

**ADVERTISEMENT NOTICE**

**RECRUITMENT FOR HQ ARMY TRAINING COMMAND (CIVIL RECORDS OFFICE) AT SHIMLA - 171003 (HP)**

1. Applications as per format attached are invited for Recruitment of following post for HQ Army Training Command (Civil Records Office) at Shimla - 171003 (HP) by Ordinary / Registered / Speed Post within 21 days from the date of publication of this advertisement (excluding the date of publication).

S No	Name of Post	Category		Total No of Posts	Minimum Qualification	* Age Limit
		UR	ST			
(a)	Lower Division Clerk (LDC) Basic Pay 19900-63200	01	01	02 (Two)	12 <sup>th</sup> Pass or equivalent from a recognized Board or University.	18 - 25 years from the last date of receipt of application at HQ ARTRAC i.e 22 <sup>nd</sup> day from dt of publication of the advertisement. (Upper age relaxation for 05 years for ST candidate only).

**\* Note :**

(i) The Employment News is published for a week i.e 7 days. Therefore the period of 21 days for filing / receipt of application is to be counted from last day of period mentioned in the publication of Employment News. Example : if the Employment News is published for the period 03 July 23 to 09 Jul 2023 then the period of 21 days will start from 09 Jul 2023 and accordingly applications are required to reach this HQ on / before 29 Jul 2023.

(ii) In case where candidates belongs to Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Andaman Nicobar Island and Lakshdweep, an additional time for 7 days will be given for filing the applications. Therefore, the max time period of filing / receipt of applications for such candidates will become 28 days from the last date of publication of this advertisement as per Note (i) above.

(iii) However, the date for determining the age limit for all candidates shall be closing date for receipt of application i.e the 22<sup>nd</sup> day from the last day of publication of this advertisement.

2. Candidates can also refer site [www.indianarmy.nic.in](http://www.indianarmy.nic.in) for detailed eligibility criteria and application form. HQ ARTRAC reserves the right to make change in vacancies (increase or decrease) or cancel or postpone the recruitment without assigning any reason. The above posts are subject to all India Service Liability including Field Services.

3. Screening of application will be on the basis of merit list on percentage of marks obtained in the exam of essential qualification for the post. This is carried out to reduce number of candidates to a reasonable limit in the following ratios :-

- (a) LDC (UR) - one post - Maximum 75 applications.
- (b) LDC (ST) - one post - Maximum 75 applications.

4. **Conduct of Written Test and Skill Test for LDC**

Ser No	Subject	No of Questions	Maximum Marks	Duration	Remarks
(a)	<b>Written Test (Bilingual i.e English and Hindi)</b>				
	(i) General Intelligence & Reasoning	25	25	2 Hours	The standard will be as per 12 <sup>th</sup> standard.
	(ii) Numerical Aptitude	25	25		
	(iii) General English	50	50		
	(iv) General Awareness	50	50		
	(v) <b>Descriptive Test</b> Essay Writing (200-250 Words) & Letter/ Application Writing (150 - 200 words). Both in English.	25	25	30 Minutes	
(b)	<b>Skill Test</b>				
	(i) English / Hindi Typing @ 35 w.p.m and 30 w.p.m respectively on Computer (Language choice to be done by selected candidates).	Typing	50	10 Minutes	Only for candidates qualified in Written Test.

5. The applications should be addressed to **Establishment Officer, ADMINISTRATIVE BRANCH, HQ ARTRAC, SHIMLA - 171003 (HP)** and are to be received through **Ordinary post / Registered post / Speed post**. While forwarding the application, the envelope should be clearly marked "**APPLICATION FOR THE POST OF LDC**". No application will be accepted by hand. HQ ARTRAC will not be responsible for any loss of application in transit or for any postal delay. Application should be printed on A4 size paper and the photograph should be recent one. Quoting of PIN (Postal Index Number) of the candidates address and category in which the candidate is applying i.e UR / ST should be clearly mentioned in the application form.

6. Written Test date will be intimated by **CALL LETTER** from **ADMINISTRATIVE BRANCH, HQ ARTRAC** only to selected candidates as per para 3 above whose applications with attached documents are found correct in all respects after scrutiny by **BOARD OF OFFICERS, HQ ARTRAC**. Skill Test will be conducted separately for candidates who qualify in the Written Exam and date of Skill Test will be intimated only to the selected candidates. The Written and Skill Test will only be conducted at suitable location at Shimla. No TA / DA will be paid for any Test i.e Written or Skill Test. The candidates will themselves make arrangement for boarding and lodging for both Written and Skill Test at Shimla.

7. Candidates are advised to attach **self attested copies** of following documents as applicable alongwith **One x self addressed registered envelope (Size 12 x 18 cm) with Rs 25/- postage stamps**. Please **DO NOT FORWARD ORIGINAL CERTIFICATES** with the application:-

- (a) Birth Certificate.
- (b) Caste Certificate for ST candidates.
- (c) Education Certificates alongwith Marks Sheet (Matriculation onwards).
- (d) Two additional recent passport size Photographs excluding the one pasted on application form.
- (e) Govt Employees applying must furnish '**No Objection Certificate**' (NOC) from their employer/office along with application else their candidature will not be considered. Govt employee appointed in Govt Services on or after 01 Jan 2014 will be governed by new defined contribution pension scheme.
- (f) Aadhaar Card.

