

PART - I

(TO BE PUBLISHED IN EMPLOYMENT NEWS AND LOCAL DAILIES BY BUREAU OF OUTREACH & COMMUNICATION)

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

ADVERTISEMENT NOTICE NO : 1152/2/CRA

RECRUITMENT NOTICE FOR THE POSTS OF STENO GRADE II, LDC, FIREMAN, MESSENGER, RANGE CHOWKIDAR, MAZDOOR, GARDENER, SAFAIWALA, COOK & CSBO GRADE-II AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND

1. Applications invited for Central Recruitment of Defence Civilian Employees at Command level from eligible 'Male / Female / Transgender / Any other Category' Candidates of Indian citizenship, to reach Central Recruiting Agency, HQ PH & HP (I) Sub Area, Ambala Cantt., District – Ambala, State – Haryana, PIN – 133001 by Ordinary/Registered/Speed post. Trade wise vacancies alongwith their level in their Pay Matrix, Pay Scale, Category wise distribution and minimum essential qualifications as per trade are given below :-

Name of Post	Pay Scale & Level	Essential Qualification	Categories					Total Vacancy	Earmark Vacancy for ESM
			UR	OBC	SC	ST	EWS		
Steno Grade-II	(Rs 25500 to 81100). Level – IV	12 th pass or equivalent	01	-	-	-	-	01	-
LDC	(Rs 19900 to Rs 63200). Level – II		01	-	-	-	-	01	-
Fireman	(Rs 19900 to Rs 63200) Level - II	10 th class pass or equivalent.	02	-	-	-	-	02	-
Messenger	(Rs. 18000 to Rs 56900) Level - I		07	04	02	01	01	15	03
Range Chowkidar			01	-	01	-	-	02	-
Mazdoor			02	01	-	-	-	03	-
Gardener			02	-	-	-	-	02	-
Safaiwala			01	01	-	-	01	03	-
Cook	(Rs. 18000 to Rs 56900) Level - I	(i) 10 th class or equivalent from a recognized board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.	01	02	01	01	-	05	-

Name of Post	Pay Scale & Level	Essential Qualification	Categories			Total Vacancy
			OBC	ST	ESM	
CSBO Grade-II	(Rs. 21700 to Rs 69100) Level - III	(i) 10 th class or equivalent from a recognized board. (ii) Proficiency of handling Private Board Exchange (PBX) Board.	01	01	01	03

2. The above post is subject to All India service liability including field service.

3. Age limit and its relaxation for all posts:-

S. No	Cat	Age Limit	Remarks
(a)	UR & EWS	18 Yrs to 25 Yrs	
(b)	OBC	18 Yrs to 28 Yrs	
(c)	SC/ST	18 Yrs to 30 Yrs	
(d)	ESM (Ex-Servicemen)	As per laid out policy in vogue	Ref to our online advertisement for calculation of age.
(e)	Central Govt Employees (CGE)	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	Persons working in Central Govt Employees (CGE) must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/ pending against them and they have no objection to release them in case of selection.

4. Candidate will forward application properly sealed in an envelope to the address mentioned against the post applied for through Ordinary/ Registered /Speed Post. Application in person will not be accepted. Candidates are requested to super scribe the words “**APPLICATION FOR THE POST OF _____**” on top of envelope while sending the application form. **A candidate will apply only one application for any post. Multiple applications of a candidate will be rejected at the time of checking of applications. Applications received before publication of advertisement and after the closing date of application will neither be entrained nor be returned to the candidates.**

5. Last date for receipt of application is 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the date of publication of the advertisement in the Employment News.

6. The date for determining the age limit shall be the closing date for receipt of application. The age relaxation will be applied only in case valid caste certificate is submitted.

7. Photocopy of the following certificates to be attached alongwith application duly self-attested.

(a) Recent Four (04) Passport size photographs self-attested one pasted on the right corner of application and one on acknowledgement card and two attached with the application form.

(b) **Self-attested photocopies** of following certificates will also be submitted with application : -

(i) Educational qualification certificates (Matriculation onwards).

(ii) Medical Certificate from a registered medical practitioner for physical fitness.

(iii) Birth certificates (Matriculation certificate/Mark sheet in which date of birth is mentioned can be produced in lieu).

(iv) Caste certificates where applicable(OBC/SC/ST).

(v) Income and asset certificate only for Economically Weaker Section (EWS).

(vi) Aadhar Card and one ID proof.

(vii) Residential Certificate.

