

MINISTRY OF DEFENCE

812 COMBAT ENGINEERING TRAINING CAMP**DIRECT RECRUITMENT OF CIVILIAN POSTS GROUP 'C' VACANCIES**

1. Applications are invited for direct recruitment to Group 'C' Defence Civilian Posts in existing vacancies at 812 Combat Engineering Training Camp from eligible Indian Nationals as follows: -

Address to which Applications are to be Forwarded	Place of Appointment	Name of Post/ Category	Total Number of Vacancies (Increase Decrease Occurred)				TOTAL
			Gen	SC	ST	OBC	
Officer Commanding, 812 CETC PIN 912812 c/o 99 APO	Damdim, Jalpaiguri District, WB-735209 (50 Km from Siliguri),	Painter	01	-	-	-	01
		Welder	01	-	-	-	01
		MTS	01	-	-	-	01
		Lascar	01	-	-	01	02

2. Pay Scale and Minimum Educational Qualification required for the posts are as follows: -

Ser No.	Name of Post	Pay Scale with Classification	Educational Qualification	Age Limit
(a)	Painter	PB-1 (Rs. 5200-20200) and other allowances. General Central Service, Group 'C' Industrial, Non Ministerial and Non Gazetted.	Matriculation Pass from a recognized board and Industrial Training Institute Pass certificate from a recognized Institute in relevant trade.	18 to 27
(b)	Welder	PB-1 (Rs. 5200-20200) and other allowances. General Central Service, Group 'C' Industrial, Non Ministerial and Non Gazetted.	Matriculation Pass from a recognized board and Industrial Training Institute Pass certificate from a recognized Institute in relevant trade.	18 to 27
(c)	Multi-Tasking Staff	PB-1 (Rs. 5200-20200) and other allowances. General Central Service, Group 'C' Non Gazetted, Non Ministerial.	Matriculation or equivalent pass from a recognized board.	18 to 27 (Being All India Open Competition)
(d)	Lascar	PB-1 (Rs. 5200-20200) and other allowances. General Central Service, Group 'C' Non Gazetted, Non Industrial.	(a) Matriculation or equivalent pass from a recognized board. (b) Physically fit and strong for handling heavy stores and equipment.	18 to 25

Note: - Experienced candidates will be given due preference for posts at (a) and (b) above.

ABBREVIATIONS USED: - Gen-General, SC-Schedule Caste, ST-Schedule Tribe, OBC-Other Backward Caste, UR-Un-Reserved, ESM-Ex-Service Men, PH-Physically Handicapped, PB-Pay Band, TA-Travelling Allowance, DA-Daily Allowance, CETC-Combat Engineering Training Camp

3. Age Relaxations:

- Relaxation up to 40 years of age is available for Government Servants in accordance with the instructions or orders issued by the Central Government.
- Relaxation in age is available for candidates belonging to the Scheduled Castes, the Scheduled Tribes or Other Backward Classes and other categories as notified by the Central Government from time to time. This relaxation is available cumulatively with any other admissible relaxation in age limit for these categories.
- The crucial date for determining the age limits shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep).
- In respect of posts, the appointments to which are made through the employment exchanges, the crucial date for determining the age limit in each case shall be the last date up to which the employment exchange are asked to submit the names.

(a)	For OBC Candidate	- Three years for the candidates belonging to OBC.
(b)	For SC/ST Candidate	- Five years for the candidates belonging to SC/ST Category.
(c)	For PH Candidate	- Ten years for the candidates belonging to Physically Handicapped (Additional 05 years in case of Physically Handicapped belonging to SC/ST and 03 years for OBC Category).
(d)	For Ex-Service Men	- An Ex-Service Man (ESM) who has put in not less than six months' continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such services from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than three years. He shall be deemed to be satisfying the conditions regarding age limit.
(e)	For Government Servants	- Up to 40 years.

