

HEADQUARTER BENGAL SUB AREA
246 AJC BOSE ROAD, ALIPORE, KOLKATA – 700 027

Last date of receipt of application is 21 days from the date of publication of this advertisement

1. Applications are invited from Indian citizens for the following posts in HQ Eastern Command. Number of posts likely to change. The details are as furnished below :-

<u>Ser No</u>	<u>Name of Post</u>	<u>No of Post</u>	<u>Reserved For</u>	<u>Vacancy For</u>	<u>Educational Qualification</u>	<u>Age Limit</u>	<u>Pay Scale</u>
(a)	Multi Tasking Staff (MTS)	09	Gen – 01 Gen (EWS) – 03 Gen (ESM) – 01 OBC – 03 ST - 01	HQ Eastern Command, Fort William, Kolkata	Matriculation passed or equivalent from a recognized board. Desirable:- Conversant with the duties of the respective trade with one year's experience in the trade.	Between 18 – 25 years. (Relaxable for Govt. employees upto 35 years in accordance with the orders or instructions issued by the Central Govt). Age will be reckoned on the last date prescribed for receipt of applications. Relaxations for ESM as per Govt. Orders). - Age limit for SC/ST/OBC is as per Govt. Orders. No age relaxation to SC/ST/OBC candidates will be given for Gen Category vacancy as per existing Govt. Orders.	Level-1 in Pay Matrix (as per 7 th CPC)

2. Interested candidates will submit only typed applications on A4 size paper by post/ speed post/ registered post to HQ Bengal Sub Area, 246 AJC Bose Road, Alipore, Kolkata – 700 027. Last date of receipt of applications is 21 days from the date of publication of this advertisement. Application received after due date will not be entertained and this office will not be responsible for any postal delay. Hand written application, incomplete/ illegible applications or those not fulfilling any of the criteria will be rejected outright. The eligible candidates will be informed through call letter for written & skill test. Tests will be conducted at place and date to be intimated along with call letter.

3. All candidates to endorse only one application for the post being applied.

4. Written test will include questions on General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness.

5. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for written/ skill test.

6. Service liability of a candidate is anywhere in India. Field Service liability is also applicable.

7. Two self addressed envelopes affixed with stamp for registered post to be enclosed along with application.

8. In addition to photo pasted on application, two passport size photographs (not older than two months) without wearing cap, goggles & mask will be enclosed with name and father's name of the candidate written on reverse. Do not put any mark or signature on the photograph.

9. The candidate will have to attend written test/ skill test for selection at their own cost and no Travelling/ Daily Allowance is admissible.

Copy of Employment Exchange Registration card, if held, will also be enclosed along with the application.

11. Application will be forwarded by **post/ speed post/ registered post** in an envelop endorsed with **"APPLICATION FOR THE POST OF _____"** (post applied for), **Category _____** (Gen/Gen(EWS)/Gen(ESM)/OBC/ST) in top of envelop. No application by hand will be entertained.
12. In case of EWS/ESM/OBC/ST candidate a supporting certificate to be submitted along with the application.
13. Candidates working in Govt. Service/ PSU must submit their application through proper channel along with the certificate from their Head of Office/ Establishment that no vigilance or disciplinary cases is pending or contemplated against him/her and that they have no objection in releasing him/ her in case of selection. Application not accompanied with 'NOC' will be summarily rejected.
14. Extra weightage will not be given for additional/ extra or higher qualification for recruitment.
15. Number of vacancies may change depending on requirement of the establishment.

HEADQUARTER BENGAL SUB AREA
APPLICATION FORM FOR THE POST OF
CATEGORY (GEN/EWS/ESM/OBC/ST)

1.	Post for which applied (Single entry only)		Passport Size Photograph to be affixed
2.	Name of the Applicant (in Block letters)		
3.	Father's Name		
4.	Sex		
5.	Date of Birth, Age as on last date of application (attach DoB proof certificate)		
6.	Full Postal Address		
7.	Mobile/ Contact Number		
8.	Permanent Address		
9.	Nationality & Religion		
10.	Caste (SC/ST/OBC)/ EWS/ ESM (attach certificate as applicable)		
11.	Educational Qualification (Photocopy of Mark Sheet(s) & Certificate(s) to be attached)		
12.	Employment Exchange Registration Card Number, if any		
13.	Visible Identification Mark		
14.	Aadhar Card Number		
15.	Any other Information		

Certified that the particulars mentioned in the application are correct and true to the best of my knowledge and belief. If particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Date:

(Signature of applicant)

Enclosures:-

FOR OFFICIAL RECORDS ONLY

1.	Received on		2. Accepted/ Rejected	
3.	Reason for rejection	Underage/ Overage/ Incomplete Documents/ Any other reasons to be specified.		
4.	Index No		5. Date of Written Test/ Skill Test	

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