(viii) Experience/Proficiency Certificate duly Signed and Stamped by issuing Authority(Where applicable).

(ix) Certificate/undertaking for employment in units Western Command or anywhere in INDIA (Please see sample of certificate at website www.indianarmy.nic.in).

(x) Call letter (Please see sample of call letter at website www.indianarmy.nic.in).

(xi) Discharge certificate only for Ex-servicemen and NOC from CO/OC of unit in case of serving personnel who are in last year of discharge/retirement duly countersigned by respective OIC Records.

(xii) Central Government Civilian employees must furnish “**No Objection Certificate**” from their employer/office.

(c) One self addressed envelope affixing postal stamp of Rs. 25/- (Candidates applied for the post of Fireman must be send Two self-addressed envelope affixing postal stamp of Rs 25/- on each).

8. Detailed Eligibility Criteria and application with mandatory undertaking/forms are available www.indianarmy.nic.in any future amendment/ corrigendum in advertisement will be published at www.indianarmy.nic.in.

9. Incomplete/ ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.

10. To reduce the number of candidates for written examination for one category of post, screening of application will be carried out based on the percentage of marks obtained in the Examination mandated as essential QR.

11. It is clear that merely fulfilling the basic essential qualifications requirement does not automatically entitle a person to be called for Test / Interview. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection / rejections will be final.

12. It is also made clear that number of posts / vacancies are tentative and recruitment process can be cancelled / suspended/ terminated fully or partially by the appointing authority at any stage due to administrative or any other reasons.

13. **Written Tests.** The question paper of written test (Objective type) will be in bilingual i.e English & Hindi as under :-

Subject	Remarks
General Intelligence & Reasoning	LDC and Steno Grade II: The standard of question will be as per 12 th standard basis. Fireman / Messenger / Safaiwala / Cook / Mazdoor / Range Chowkidar Gardner & CSBO Grade- II : The standard of question will be as per 10 th standard basis. Note : #Numerical Aptitude is not applicable for Steno Grade- II.
General Awareness	
General English	
Numerical Aptitude #	

14. **Practical/Trade/Physical & Skill tests.** These tests will be carried out as per instructions given in the call letter that is available at www.indianarmy.nic.in.

15. Convassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

16. No TA/DA is admissible. Candidates will make their own arrangement for lodging/boarding during the test.

17. **It is advised that all the applicants must refer to our online advertisement for more details about the recruitment process on www.indianarmy.nic.in.**

17. Application format and the postal address of which the application is to be sent are as under:-

To

Central Recruiting Agency
HQ PH & HP (I) Sub Area, Ambala Cantt.
District : Ambala
State : Haryana
PIN : 133 001

APPLICATION FOR THE RECRUITMENT : (Write Name of POST IN CAPITAL)
(One candidate fill only one application for any post. No Multiple Applications Accepted)

Reference Newspaper _____ Advertisement No _____ dated _____

1. Post applied for (fill only one post) : _____

2. Name of Candidate (in block letters) : _____

3. Father's/Husband Name : _____

4. Mother's Name : _____

5. Date of Birth: _____

DD	MM	YYYY

Affix latest
passport
size
photograph
duly self
attested

6. Gender (Male / Female / Transgender / Any other Category) : _____

7. Age as on last date prescribed for receipt of application : Years _____ Months _____ Days _____

8. Nationality / Religions : _____ / _____

9. **Address for Correspondence (in BLOCK LETTERS):-**

House No. _____ Street/ Village _____
Post Office _____ Tehsil _____
District _____ State _____ PIN Code _____

10. **Permanent Address:-**

House No. _____ Street/ Village _____
Post Office _____ Tehsil _____
District _____ State _____ PIN Code _____

11. Mobile No : _____ Email-ID : _____

12. **Educational Qualification**

Ser No	Qualification	Name of School/ College	Name of Board/ University	Percentage of Marks obtained (upto two decimal, example 50.60)	Division

Note : Attach Self Attested Mark Sheet of all education qualification & Experience certificates.

13. **Category for which applied (Please tick one) and Enclose Caste Certificate on Prescribed format :-**

UR	OBC	SC	ST	EWS

14. If applied for the reservation for **Ex-Servicemen (ESM) :-**

(a) Date of enrolment (in Army/Navy/Air force) : _____

(b) Date of Retirement : _____

(c) Total Service: _____ Years _____ Months _____ Days.