4. Reservation for SC/ST/OBC/ESM/PH will be governed as per existing Government of India rules in Force.

5. The Crucial Date: For determining the age limit shall be the closing date for receipt of application.

6. **Closing date:** Closing date for receipt of application is **30 days** from the date of publication in Employment News, including for the applicant located in the North Eastern States J&K, Andaman & Nicobar Islands, Lakshadweep, Remote Areas of Himachal Pradesh and Uttarakhand etc. Application must be sent only by Government post (Ordinary/Registered/Speed Post) or dropped by hand in the box kept for this purpose at 812 CETC Damdim (West Bengal).

7. **How to apply:** The application is to be submitted as per the format given, along with Admit Card (in duplicate), relevant annexures and attested certified copies of the following documents:-

- Three recent Passport size photographs duly attested affix one on right corner of the application and one each on Admit Card (In duplicate) and two self-attested (on reverse side) passport size photographs are to be enclosed separately with the application with name, date of photo and DOB written at the back side.
- Copies of supporting documents for date of birth (Birth Certificate or 10th class Certificate) education qualification and experience certificate issued by competent authority duly attested are to be attached along with the application by all candidate in addition attested copies of all categories related certificate like the caste certificate, the non-creamy layer certificate (In case of OBC candidates), the no objection certificate (In case of person serving in Armed Forces/Government Service), the Physical Handicapped Certificate issued by DMO (District Medical Officer) (In case of Physically Handicapped candidates) and the discharge certificate (in case of an Ex-Service Men) be enclosed.
- The application can be filled by the candidate either in English or in Hindi with Black ink will be used for typing/writing the application proforma and the blue ink will be used for filling the individuals details therein.
- Application form duly filled as per the prescribed format along with supporting documents, two self-attested passport size photographs and two self-addressed envelope of size 25cm x 10cm affix stamp of Rs. 25/- each, completed in all respect will be addressed to "The Officer Commanding, 812 Combat Engineering Training Camp, PIN-913812, c/o 99 APO". The applicant must seal his application in an outer envelope and clearly write "APPLICATION FOR THE POST OF (NAME OF POST)" on the top of the envelope in capital letters.

(e) ***NOTE. Original certificates should not be sent with the application.**

8. **Selection Process.** The selection process will comprise of an initial Screening of all candidates, a physical test (as applicable), written test (for all categories). Trade test (as applicable). Final merit will be decided on the basis of combined marks obtained in the written test and interview. No marks will be awarded for physical/skill test, however it is essential to qualify the physical/skill test so as to appear for interview. Mere fulfilling of minimum prescribed qualifications does not vest any right in a candidate for being selected or called for the selection process.

(a) Initial Screening.

- Screening of application received till closing date will be carried out by the Departmental Board of Officers to ascertain their correctness and completeness. Incomplete/unsigned applications, applications without thumb impression, application not accompanied with attested copies of certificates, application without one self-attested additional photographs and envelope will be summarily rejected and no correspondence in this regard will be entertained. Applications with overwriting in any part of the application will also be rejected. Department will not be responsible for non-receipt or late receipt of an application due to postal delay or any other reason.
- Rejection of application.** The following applications would be rejected :-
 - Application not as per prescribed format.
 - Incomplete/unsigned application.
 - Application without thumb impression/signature.
 - Application not accompanied with the attested copies of qualification date of birth and categories (if applicable).
 - Applications without attested passport size photographs (by Gazetted Officer) on the application and admit card.
 - Candidates not sending self-attested additional passport size photographs along with the application.
 - Application with cutting and overwriting in any part of the application.
 - Non receipt of late receipt of an application due to postal delay or any reason.
 - Non submission of relevant supporting certificate as applicable.

(iii) All those candidates whose application found correct and are eligible candidate after scrutiny, will be issued admit card intimating for the written examination date and the list of such candidates would be displayed seven days before the written examination date in the office of 812 CETC, Damdim (West Bengal).

(b) **Physical Efficiency Test (PET) (For MTS & Lascar only).** Candidates qualifying the PET will only be called for the written test. PET shall be conducted for all short listed candidates who qualify for the post applied for. The criteria for PET is to qualify the 1.6 KM run as per the following: -

- Male candidates in 6 Minutes 30 Seconds
- Female Candidates in 8 Minutes 30 Seconds.

