

**HEADQUARTERS CHHATTISGARH AND ODISHA SUB AREA (A) BRANCH)**  
**PIN 901124 C/O 56 APO**

1. Headquarters Chhattisgarh and Odisha Sub Area (AG's Branch) C/o 56 APO invites application as per format attached from the eligible male & female candidates fulfilling particulars giving biodata, name, age, qualifications and experience, if any, alongwith attested copies of the supporting documents within 28 days from date of after its publication in the Employment News/ leading News Papers addressed to Col A HQ Chhattisgarh and Odisha Sub Area, PIN 901124, C/o 56 APO by **REGISTERED POST** for the following posts:-

Name of Posts	Pre revised pay Scale	Category				Total No of Posts
		Gen	SC	ST	OBC	
LDC	Rs 5200-20200+Rs 1900 Gde Pay+ other allowances as applicable	01	-	-	-	01
Cook	-do-	01	-	-	-	01
Safaiwala	Rs 5200-20200+Rs 1800 Gde Pay + other allowance as applicable	01		-	-	01
Messenger	-do-	03	-	01	-	04
Gardener	-do-	01	-	-	-	01
Washerman	-do-	01	-	-	-	01
Multi Tasking Staff	-do-	01	-	-	-	01
CSBO Grade -II	Group C, Rs 21700/- + allowances (Level-3, Cell-1) as per new pay matrix of 7 <sup>th</sup> CPC	Male-04 Female-01	-	01	-	06
Total		14		02		16

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

2. **Age limit** :-

- (a) General Category : 18 to 25 years (Relaxable for Govt Servant up to 40yrs for LDC and upto 35 yrs for other post)
- (b) SC/ST Category : 18 to 30 years

3. **Qualification** :-

- (a) LDC : Minimum 12<sup>th</sup> class pass from recognized Education Board or equivalent qualification. Knowledge of Computer with 30 wpm typing speed in English & Hindi.
- (b) Cook/ Safaiwala/ Messenger / Gardener/ Washerman / MTS/ : Matriculation or equivalent from a recognized Education Board. For the post of MTS it is desirable that the candidate is conversant with the duties of respective trades with one year's experience in the trade.

- (c) CSBO : Matriculation or its equivalent from recognized Bd. Proficiency in handling electronic Automatic Private Br Exchange Box (EAPBX,) fluency in spoken English/Hindi. Working knowledge of computer is desirable.

4. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test. Col A, HQ Chhattisgarh and Odisha Sub Area PIN 901124 C/o 56 APO will not be responsible for any postal delay.
5. Posts mentioned above are subject to all India transfer liability and Field service liability Rules.
6. Candidates will forward application properly sealed in an envelope to AG's Branch, HQ Chhattisgarh and Odisha Sub Area C/o 56 APO through registered post. Candidates are requested to superscript the words "**APPLICATION FOR THE POST OF \_\_\_\_\_**" on the top of the envelop while sending the application form.
7. Last date for receipt of application is 28 days, from the date of publication of the advertisement in the Employment News.
8. The crucial date for determining the age limit shall be the closing date for receipt of application.
9. Photocopy of the following Documents / Certificates to be attached alongwith application duly attested by a Gazetted Officer:-
- (a) Matriculation certificate /Municipality Birth certificate in support for date of birth.
  - (b) Mark sheet of the educational qualification mentioned against the post applied.
  - (c) Proof of technical qualification.
  - (d) Copy of Employment Exchange Card if any.
  - (e) ST/SC/OBC (Non creamy layer) certificate if applicable.
  - (f) Physically handicapped certificate showing 40% and above of relevant disability issued by the competent authority in Govt prescribed Performa.
  - (g) Discharge certificate in case of ex-servicemen.
  - (h) NOC in original from their present employer in case of Government Servant.
  - (j) Self address envelope with postal stamp of Rs 25/-.

**Note:** Original certificate should not be sent with application. These should be produced only at the time of test.

10. Incomplete / illegible/ ineligible application will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the written examination provided a self- addressed envelope with postal stamp of Rs. 25/- is enclosed with the application form.

11. The selection procedure for the above post include written & practical test. The written & practical test will be conducted and successful candidates will be intimated by post and also list of successful candidate will be placed at Main Gate of this Establishment.
12. Application will be short listed on the basis of percentage of marks obtained in the examination for essential qualification. The number of candidates to be called for recruitment process will be restricted to 50 times of number of vacancies. The number of candidates to be called for skill test/practical test will be restricted to 10 time the number of vacancies to be filled.
13. The number of vacancies may be subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reasons thereof.
14. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.
15. Syllabus for written test will be as per essential qualification mentioned against posts.
16. No TA/DA is admissible. Duration of the test can be four to five days or more. Candidates will make their own arrangement for lodging / Boarding during the written & practical test.
17. The decision of appointing authority regarding selection/rejection will be final.
18. The recruitment process can be cancelled / postponed /suspended/terminated without any prior notice/assigning any reasons at any stage.
19. Each category of Post will be treated as separate entity. Any stay or direction by Honourable Court will apply only to that particular category of trade/post.
20. All legal jurisdiction for court case will be limited to Raipur.
21. Candidates are allowed to apply only for one type of post.
22. 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 Police authorities.
23. Application form should be strictly as per the format published in the advertisement. 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.

## 24. 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 of the applicant or impersonation.
- (d) Incomplete application form and two or more applications filled for the same post.
- (e) Any other influence from outside or use of wrong procedure for acceptance of the application.

**APPLICATION FORM**

1. Post applied for : \_\_\_\_\_
2. Name of the candidate : \_\_\_\_\_
3. Father's/Husband Name : \_\_\_\_\_
4. Date of Birth (proof enclosed) : \_\_\_\_\_
5. Correspondence address : \_\_\_\_\_  
(With PIN Code)
6. Permanent home address : \_\_\_\_\_  
(With PIN Code)
7. Category (SC/ST/OBC) : \_\_\_\_\_
8. Nationality : \_\_\_\_\_
9. Education Qualification : (i) Academic : \_\_\_\_\_  
(ii) Technical : \_\_\_\_\_  
(iii) Experience : \_\_\_\_\_
10. Employment Registration No./Place
11. Enclosures :

Affix latest pass  
Port size  
photograph duly  
attested by a  
Gazetted officer

Certified that the particulars mentioned in the application form are correct and true 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 recruitment, my service may be terminated without notice.

Place :

Date :

(Signature of the applicant)

**ACKNOWLEDGEMENT / ADMISSION CARD**

1. Post applied for : \_\_\_\_\_
2. Name of candidate : \_\_\_\_\_
3. Signature of candidate : \_\_\_\_\_
- (For official use only)**
4. Your application is hereby accepted.
5. Index No. : \_\_\_\_\_
6. Written Test (a) Date \_\_\_\_\_ (b) Time \_\_\_\_\_  
(c) Place \_\_\_\_\_

Affix latest  
Passport size  
photograph