(Attach copy of discharge certificate)

15. Whether registered with any Employment Exchange : Yes/No _____
(If yes, mention Registration Number and name of employment exchange)

16. Whether employed in Central Govt Service? : Yes/ No _____
If yes, mention service details as under:

Name of Employer	Office Details	Name of the Post	Date of Appointment

Note. Central Govt. Civilian Employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled.

17. Alongwith this application, I have enclosed all documents/certificates/photographs as mentioned at Paragraph 7 of advertisement.

DECLARATION

18. 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 that department has the right to transfer/ post me to anywhere in India.

Dated : *Thumb Impression (Signature of candidate)
Place :

*Left Thumb Impression in case of male candidate and right thumb impression in case of female candidate.

FOR OFFICE RECORDS ONLY

- Application received on : _____
- Application accepted / rejected : _____
- Reason for rejection: Underage/ Overage/Documents incomplete /Photo or documents not attested / any other reason to be specified : _____.
- Roll No. _____ Date of Test _____

ACKNOWLEDGEMENT CARD

- Name :
- Date of Birth :
- Father's Name :
- Name of the Post :
- Correspondence Address : -
House No /Street/VillagePost Office.....
Tehsil State Dist..... PIN.....
Mobile No..... Email
- Date of reporting for Test
- Venue for Test

Affix recent
passport size
photograph duly
self attested

PART-II

(TO BE UPLOADED ON WWW. INDIANARMY.NIC.IN INCLUDING PART - I OF ADVERTISEMENT NOTICE)

ADVERTISEMENT NOTICE NO : 1152/2/CRA

RECRUITMENT NOTICE FOR THE POSTS OF STENO GRADE- II, LDC, FIREMAN, MESSENGER, RANGE CHOWKIDAR, MAZDOOR, GARDENER, SAFAIWALA, COOK & CSBO GRADE-II AT HQ WESTERN COMMAND & FORMATIONS UNDER WESTERN COMMAND

1. Applications invited for Central Recruitment of Defence Civilian Employees at Command level from eligible 'Male / Female / Transgender / Any Other Category' Candidates of Indian Citizenship, to reach Central Recruiting Agency, HQ PH & HP (I) Sub Area, Ambala Cantt., District – Ambala, State – Haryana, PIN – 133 001 by Ordinary /Registered/Speed post within 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the last date of publication of this advertisement in Employment News (**for example, 1-7 Jun 2023, 07 Jun 2023 will be counted as the last day**) as per the format attached as **Appendix 'A'**. The scale of pay, number of vacancies, educational qualification and other requirements are as under :-

Trade (Level and Pay Scale)	Categories					Total Vacancy	Earmarked Vacancy for	Education Qualification
	UR	OBC	SC	ST	EWS		ESM	
Steno Grade-II Level – IV (Rs 25500 to 81100)	01	-	-	-	-	01	-	(a) 12 th pass or equivalent from a recognized Board or university. Skill Test Norms (b) Dictation 10 mts @ 80 w.p.m (c) Transcription 50 mts (Eng), 65 mts (Hindi) on Computer
LDC Level – II (Rs 19900 to 63200)	01	-	-	-	-	01	-	(a) 12 th pass or equivalent from a recognized Board or university. Skill Test Norms (b) English Typing @ 35 w.p.m on computer or Hindi Typing @ 30 w.p.m on computer (35 Words per minutes and 30 words per minutes corresponding to 10500 / 9000 KDPH on an average of 05 key depressions for each word.
Fireman Level – II (Rs 19900 to 63200)	02	-	-	-	-	02	-	10 th class pass or equivalent from a recognized Board.
Messenger Level – I Pay Scale (Rs 18000 to Rs 56900)	07	04	02	01	01	15	03*	(a) 10 th class or equivalent from a recognized board. Desirable (b) Conversant with the duties of the respective trades with one year's experience in the trade.
Range Chowkidar Level – I (Rs. 18000/- to Rs. 56900/-)	01	-	01	-	-	02	-	(a) 10 th class or equivalent from a recognized board. Desirable (b) Conversant with the duties of the respective trades with one year's experience in the trade
Mazdoor Level – I (Rs. 18000/- to Rs. 56900/-)	02	01	-	-	-	03	-	10 th class or equivalent from a recognized board.

