts at Jammu and Kashmir Rifles Regimental Centre. Applicants are advised to apply for a single post as tests for all posts will be conducted simultaneously. No separate test will be conducted for candidates applying for more than one post.

The Centre will not be accountable for multiple appln being accepted as individual can appear for exam of only one post at a time.

6. Candidate is permitted to apply for a post in only one Regimental Centre falling under HQ Madhya Bharat Area.

7. **Scrutiny of Application.** The applications falling under conditions stated as under will be dealt accordingly:

- Incomplete application will be rejected.
- Application not conforming with the format will be rejected.
- Application without relevant attested photo copy of documents supporting the application as mention in para 2 above will be rejected.
- Application sent by any other mode except Speed/Registered/Ordinary post (through Indian Postal Service only).
- Dissimilar photos submitted with the application will not be accepted.

Selection Procedure

8. Merely fulfilling the basic essential qualification requirement & submission of application does not entitle an applicant to be called for written test. Screening of application on the basis of percentage of marks obtained in the minimum essential qualification as prescribed in Recruitment Rules for the Grade / Post may be resorted to, to restrict the number of candidates for written test to 50 times the number of vacancies. The eligibility of the applicant will be reckoned strictly in accordance with recruitment rules for the post. No extra weightage will be given for additional/extra/higher qualification (other than those prescribed in the Recruitment Rules).

9. Call letter for written test will be issued to applicants screened in after scrutiny by Board of Officers.

Applicants not receiving the call letter for written test will automatically be considered rejected & no intimation in any form will be made or enquiry for the same, entertained. Call letter issued for written test will have the date, time & venue of written test. This office will not be responsible for any postal delay or failure.

10. No TA/DA will be admissible. Candidates will make their own arrangements for lodging/boarding.

Written test and skill test will be conducted at JAK RIF Regtl Centre Jabalpur only.

11. SC/ST/OBC candidates who apply against unreserved post will not be given age & other concession meant for SC/ST/OBC.

12. SC/ST/OBC candidates selected on merit vis-a-vis the general candidates will not be counted towards SC/ST/OBC quota.

13. The syllabus of written & skill test will be based on latest policy issued by IHQ of MoD (Army)/DoPT. The question-cum-answer sheet will be both in Hindi & English.

14. The candidates who qualify written test and come in the Rank list will be called for physical/skill test. The number of candidates called for skill test/practical test may be restricted to 10 times the number of vacancies to be filled. Applicants who appeared in written test but were not called for skill test will automatically be considered rejected & no intimation in any form will be made or inquiring entered.

15. There will be No re-evaluation & re-checking of the written test and re-conduct of skill test if candidate is absent or does fulfil COVID-19 protocol norms. No correspondence in this regard will be entertained.

Important Instructions to the Applicants

16. The decision of Appointing Authority in all matters relating to eligibility acceptance or rejection of the application, penalty for false information, malpractice in exam, mode of selection of suitable candidates, allotment of post to selected candidates will be final and binding and no enquiry/ correspondences will be entertained in this regard.

17. Unit will not be responsible to pay any compensation in case of injury/death of applicant during & after physical tests & also reserves be right to reschedule the date of physical/skill/written test due to strike/bandh/curfew/bad wx/any other administrative reasons.

18. Post is permanent subject to completion of two years probation period successfully by the individual.

19. Any dispute with regarding recruitment will be subject to jurisdiction of High Court Jabalpur only.

20. Applicants living with/having more than one spouse are not eligible to apply for govt service and liable for termination of services.

21. Imposter will be handed over to police custody.

22. The candidature will be cancelled if candidate does not report to this Centre within given time frame.

23. **Caution to all Applicants.** Some unscrupulous elements may approach you with the assurance of procuring appointment through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that Skill/ Physical/Practical and written test will be done in a transparent manner and the selection shall be done purely on merit of applicant.

24. Selected candidates will be subject to all India Service liability.

25. The Appointing Authority has the right to reject any application without assigning any reason.

COVID-19 Instructions

26. To avoid the risk of COVID-19 & its variants, candidates are advised to follow all instruction/guidelines issued by Central/State Govt for prevention of COVID-19. At the entrance, any applicant or one accompanying the applicant showing complaints of influence like illness (LI) may not be allowed for the test considering the safety of other persons.

PROFORMA OF APPLICATION

Application for the post of _____

Ref : Newspaper _____ Advertisement No _____ Date _____

1. Name of the Candidate (in Block Letters only) : _____

{As written in SSC (Matriculation) Certificate}

2. Father's/Husband's Name (in Block Letters only) : _____

3. Gender : _____

4. Name of employment office, Registration Number, date and validity date/Year _____

5. Date of Birth (10th Class) : _____ (DD/MM/YYYY)

6. Age as on (after 21 days of publishing this advt) _____

7. Category for which applied (please tick to choose)

UR SC ST OBC EWS

Affix passport size colour photograph duly self

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8. Whether ex-servicemen, if Yes, then furnish details i.e. length of service alongwith discharge certificate _____

9. Whether Physically Handicapped (also indicate the type of disability) _____

10. Permanent Address with pin code :

House No. _____ Vill/City/Street/Lane _____

Post Office _____ Tehsil _____ Distt _____ Pin _____

State _____ Email _____

Mobile No. _____

11. Address for Correspondence and pin code :

House No. _____ Vill/City/Street/Lane _____

Post Office _____ Tehsil _____ Distt _____ Pin _____

State _____ Email _____

Mobile No. _____

12. Details of Academic/Technical & Professional Qualification :-

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks
Matriculation					
Intermediate					
Graduation					
Others					

(Self attested copies of certificates in support of above are to be enclosed)

13. Experience/if any (please attach certificate(s)) : _____

(Enclose self attested copy of experience certificate)

14. Whether Govt Servant if yes, give details of post held, pay scale and date of entry in Govt service _____

15. Aadhar Card Number _____ PAN Card Number _____

Declaration

1. I declare that I accept all the terms and conditions given in the advertisement.

2. 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/skill test my candidature will stand automatically cancelled and I will be responsible for that.

3. I, do hereby certify that neither I am involved in any criminal case nor any criminal cases pending against me.

4. I, do hereby certify that I have applied for the post of.....(Cook/Tailor/Barber/Washerman) and want to be considered for the (UR/SC/ST/OBC) vacancy only. If two applications of one post with different reservations categories have been sent by me, then my both applications may be terminated without any notice.

Date: _____ (Full Signature of the applicant)

Annx I

DECLARATION OF OBC CANDIDATE ONLY
(Similar endorsement should be given in the caste certificate from the competent authority)

I, _____ Son/daughter of Shri _____ Resident _____ of Village/Town/City _____ District _____

State _____ hereby declared that I belong to the _____ community which is recognized as a backward class applicable to the concerned State. It is also declared that I do not belong to person/sections/(creamy Layer).

(Signature of the Candidate)

Place :

Name :

Date :

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FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATE
APPLYING FOR CIV POSTS
UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing that I have been duly released/retired/discharge from the Armed Force and that I am entitled to the benefits admissible to Ex-Servicemen in term of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rule, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured and employment on the Civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

(Signature of the Candidate)

Place :

Name :

Date :

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