8. Incomplete / ineligible application like those without affixing photographs, mismatching photographs, applicants found overage / underage or receipt of application after last date as indicated in para 1 above will be deemed invalid and rejected without intimation to the candidate.

9. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for tests. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection / rejection will be final. Recruitment process can be cancelled / suspended / terminated by HQ ARTRAC at any stage due to administrative reasons.

10. ST Candidates also have right to compete as general candidates against UR vacancy for which no separate exam will be conducted. Whereas SC/ OBC candidate have right to compete as general candidates against UR vacancy only. In such cases no concession or relaxation will be provided to the SC / ST / OBC candidate when competing as Gen Candidate against UR vacancy. One applicant must apply for only one category. The responsibility of deciding the category for which the candidate would like to appear will be the choice of the applicant himself.

11. **Rejection.** The following act / omission would render a candidates application as disqualified :-

(a) Furnishing of false, inaccurate or tempered information. (b) Obtaining support for his candidature through unfair means. (c) Impersonation. (d) Submitting forged documents. (e) Making statements, which are incorrect or false or suppressing material information which ought to be declared. (f) Resorting to any other irregular or improper means in connection with his / her candidature for the selection. (g) Improper filling of application. (h) Failing to submit mandatory undertaking with the application conveying willingness to serve in HQ ARTRAC, Shimla or any where in INDIA as per all India service liability. (i) Non attaching of NOC by Govt Employee. (k) Any other reason as deemed appropriate by the Board of Officers.

12. Finally selected candidates will be given appointment letter by the Brigadier Administration, HQ ARTRAC, subject to receipt of Verification of Character and Antecedents from concerned Supdt of Police and Medical Fitness Certificate from concerned Medical authorities.

13. Post is permanent subject to successful completion of two years of probation period by the candidate.

14. Candidate should be in possession of the call letter and all original documents/certificates as given/applicable in Para 7 above at the time of appearing for written test/ skill test. The same will also be scrutinized if the candidate is selected in the final merit list.

15. Canvassing in any form shall disqualify the candidate. No inquiry or correspondence will be entertained.

16. No extra weightage will be given for additional/extra/higher qualification.

17. The candidature will be cancelled if the finally selected candidate does not report to HQ ARTRAC on the reporting date given.

18. Women candidates will not be given any exemption in the exam.

19. Any dispute with regard to recruitment will be subject to jurisdiction of Shimla Court only. Registration of application by no means is a guarantee of employment. All candidates are guarded against contact with self appointed agents / touts indulging in any kind of malicious propaganda undermining the transparency and fairness of entire recruitment process. Merit as per spelt out tests and possession of Bonafide documents shall be the sole criteria for selection process.

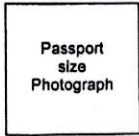
20. If verification reveals incorrect claim, the candidature will be terminated forthwith without assigning any further reasons.

To

The Brig Adm  
HQ ARTRAC  
PIN-908548  
C/o 56 APO

**APPLICATION FOR THE RECRUITMENT OF LOWER DIVISION CLERK (LDC)**

- Name of Candidate (in block letters) : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Date of Birth :



DD	MM	YYYY

- Age as on last date prescribed for receipt of application.  
Years ..... Months ..... Days .....
- Address for correspondence :-**  
House No \_\_\_\_\_ Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Teh \_\_\_\_\_  
Distt \_\_\_\_\_ State \_\_\_\_\_ PIN Code \_\_\_\_\_

- Permanent address :-**  
House No \_\_\_\_\_  
Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_  
Teh \_\_\_\_\_  
Distt \_\_\_\_\_  
State \_\_\_\_\_ PIN Code \_\_\_\_\_

7. Police Station : \_\_\_\_\_

8. **Educational Qualification (from Matriculation onwards):**

Ser No	Qualification	Name of School	Name of Board	Total Marks Obtained	Percentage of Marks obtained (upto two decimal, example 50.60%)

Note : Attach Mark Sheet of all education qualification.

9. Category for which applied UR / ST: \_\_\_\_\_

10. Whether employed in government service - Yes/ No : \_\_\_\_\_

If yes, mention service details as under :-

Name of Employer	State / Central Government	Name of the Post	Date of appointment

11. If employed in government service whether NOC enclosed - Yes / No : \_\_\_\_\_

12. Mobile No (a) Main : \_\_\_\_\_ (b) Alternate Mobile No : \_\_\_\_\_ (Compusory)

13. Email-ID : \_\_\_\_\_

14. Aadhaar No \_\_\_\_\_ Mobile No Linked to your Aadhaar No \_\_\_\_\_ (Compusory).

15. Skill Test Typing language - English / Hindi : \_\_\_\_\_ (Only applicable if qualified in written test).

**DECLARATION**

16. I hereby certify that above particulars mentioned in the application are true and correct 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 agree to serve in HQ ARTRAC, Shimla if selected and also at "All India service liability" as per instructions given to me.

Place : \_\_\_\_\_  
Dated : \_\_\_\_\_

(Signature of candidate)

**FOR OFFICE RECORDS ONLY**

- Application received on : \_\_\_\_\_
- Application accepted / rejected : \_\_\_\_\_
- Reason for rejection : Underage / Overage / Documents incomplete/Photo or documents not self attested / any other reason to be specified : \_\_\_\_\_
- Index No : \_\_\_\_\_

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