Trade (Level and Pay Scale)	Categories					Total Vacancy	Earmarked Vacancy ESM	Education Qualification
	UR	OBC	SC	ST	EWS			
Gardener Level – I (Rs. 18000/- to Rs. 56900/-)	02	-	-	-	-	02	-	(a) 10 th class or equivalent from a recognized board. Desirable (b) Conversant with the duties of the respective trades with one year's experience in the trade.
Safaiwala Level – I (Rs. 18000/- to Rs. 56900/-)	01	01	-	-	01	03	-	(a) 10 th class or equivalent from a recognized board. Desirable (b) Conversant with the duties of the respective trades with one year's experience in the trade.
Cook Level - I (Rs. 18000/- to Rs. 56900/-)	01	02	01	01	-	05	-	(i) 10 th class or equivalent from a recognized board (ii) Must have knowledge of Indian Cooking and proficiency in trade (Experience Certificate).

Trade (Level and Pay Scale)	Categories			Total Vacancy	Education Qualification
	OBC	ST	ESM		
CSBO Grade - II Level – III (Rs. 21700 to Rs. 68100)	01	01	01	03	(a) 10 th class or equivalent from a recognized board. (b) Proficiency of handling Private Board Exchange (PBX) Board (Experience Certificate). Desirable (c) Fluency in spoken English / Hindi.

***Note - 1.** The Ex-Servicemen (ESM) selected for appointment will be in respective categories i.e. UR, SC, ST & OBC and EWS to which they belong and will be appointed against vacancies reserved for them i.e. ESM,

2. **Calculation of Age.** Age calculation will be as on last date prescribed for receipt of application in open advertisement which will be considered as 21 days (28 days in case of candidate of Andaman & Nicobar and Lakshadweep) from the last day of publication of advertisement in Employment News (for example, 1-7 Jun 2023, 07 Jun 2023 will be counted as the last day).

3. Detailed Eligibility Criteria and application with mandatory undertaking/forms are available at www.indianarmy.nic.in. any future amendment/corrigendum in advertisement will be published at www.indianarmy.nic.in

4. Application **NOT** confirming to the format given in website/ advertisement will **NOT** be accepted and No repeat No intimation will be given on rejection of application.

5. Applicants are required to forward a mandatory undertaking placed at **Appendix 'B'** for this recruitment certifying willingness to serve in units in anywhere in India. The above posts are subject to all India service liability including field service.

MANDATORY REQUIREMENT

6. Age limit and its relaxation for all posts :-

S. No	Cat	Age Limit	Remarks
(a)	UR	18 Yrs to 25 Yrs	
(b)	OBC	18 Yrs to 28 Yrs	
(c)	SC/ST	18 Yrs to 30 Yrs	.
(d)	EWS	18 Yrs to 25 Yrs	The age limit for EWS candidates is 18 to 25 years (Note – 2).
(e)	ESM	The age will be calculated by applying formula i.e. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit prescribed for the post by more than three years.	Ex-serviceman should be in possession of Discharge certificate issued by their concerned Records Office.
(f)	Central Govt Employees (CGE)	Age relaxation for government servants upto 40 years as per instructions or orders issued by the Central Government from time to time.	Persons working in Central Govt Employees (CGE) must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/ pending against them and they have no objection to release them in case of selection.

Note-2. Persons belonging to EWS should be in possession of an income & asset certificate issued by any one of the following authorities in the prescribed format as given in **Appendix 'C'**.

- (a) District Magistrate/ Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Sub Divisional Magistrate / Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (c) Revenue officer not below the rank of Tehsildar.
- (d) Sub Divisional Officer of the area where the candidate and or his family normally resides.

7. **Physical Standard Requirements for Fireman.** Candidates not passing the mandatory physical requirements will not be permitted to appear for the physical endurance tests.

Category	Physical Standards Required
Fireman	(a) Height without shoes - 165 cms. Provided that a concession of 2.5 cms height shall be allowed for members of Scheduled Tribes. (b) Chest - (Un-expanded - 81.5 cms) & (on Expanded - 85cms). (c) Weight - 50 Kgs (minimum).

8. **Conduct of Physical Endurance Test For Firemen Only.** Physical standards for Fireman Candidates are as under :-

Category	Physical Standards
Fireman	Candidate are required to be physically fit to perform the strenuous duties of Fireman and should pass the following tests:- (a) Clearing 2.7 meter wide ditch landing on both feet (long jump). (b) Carrying a man (Fireman lift) of 63.5 Kgs to a distance of 183 meters within 96 seconds. (c) Climbing 3 Meters Vertical Rope using hands and feet.

Note-3. For Female Candidates. Timing of Physical Endurance Test for female candidates will be as deemed fit by the convening auth.

Note-4. Test timings & degree of difficulty can be changed by the Board of Officers in consultation with the convening auth.