(c) **Written Test.** The written examination will be of two hours (2 Hours) duration on the date to be notified separately. The written test will comprise of four parts as given below. The question paper will be bilingual i.e., English and Hindi. However, the questions on the portion of English language subject will be in English only. The question will be of level appropriate to the minimum essential educational qualification for the different posts: -

Part	Subject	Maximum Marks	Total Duration
Part-I	General Intelligence & Reasoning	50	2 Hours
Part-II	Numerical Aptitude	50	
Part-III	General English & General Awareness	50	
Part-IV	Specialized Trade Topic	50	

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- (d) **Skill/ Trade Test.** Call letter for skill test for the following posts will be sent to only those candidates who comes top in the merit list (written test) depending on the number of the vacancies: -
 - (i) **Painter & Decorator.** Trade Proficiency Test.
 - (ii) **Welder.** Trade Proficiency Test.
- (e) Venue for Physical Test, Written Test, Skill Test & Interview is 812 CETC, PIN-913812, c/o 99 APO. Only shortlisted candidates based on performance in written test and skill test will be called for the interview for the posts.
- (f) Candidates will be in possession of Admit Card, Identification Proof (like Voter Card/ Driving License/ AADHAAR Card, Indian Passport) and writing material (Pen, Pencil, Clipboard etc) for Written Exam. Candidates are required to bring original documents/ certificates viz date of birth, educational qualification, ITI certificate, SC/ST/OBC certificate, experience certificate etc during the time of interview.
- (g) Admit Card will be carried by the candidates for Physical Test, Written Test, Skill Test and Interview.
- (h) **RESOLUTION OF THE CASES.** In case where more than one candidates secure the equal aggregate marks, tie will be resolved by applying the following methods one after another: -
 - (i) Total marks in Written Examination.
 - (ii) Marks obtained in Interview.
 - (iii) Date of birth, wherein, the candidate older in age gets preference.
- (k) **Medical Examination.** Candidates shortlisted for the final appointment will have to undergo Medical Examination as per Government Rules.
- 9. Disqualification.**
 - (a) Individual who has entered into or contracted marriage with a person having a living spouse; or
 - (b) Individual who is having a spouse living has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.
 - (c) Central Government may exempt any person from the operation of rules at Para (a) and (b) above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing.
 - (d) Individuals who has furnished wrong information in the application form, false certificate to avail benefits/ wrong information in the application form regarding relatives/ close relatives, working in Ministry of Defence or who have willfully suppressed any material information shall be liable to cancellation of candidate at any stage of recruitment process and/ or termination of service if the candidate has been selected.
- (10) **Action against candidates found guilty of misconduct.** Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case temper with entry in a documents or its attested/ certified copy submitted by them nor should they submit a tampered/ fabricated documents. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/ certified copies, an explanation regarding the discrepancy should be submitted. A candidate who is or has been declared by the Deptt to be guilty of the acts/ omissions specified above including attempt to commit, or abetting, as the case may be, of all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable:-
 - (a) To be disqualified by the Deptt from selection for which he/she is a candidate, And/or
 - (b) To be declared either permanently or for a specified period:-
 - (i) By the Deptt from any examination or selection held by them.
 - (ii) By the Central Government from any employment under them, and
 - (iii) If he/she is already in service under Government to disciplinary action under the appropriate rules.
 - (c) The acts/omissions which will invite the prosecution mentioned in Para above are:- Obtaining support of his/her candidature by any means, or Impersonating, or Procuring impersonation by any person, or Submitting fabricated documents or documents which have been tampered with, or Making statements which are incorrect or false or suppressing material information, or Resorting to any other irregular or improper means in connection with his/her candidature for the selection or using unfair means during the test, or Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or Misbehaving in any other manner in the examination hall, or Harassing or doing bodily harm to the staff employed by the Deptt for the conduct of their test, or Bringing mobile phone/communication device in the examination hall / interview room or Canvassing in any form.
- 11. Appointment.**
 - (a) **Medical Fitness:** A candidate must be physically and mentally fit for duty anywhere in India, in any terms/climate/peace/field area etc. A candidate after such medical examination as may be prescribed by the competent authority if found to be medically fit only be appointed subject to his merit in the selection process described the above.
 - (b) Selected candidate will be appointed at 812 CETC for the post selected subject to verification of character and antecedents after police verification.
 - (c) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment be confirmed to their post by the Controlling Authority and subject to verification of certificates submitted in forum of candidature.
- 12. Additional Information and General Instruction for all candidates.**
 - (a) New Contributory Pension Policy will be applicable.
 - (b) The incumbent on recruitment will be on probation for 2 years.
 - (c) Dates and venue of Physical test/ written test/ trade test will be intimated to the eligible candidates in due course of time.
 - (d) One applicant can apply for more than one post if he/ she desired to do so. He/ she should submit separate application for each post.
 - (e) SC/ST/OBC candidates who apply against unreserved post will not be given any concession of reserved category, as they will be considered in the unreserved category.
 - (f) Serving Defence Personnel/Central/State Government civilian employees must furnish. No objection certificate from their employer/ office while applying, otherwise their candidature will be cancelled.

