

**RECRUITMENT OF CIVILIAN MESSENGER AND SAFAIWALA GROUP "C" POST
HEADQUARTERS RECRUITING ZONE KOLKATA
(CENTRAL GOVERNMENT DEPARTMENT UNDER MINISTRY OF DEFENCE)
EMPLOYMENT NOTICE NO : 0317/CIV RTG/E2**

1. Application are invited in the prescribed format from the Indian Citizens for the post of Messenger (reserved for OBC) and Safaiwala (unreserved) to be employed under jurisdiction of Headquarters Recruiting Zone Kolkata-700020 (Odisha, West Bengal and Sikkim). The details of age, qualification & pay are given as under :-

Name of post	No of post	Scale of pay	Age	Educational Qualification	Medically fitness
Messenger	01 (One) Reserved OBC	Pay Band-1 Rs 5200/- 20200 with grade pay Rs 1900/-	18-25 Years as on 12 Jan 2013. (a) Age relaxation by 03 years for OBC candidates against OBC post. (b) Age relaxation for Government servant upto 35 years as per orders/ instructions issued by the Central Government.	1. Matriculation /equivalent. 2. Civil driving license for driving two wheeler and light vehicles with at least two years driving experience.	Vision 6/6 both eyes, no colour blindness and not suffering from any inadmissible disease. Selected candidates are subject to medical examination from the prescribed authorities.
Safaiwala	01 (One) Unreserved	Pay band-1 Rs 5200- 20200 with grade pay Rs 1900/-	18-25 years as on 12 Jan 2013. (a) Age relaxation for SC/ST/OBC applicants is not applicable against unreserved post. (b) Age relaxation for Government servant upto 35 years as per orders/ instructions issued by the Central Government.	Matriculation/ equivalent.	Vision 6/6 both eyes, no colour blindness and not suffering from any inadmissible disease. Selected candidates are subject to medical examination from the prescribed authorities.

2. The process schedule will entail the followings :-

- | | | |
|--------------------------------|-----------------------|--------------------------------|
| (a) Screening of applications. | (b) Written Test. | (c) Practical test and driving |
| (d) Interview. | (e) Medical check up. | (Messenger). |

3. **Weight age of Marks.**

- (a) **Messenger** – Written 40 Marks, Practical test including driving test 40 Marks and interview 20 Marks.
(b) **Safaiwala** - Written 40 Marks, Practical Test-40 and Interview 20 Marks.

4. **Probation Period** : Two Years.

5. **Submission of Application** :- The application should be submitted in prescribed format to reach this Headquarters by **1600hrs on 12 Jan 2013** along with the attested photocopies of the following documents by post only :-

- 10th Class Registration Certificate.
- 10th Class Admit Card.
- 10th Class mark Sheet.
- 10th Class Board Certificate.
- Civil driving license for Two wheeler and Lt Vehicles with 2 years experience of driving such vehicles for messenger post.
- 4 x recent passport size photographs (5 cms x 3.5 cms).
- Nativity/Permanent Residential certificate issued by the State Government ie DM/ADM/SDO.
- Caste certificate issued by the state Government ie DM/ADM/SDO.
- OBC certificate issued by the state Government ie DM/ADM/SDO.
- Character certificate from local police authorities/ Gram Pradhan, not more than six month old.
- NOC issued by Head of the Department where serving (in case employed).

6. Application will be submitted by Registered Post/Speed Post of Indian Postal Service only. Application submitted by any other means including private couriers will not be accepted. The top end of envelope will be marked 'APPLICATION FOR RECRUITMENT OF CIVILIAN MESSENGER/SAFAIWALA'

7. Candidates are advised to enclose **02** self addressed registered envelope affixed with Postage Stamp Rs 25/- each.

8. Only those candidates, who secure at least the minimum qualifying marks in the written examination, as may be fixed by the competent authority, will be called for interview, practical test & driving as applicable.

9. Only 10 times of numbers of vacancies for each category will be called for interview, based on the performance in the written examination.

10. Written examination, interview and medical of the candidates shall be conducted at Kolkata and No TA/DA shall be admissible.

11. Any dispute with regard to the recruitment will be subject to the court having jurisdiction in Kolkata only.

12. Wherever applicable applicant applying for both the posts will forward two separate applications.

13. **The department reserves the right to restrict** the number of candidates to be called for the written test if the number of applications received for the above post are on a large scale. A benchmark percentage will be fixed depending on the number of applicants.

FORMAT OF APPLICATION

To,

The Deputy Director General of Recruiting
Headquarters Recruiting Zone
1 Gokhale Road, Kolkata-700020 (WB)

Recent
passport size
photograph
(5 cm x 3.5
cm) duly
attested

1. Employment Notice No : 0317/CIV RTG/E2
2. Post applied for : _____
3. Registration No and Name of employment Exchange : _____
4. Full name of Candidate (IN BLOCK CAPITAL LETTERS) : _____
5. Father's Name : _____
6. Date of Birth : _____
(Attach copy of 10th class board duly attested)
7. AGE on date prescribed for receipt of application _____ Yrs _____ Months _____ Days
8. Home Address : _____
9. Correspondence Address : _____
10. Educational Qualification : _____
(Attach education cert duly attested)
11. Any additional Qualification / Experience: _____
12. Caste : _____
13. OBC (Specify) : _____
14. Nationality : _____

DECLARATION

15. I hereby certify :-

(a) That I am not involved in any criminal case and no criminal proceeding pending or contemplated against me in any court of law.

(b) 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.

(c) I am willing to serve any where. I agree that department has the right to transfer me to any where in India.

(d) I agree that any legal proceedings in respect of any matters claims or disputes arising out of this application and/or out of said advertisement can be instituted by me only at Kolkata and courts/Tribunals/Forums at Kolkata only shall have sole and exclusive jurisdiction to try the cause/dispute.

(e) I Undertake to abide by all the terms and conditions mentioned in the advertisement.

Date : _____ 2012

(Signature of the Applicant)

Place:

ADMIT CARD

(Filled by applicant himself)

- 1. Name of the Candidate : _____
- 2. Fathers name : _____
- 3. Post applied for : _____
- 4. Registration No : _____
- 5. Date of test : _____
- 6. Time of test : _____

Recent
passport size
photograph
(5 cm x 3.5
cm) duly
attested

- 7. Place of test - Army Public School, Ballygunge Maidan Camp, Kolkata-19.
- 8. Nearest Railway Station – Howrah/Sealdah.

Note: - 1. All candidates to bring their original documents.
2. All candidates must bring proof of identity eg PAN Card, Driving License/Voter's Card/Unique identification Card in original alongwith attested photocopy. The proof of identity must bear the signature of the individual.

Date : _____ 2012 (Signature of the Applicant)

Place:

ACKNOWLEDGEMENT SLIP
(Only for office use)

- 1. Name of candidate (To be filled by applicant). - _____
- 2. Fathers Name. (-do-) - _____
- 3. Post applied for . (-do-) - _____
- 4. Your application is hereby accepted/rejected and returned due to the following reasons:-
 - (a) Incomplete application.
 - (b) Incorrect/Wrong/incomplete documents
 - (c) Photo not affixed/attested.
 - (d) Receipt of more than one application for the same post.
 - (e) Not meeting the qualification requirement.
 - (f) Any other reason _____.
- 5. Applicant whose applications have been rejected will not be allowed to appear in tests.