9. **Endurance Test for Ex-Servicemen.** Board of Officers based on a common yardstick will decide these in consultation with the convening auth.

10. **Written Test.** Written Test will be conducted on OMR sheet. All candidates should acquaint themselves with this process. The question papers of written test (Objective type) will be in bilingual i.e. English & Hindi as under :-

Subject	Remarks
General Intelligence & Reasoning	LDC and Steno Grade II: The standard of question will be as per 12 th standard basis.
General Awareness	Fireman / Messenger / Safaiwala / Cook / Mazdoor / Range Chowkidar
General English	Gardner / CSBO Grade – II : The standard of question will be as per 10 th standard basis.
Numerical Aptitude #	Note : # Numerical Aptitude is not applicable for Steno Grade- II.

11. **Practical/Trade/Physical & Skill tests.** These test will be carried out as per instructions given in the call letter that is available at www.indianarmy.nic.in.

12. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.

13. Dates for Written Test/physical endurance tests for all categories will be intimated in the **Call Letters by Central Recruiting Agency, HQ PH & HP (I) Sub Area, Ambala Cantt., District – Ambala State – Haryana, PIN – 133001** only to individuals whose applications received through ordinary post/ registered post/ speed post and are found correct in all respects after scrutiny by CRA.

14. The application should be addressed to **Central Recruiting Agency, HQ PH & HP (I) Sub Area, Ambala Cantt., District – Ambala State – Haryana, PIN – 133001** received through ordinary post/ registered post/ speed post. No application will be accepted by hand. Board will not be responsible for loss of any application in transit and for postal delay. No TA/DA will be paid for any test. The candidates themselves will make arrangement for boarding and lodging. No application will be entertained after the due date. While forwarding the application, the envelope should be clearly marked, **“Application for the Post of Steno Grade - II , LDC, Fireman, Messenger, Range Chowkidar, Cook, Mazdoor, Gardener, Safaiwala, CSBO Grade – II and Must Also State UR/ OBC/ SC/ ST/ EWS/EX-SERVICEMAN (Delete whichever is not applicable).** (Quoting of Postal Index Number (PIN) & Category are mandatory).

15. Candidates are advised to attach self-attested copies of **following documents** as applicable. Please **DO NOT FORWARD ORIGINAL CERTIFICATES** with the application :-

- (a) Birth Certificate duly self-attested(Matriculation certificate/Mark sheet can be produced in lieu).
- (b) Medical certificate from a registered medical practitioner for physical fitness.
- (c) Valid Caste Certificate for SC/ST duly self-attested.
- (d) Valid Caste Certificate for OBC duly self-attested as per **Appendix ‘D’**.
- (e) Self-attested Education Certificates alongwith the mark sheets (Matriculation onwards).
- (f) Experience/Proficiency Certificate duly Signed and Stamped by issuing Authority(Where applicable).
- (g) Residential Certificate
- (h) Photocopy of discharge certificate for Ex-Servicemen and NOC from CO / OC of unit in case of serving personnel who are in last year of discharge/retirement duly countersigned by respective OIC (Records).

- (j) Certificate / undertaking for employment in units in Western Command or anywhere in India as per **Appendix 'B'**.
- (k) Income & asset certificate to be produced by Economically Weaker Section (EWS) as per **Appendix 'C'** and also the certificate received from competent auth.
- (l) Central Govt Employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled (Only for Central Govt Employees).
- (m) 04 x additional recent passport size photographs.
- (n) Self-attested Aadhar Card and one ID proof.
- (o) Call letter as per **Appendix -'E'**.
- (p) One self addressed envelope affixing postal stamp of Rs. 25/- (Candidates applied for the post of Fireman must be send Two self-addressed envelope affixing postal stamp of Rs 25/- on each).

16. Due to administrative constraints, in case of large number of applications received for one category of post, screening of application will be carried out on the basis of percentage of marks obtained in the exam of essential qualification for that post and a minimum ratio of **1:50** per post for each category will be maintained. A bench mark percentage may be fixed by board depending upon number of applications received. No weightage is to be given for additional/higher qualification (other than those prescribed minimum qualification for said post). Posts where **Physical/Endurance Test** in prescribed prior to written test (i.e. Fireman) there will be no such screening of applications.

17. The candidate should be in possession of all original documents/ certificates on the date of test as given applicable in **Para 15** above.

18. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the accepted applications will be called for the tests.