- (g) Please note that incomplete applications like without affixing photograph, mismatching photographs, photos not attested by a Gazetted Officer or caste certificate (as applicable) and/or applicants found over age/ under age on last date of receipt of application as indicated above will be rejected without intimation to the candidate.
- (h) No TA/DA is admissible. Candidate will make own arrangement for lodging/ boarding during the written exam/skill test/ interview.
- (j) It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/interview. The selection will be made strictly on merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/ vacancies is tentative and may be increased/ decreased or recruitment process can be cancelled/suspended/terminated at any stage, due to administrative reasons.
- (k) The age calculation in cases where re-advertisement is carried out for the same posts will be the last date prescribed for receipt of applications in the original/initial advertisement.
- (l) 812 CETC will not be responsible for any loss/injury/damage whether direct or consequential suffered during tests and selection process.
- (m) 812 CETC reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.
- (n) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- (o) **Warning :** All the candidates are warned to be careful of the self-styled agents and also requested to report to the Officer Commanding against any malpractice seen/observed by them.
- 13. Recruiting Authority's Decision Final.** The decision of the Recruiting Authority in all matters relating to the eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s) and, allotment of examination centers and selection to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 14. Court Jurisdiction.** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over 815 CETC where the candidate has submitted the application.

FORMAT OF APPLICATION

812 COMBAT ENGINEERING TRAINING CAMP

Application for post of _____

(Note : Application be printed/ filled in black/ blue ink only)

Affix recent passport size photograph duly attested by Gazetted Officer. Officer Signature and Stamp should not be on the face. Do not staple the photo

1	Full Name of applicant (in capital letters) (in Hindi & English)	:	
2	Father's Name	:	
3	Mother's Name	:	
4	Husband's Name (if Applicable)	:	
5	Date of birth (with proof certificate)	:	
6	Age as on date of publication of advertisement	:	__Yrs__ Months __ Days
7	Place of Birth (Place/Dist/State)	:	
8	Full postal address with PIN Code No (with phone No) & Nearest Railway Station	:	
9	Religion	:	
10	Caste (Whether Gen/OBC/ST/SC certificate attach)	:	
11	Educational qualification (with proof certificate)	:	
12	Whether Ex. Serviceman if yes, attach copy of Discharge Certification (write Yes/No)	:	
13	Experience (in years) (with proof Certification)	:	
14	Registration details of employment exchange (if any) Exchange Name, Registration No. valid upto (date)	:	
15	Two personal Mark of Identification on the Body	:	
16	Sex (Male/Female)	:	
17	Marital Status (Married/Single)	:	
18	Nationality	:	
19	Special Skills (if any)	:	
20	Physical Disability write Yes/No, (if yes, attach Certificate) (Hearing Handicapped Category only)	:	
21	If already Employed, give particulars of :- (a) Name of organization where employed (b) Employed from (Date) (c) Designation (d) Address of Employer (e) Date of Retirement.	:	

Declaration

I hereby declare that all 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 tests or during the service, my candidature/appointment will stand automatically cancelled.

Place : _____ (Signature of the candidate)
Date : _____ Full Name _____

Encls : 1. Two Self Attested photographs
2. Attested copies of certificate (____ Sheets)

Thumb impression

Left thumb impression of Male Candidate
(Right thumb impression in case of Female Candidate)

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