

## Headquarters Western Command (Adm Branch)

Pin 908543 C/o 56 APO

1. Headquarters Western Command, (Adm Branch), C/o 56 APO invites applications as per format given at Appendix 'A' from the candidates fulfilling particulars giving Bio-data, Name, Age, Qualifications and experience, if any, alongwith attested copies of their supporting documents within **21 days** after its publication in the Employment News / leading News Papers addressed to Administrative Officer, HQ Western Command, PIN - 908543, C/o 56 APO by **REGISTERED POST/BY HAND** for the following posts:-

Name of Posts	Pre revised Pay Scale	Category							Total No. of Posts
		Gen	SC	ST	OBC	ESM	Person With Disabilities (PWD)	Sports Men	
Steno Gde - II	Rs 5200-20200 + Rs 2400 Gde Pay + other allowances as applicable	01	-	-	01	-	-	01	03
LDC	Rs 5200-20200 + Rs 1900 Gde Pay + other allowances as applicable	04	01	01	02	-	01	-	09
Cook	-do-	02	-	-	-	01	-	-	03
Safaiwala	Rs 5200-20200 + Rs 1800 Gde Pay + other allowances as applicable	-	01	01	-	-	01	-	03
Messenger	-do-	-	01	-	01	-	01	-	03
Gardener	-do-	-	-	-	01	-	-	-	01
Labourer	-do-	-	-	-	01	-	-	-	01
<b>Total</b>		<b>07</b>	<b>03</b>	<b>02</b>	<b>06</b>	<b>01</b>	<b>03</b>	<b>01</b>	<b>23</b>

Note : Application form should be forwarded on Legal size paper and neatly filled.

2. **Age limit :-**
  - (a) **Unreserved** :18 to 25 years
  - (b) **SC/ST Category** : 18 to 30 years
  - (c) **OBC** :18 to 28 years
  - (d) **Person With Disability** : 18 to 35 years
3. **Qualification:-**
  - (a) **Steno Gde-II** :12th class pass or equivalent qualification from recognized Education Board.
  - Skill Test Norms** : (i) Dictation: 10 minutes @ 80 words per minute.
  - (ii) Transcription: 55 Minutes (Eng) on computer.
  - (b) **LDC**: Minimum 12th class pass from recognized Education Board or equivalent qualification & knowledge of Computer with 30 wpm typing speed in English or Hindi.
  - (c) **Cook/Safaiwala/Messenger/Gardener/Labourer** : Matriculation or equivalent from a recognized Education Board.
4. Candidates are advised to forward attested copies of following documents as applicable alongwith one self addressed registered envelope with adequate stamps:-
  - (a) Age/Date of Birth Certificate.
  - (b) Domicile Certificate.
  - (c) Character Certificate.
  - (d) Educational/Technical Qualification Certificates.
5. Please do not forward original certificates with the application. Application should be typed/hand written on Legal size paper only and addressed to Adm Officer, HQ Western Command, PIN - 908543, C/o 56 APO. Write on top of envelope (in capital), with the post applied for clearly superscribed on the envelope. The candidate would be required to show all original documents/certificates as stated above at the time of skill test.
6. Date of determination of age will reckon from last date of application i.e **21 days** from the date of advertisement.
7. Date of written test of the candidates whose applications are found correct in all respect will be intimated through call letters.
8. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
9. No TA/DA is admissible for journey for written test/skill test.
10. Adm Officer, HQ Western Command, C/o 56 APO will not be responsible for any postal delay.
11. A select panel of candidates based on performance in the written test and qualifying in skill test will be drawn up. Selected candidates will be offered an appointment subject to Medical Examination and other qualifying requirement before actual appointment. The reserve panel will be operated strictly as per merit. In case candidates from the select panel refuse for appointment the same vacancy will be allotted to next reserve panel candidate.
12. The vacancy is tentative. The recruitment process can be cancelled/suspended/terminated by the Adm Officer, HQ Western Command, C/o 56 APO without assigning any reason at any stage. The decision of Appointing Authority, HQ Western Command, C/o 56 APO is final and no appeal will be entertained.
13. The selected candidate will be intimated of their selection through a letter to be sent by normal post in the address furnished at the time of application. Selected candidates will be appointed after receipt of Police Verification of character and antecedents from District HQ Civil and Police authorities.
14. Application form should be strictly as per the format published in the advertisement.
15. Any attempt by any candidate to influence the selection process will result in disqualification of the candidate from taking any further part in the selection process.
16. **Non Eligibility Criteria:-**
  - (a) No Person - (i) Who has entered into or contracted a marriage with a person having a spouse living, OR (ii) Who having a spouse living has entered into or contracted marriage with any person shall be eligible for appointment to the said posts provided that Central Govt may, 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 equip any person from the operation of this rule. (b) False documents/information or incomplete information in the application form. (c) Any other person appearing in the test in place applicant or impersonation. (d) Incomplete application form. (e) Two or more application filled for the same post. (f) Any other influence from outside or use of wrong procedure for acceptance of the application.

**APPLICATION FORMAT**  
APPLICATION FOR THE POST OF : .....

To,  
The Administrative Officer  
HQ Western Command  
PIN- 908543  
C/o 56 APO

Affix recent  
passport size  
photograph  
duly attested  
by a Gazetted  
Officer

10. **Name (in capital letters)** :
11. **Father's Name (in full)** :
12. **Permanent Address with PIN Code No.** :
13. **Address for correspondence** :
14. **Date of birth (in words) (in figures)** :
15. **Qualification (Educational/Technical)** :

Name of Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	%age of Marks obtained	Division	Remarks

16. **Post applied for** :
17. **Status whether Gen/SC/ST/OBC/ESM/ PWD** :
18. **In case of Ex-servicemen**
  - (a) Date of Joining Service :
  - (b) Date of Leaving Service :
  - (c) Total Colour Service :
19. **Nationality** :
20. **Contact No.** :

**DECLARATION**

1. I hereby certify that the information contained in the above application is correct to the best of my knowledge and belief. In the event of information found false or incorrect at any stage during the service my candidature may be cancelled and understand that my appointment, if made, shall stand terminated without any notice.
2. I am willing to serve anywhere in India.
3. I accept the terms and conditions of appointment as per the terms and conditions laid down by the Govt. of India and Central Govt Service rules/procedures.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_ (Signature of the applicant)