19. There will be simultaneous conduct of test for all categories & one applicant must apply for only one category. The reasonability of deciding the category, for which the candidate would like to appear, will be the choice of the applicant himself. No separate exam will conducted for candidates applying for more than one category. Rejection of application of candidates applying for more than one category will be at the discretion of Board of Officers.

20. No compensation will be paid in case of injury / death of a candidate during and after physical tests and also reserve the right to reschedule the date of Physical / Skill test / Written test due to strike / bandh / curfew / bad weather / any other administrative reasons.

21. 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.

22. 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 recruitment process can be cancelled / suspended / terminated by the CRA at any stage due to administrative reasons.

23. SC/ST/OBC candidates have a right to compete with general candidate against general vacancy. In such cases, no concession or relaxation will be provided to the SC/ ST/ OBC candidate.

24. No extra weightage is to be given for additional/extra/higher qualification.

25. Vacancies may increase or decrease, if additional vacancies are released or reduced by Competent authority.
26. The candidates who fail to qualify in the Physical test (ie. Fireman) shall not be permitted to undergo written test. **Practical/Trade & Skill tests** (Steno Grade-II, Lower Division Clerk (LDC) and CSBO Grade – II), will be conducted after written test and will be qualifying in nature.
27. **Rejection.** The following acts/omission would render a candidate/applications disqualified :-
- (a) Incomplete or unsigned application and without Left/Right Thumb impression on application form.
 - (b) Furnishing of false, inaccurate or tempered information.
 - (c) Obtaining support for his candidature through unfair means.
 - (d) Impersonation by any person.
 - (e) Submitting fabricated documents.
 - (f) Making statements, which are incorrect or false or suppressing material information.
 - (g) Resorting to any other irregular or improper means in connection with his / her candidature for the selection.
 - (h) Improper filling of applications.
 - (j) Late receipt of application i.e. after closing date.
 - (k) Any other reason as observed by the Board of Officers.
28. **Disqualification.** - No person –
- (a) Who has entered into or contracted a marriage with a person having a spouse living;
Or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.
Or
 - (c) Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.
29. Appointment letters will be issued subject to receipt of verification of character and antecedents from concerned District Magistrates, Supdt of Police, Medical fitness certificate from medical authorities and documents submitted by the candidates.
30. Candidate will be on two years' probation period at respective HQ/ Unit after appointment. Their services will be terminated in case they are found in-disciplined/unsatisfactory at work.
31. Central employees appointed in Govt Services on or after 01 Jan 2004 will be governed by new defined contribution pension scheme.
32. Any dispute with regard to the recruitment will be subject to the jurisdiction of the Punjab & Haryana High Court under which CRA falls.
33. Registration of application by no means is a guarantee of employment.
34. **WARNING.** 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.
35. Unambiguously, it is stated that Merit as per spelt out tests and possession of Bonafide documents shall be the sole criteria for selection process.
36. Candidature will be cancelled, if the candidates do not report to conducting unit, within the Time Specified by Unit Administration.

37. Impostors will be handed over to police custody.
38. Candidates will not be permitted to appear in the exam if they will not bring their call letter along.
39. Relaxation in physical test will be provided to women candidate based on the recommendation of the Board of Officers.
40. Candidate will be responsible for their meal and accommodation arrangement as recruitment/ exam may take a few days. No travelling/ allowances will be provided and conducting unit is not responsible for any of these arrangements.
41. Mobile phone, voice recorder, calculator, digital watches, caps, head scarves/any other electronics devices are prohibited within the premises of where the examination/ tests will be conducted.
42. CRA administration is not responsible for safety of personal belongings of candidates during test. Candidates will make their own arrangements.
43. Conducting unit will not be responsible for compensating in case any injury/death is suffered by a candidate during process of recruitment.
44. All COVID protocols to be followed by candidate during the recruitment process.
45. Requirement of scribe for written test be intimated 72 hours in advance to CRA Administration.
46. All tests will be conducted at Ambala Military Station.
47. Candidates belonging to reserved categories, who have not availed any relaxation applicable to their categories and whose names appear in the combined merit list, within the number of UR vacancies being filled, shall be accommodated against UR vacancy.
48. Candidates will bring Acknowledgement Card/Call letter for each test. Failing which, they will not be allowed to appear for the test.
49. Candidates found using unfair means will be rejected.
50. In case of any discrepancy due to change in policy, the same will be resolved based on the latest rules/instructions issued by Central Govt at that time.
51. Any other category applying, other than UR/ OBC/ SC/ ST/ EWS, will be treated as UR category. This "Recruitment Notice" comprises of the following Appendices :-
 - (a) Appendix 'A'.
 - (b) Appendix 'B'.
 - (c) Appendix 'C'.
 - (d) Appendix 'D'.
 - (e) Appendix 'E'.

To

Central Recruiting Agency
HQ PH & HP (I) Sub Area, Ambala Cantt.
District : Ambala
State : Haryana
PIN : 133 001

APPLICATION FOR THE RECRUITMENT : (Write Name of POST IN CAPITAL)
(One candidate fill only one application for any post. No Multiple Applications Accepted)

Reference Newspaper _____ Advertisement No _____ dated _____

- 1. Post applied for (fill only one post) : _____
- 2. Name of Candidate (in block letters) : _____
- 3. Father's/Husband Name : _____
- 4. Mother's Name : _____
- 5. Date of Birth: _____

DD	MM	YYYY

Affix latest
passport
size
photograph
duly self
attested

- 6. Gender (Male / Female / Transgender / Any other Category) : _____
- 7. Age as on last date prescribed for receipt of application : Years _____ Months _____ Days _____
- 8. Nationality/Religions : _____ / _____

9. Address for Correspondence (in BLOCK LETTERS):-

House No. _____ Street/ Village _____
 Post Office _____ Tehsil _____
 District _____ State _____ PIN Code _____

10. Permanent Address:-

House No. _____ Street/ Village _____
 Post Office _____ Tehsil _____
 District _____ State _____ PIN Code _____

11. Mobile No : _____ & Email-ID : _____

12. Educational Qualification

Ser No	Qualification	Name of School/ College	Name of Board/ University	Percentage of Marks obtained (upto two decimal, example 50.60)	Division

Note: Attach Self Attested Mark Sheet of all education qualification & Experience certificates.

13. Category for which applied (Please tick one) and Enclose Caste Certificate on Prescribed format :-

UR	OBC	SC	ST	EWS

14. If applied for the reservation for Ex-Servicemen (ESM) :-

- (a) Date of enrolment (in Army/Navy/Air force) : _____
- (b) Date of Retirement : _____
- (c) Total Service: _____ Years _____ Months _____ Days.
(Attach copy of discharge certificate)

15. Whether registered with any Employment Exchange : Yes/No _____
(If yes, mention Registration Number and name of employment exchange)

16. Whether employed in Central Govt Service? : Yes/ No _____
If yes, mention service details as under:

Name of Employer	Office Details	Name of the Post	Date of Appointment

Note. Central Govt. Civilian Employees must furnish 'No Objection Certificate' from their employer/office with application else their candidature will be cancelled.

17. Alongwith this application, I have enclosed all documents/certificates/photographs as mentioned at Paragraph 7 of advertisement.

DECLARATION

18. 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 that department has the right to transfer/ post me to anywhere in India.

Dated : *Thumb Impression (Signature of candidate)
Place :

*Left Thumb Impression in case of male candidate and right thumb impression in case of female candidate.

FOR OFFICE RECORDS ONLY

- Application received on : _____
- Application accepted / rejected : _____
- Reason for rejection: Underage/ Overage/Documents incomplete /Photo or documents not attested / any other reason to be specified : _____
- Roll No. _____ Date of Test _____

ACKNOWLEDGEMENT CARD

- Name :
- Date of Birth :
- Father's Name :
- Name of the Post :
- Correspondence Address : -
House No /Street/VillagePost Office.....
Tehsil State Dist..... PIN.....
Mobile No..... Email
- Date of reporting for Test
- Venue for Test

Affix recent
passport size
photograph duly
self attested

UNDERTAKING / WILLINGNESS CERTIFICATE

I, Shri / Smt / Kumari _____ Son / Wife / Daughter
of Sh _____, resident of _____ is
willing to serve in organizations under Ministry of Defence located anywhere in India.

Dated _____

Signature _____

Place _____

Name _____

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE
TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No _____

Date _____

VALID FOR THE YEAR _____

1. This is to certify that Shri / Smt / Kumari _____ Son / Daughter / Wife of _____ permanent resident of Village _____, Street No _____ Pin Code _____ post office _____ District _____ in the State/ Union Territory _____ Pin Code _____ whose photograph is attested belongs to Economically Weaker Sections, since the gross annual Income of his/her family is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year . His/her family does not own or possess any of the following assets:-

- (a) 5 Acres of agriculture land and above.
- (b) Residential flat of 1000 sq ft and above.
- (c) Residential plot of 100 sq yards and above in notified Municipalities.
- (d) Residential plot of 200 sq yards and above in area other than the notified Municipalities.

2. Shri/Smt/Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central lists).

Recent
passport size
self attested
photograph of
the applicant

Signature with seal of office _____

Name _____

Designation _____

Note 1: Income covered all sources i.e. salary, agriculture, business, profession.

Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation his/her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.

Note3: The property held by a "Family" in different locations or different places / cities have been clubbed while carrying out property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

(G.O.I, Dept of Per & Trg O.M No 36033/28/94-Estt (res), dated 02-07-1997)

This is to certify that Son / Daughter of
Sh.....of Village Post.....
District / Division..... in the State
belongs to theCommunity
which is recognized as a Backward Class under :-

*(i) Government of India, Ministry of welfare, Resolution No 12011/68/93-BCC (C) dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186 dated the 13th September, 1993.

*(ii) Government of India, Ministry of Welfare, Resolution No 12011/9/94-BCC dated the 19th October 1994, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 163, dated the 20th October1994.

*(iii) Government of India, Ministry of Welfare, Resolution No 12011/7/95-BCC dated the 24th May 1995, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 88, dated the 25th May 1995.

*(iv) Government of India, Ministry of Welfare, Resolution No 12011/44/96-BCC dated the 6th Dec 1996, Published in the Gazette of India, Extraordinary, Part-I, Section I, No 210, dated the 11th December 1996.

Shri..... and/ or his family ordinarily reside(s)
in the.....District/Division of the State. This is also to certify that
he/she does not belong to the person/section (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, department of Personal and Training, O.M. No 3602/22/93-
Estt (SCT) dated 8-9- 1993.

Dated : _____

Designation _____

Seal

Name of Competent Authority

CALL LETTER

(MANDATORY: TO BE ATTACHED ON SEPARATE SHEET)

Roll No _____

Central Recruiting Agency
HQ PH & HP (I) Sub Area, Ambala Cantt.
District : Ambala
State : Haryana
PIN : 133001

Affix recent
passport size
photograph only
(Attestation is
not required)

1152/CDE/CRA

2023

Name _____ S/D/O _____

House No _____ Village : _____, Post Office : _____

Tehsil : _____ District : _____

State : _____ PIN : _____

Mob No : _____

TEST FOR THE POST OF STENO GRADE II, LDC, FIREMAN, MESSENGER, RANGE CHOWKIDAR, COOK, MAZDOOR, GARDENER & SAFAIWALA AT HQ WESTERN COMMAND & UNITS UNDER WESTERN COMMAND

1. Refer to your application submitted in response to the post of **Steno Grade-II, LDC, Fireman, Messenger, Range Chowkidar, Cook, Mazdoor, Gardener, Safaiwala, CSBO Grade-II.**
2. Please report for the test on _____ at **Kharga Stadium, Ambala Cantonment at 0730 A.M** for verification of documents. Time of Exam is from 10:00 A.M. to 12:00 A.M. All candidates are requested to be seated **one hour prior to the exam** after verification of documents. The candidate failing to report on the fixed date/time will not be allowed to take test
3. No boarding / lodging will be provided.
4. **Production of this letter is mandatory for entry alongwith Govt issued photo ID proof in original on all days of test (Voter Card / Driving License / AADHAR Card / PAN Card/ Passport).**
5. Written Exam shall be conducted on OMR Sheet. All candidates bring their own writing material for written exam incl the clip board.
6. **Special Instructions for Steno Grade-II, Lower Division Clerk (LDC), Fireman & CSBO Grade – II only** :-
 - (a) After the written Exam, the evaluation of OMR sheet of Steno Grade- II, LDC and CSBO Grade – II will be done on the same day and result will be published by evening so that the eligible candidates can appear for the **Practical/Trade & Skill tests.**
 - (b) Considering the fact that Practical/Trade & Skill tests are only qualifying in nature, only 50% of the passed candidates (for each posts & category) **who are on the Top of the Merit in Written Exam will be called for Practical/Trade & Skill tests.**
 - (c) Practical/Trade & Skill tests will be conducted on _____ at **0800 A.M.** and location of Practical/Trade & Skill tests will be intimated on the day of Written Exam.
 - (d) **Physical Test** for fireman will be conducted at _____ on _____2023 at _____**A.M.**
 - (e) Skill test for CSBO Grade – II will be conducted to check candidate's proficiency in handling exchange operation and this will be conducted for qualifying purpose only.
7. The candidates are advised to follow strict COVID protocol at all times.

(Signature of Presiding Officer)