

APPLICATION FOR RECRUITMENT

Recruitment Notice No.....

To, Commanding Officer
898 AT Bn ASC
PIN . 905898
c/o 56 APO

Affix recent self
Attested passport
Size photograph

1. Post applied for _____
2. Nam of candidate (in Block letter) _____
3. Father's Name _____
4. Date of birth

D	D	M	M	Y	Y	Y	Y

5. Correspondence Address :-
House No/ Street / Village _____ Police Station _____
Post Office _____ District _____
State _____ PIN Code _____
6. Permanent Address :-
House No/ Street / Village _____ Police Station _____
Post Office _____ District _____
State _____ PIN Code _____

7. Educational Qualification (Enclose photocopy of certificate):-

S No	Qualification	Name of School/College	Name of Board/University	% of marks obtained

* To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out in the ratio 1:50 (fifty application for one post) based on the percentage of marks obtained in the examination mentioned as essential QR.

8. (a) Category for which applied (please tick to choose) :

UR	SC	ST	OBC

- (b) Whether belongs to (please tick to choose) :

PH	ESM	MSP	Others

* PH, ESM & MSP candidates to mention their category (Gen/UR, SC, ST & OBC)

9. If applied for the post as Ex-serviceman

Date of enrollment (in Army/ Navy / Air Force) ÷ Date of retirement.....
Total Service ÷Yrs.....Month.....Days (attached copy of discharge certificate/NOC)

10. If applied for the post as PH category :

Type of disability (OH,HH,VH)	Percentage of disability

11. Whether registered with any employment exchange? (Yes/No) (If yes, mentioned registration No and name of Employment exchange).

12. Whether employed in Central Govt. services? Yes/No if yes, give details as under :-

Name of Employer	Office Address	Name of the post	Date of appointment

DECLARATION

I hereby certify that above particulars mentioned in the application are correct and true 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 the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Date:

(Signature of candidate)

Place :

FOR OFFICE RECORD ONLY

1. Application received on _____
2. Application accepted/ rejected _____
3. Reason for rejection : Underage/Overage/Documents incomplete/ Photo or documents not attested/ Any other reasons to be specified:-

4. Index No _____ Date of Test _____

No _____

ADMIT CARD FOR WRITTEN EXAMINATION

Affix recent self Attested passport size photograph

1. Name _____
2. Date of Birth _____
3. Father's Name _____
4. Address for Correspondence
 House No/Street/Village _____
 Post Office _____ Tehsil _____
 Distt: _____ State _____
 PIN Code _____
5. Date of reporting for written exam _____
6. Venue of test _____

Signature of Controlling Officer

ACKNOWLEDGEMENT CARD CUM CALL LETTER**TO BE FILLED IN BY CANDIDATE**

1.	Name _____	Affix recent self Attested passport size photograph
2.	Date of Birth _____ Age _____	
3.	Father's Name _____	
4.	Category : OBC/SC/Gen(UR)/Ex-Servicemen _____	
5.	Address for Correspondence House No/Street/Village _____ Post Office _____ Tehsil _____ Distt: _____ State _____ PIN Code _____	
6.	Application accepted/ rejected _____	
7.	Reason for rejection _____	
8.	Date of reporting for test _____	
9.	Venue of test _____	
10.	Index No _____	

(Please affix latest self photographs and Fill up column 1 to 5 only)

Signature of Controlling Officers

GENERAL INSTRUCTION

1. All part of the application to be filled by the candidate in their own hand by blue ball point pen only.
2. Before applying for the post, the candidates should ensure that he fulfills the eligibility and other criteria. Recruitment authorities would be free to reject application not fulfilling the requisite criteria, at any stage of recruitment and if erroneously appointed, such candidates shall be liable to termination from service if appointed.
3. No **(NO)** application will be accepted in person by hand or through any representative. The application must be posted to the addressee only under **REGISTERED/ SPEED POST**. Application posted through Normal Post & Courier etc will not **(WILL NOT)** be accepted. The unit will not **(WILL NOT)** be responsible for any kind of postal delay either in receipt of application or in dispatch of acknowledgement cards. Two applications will not **(WILL NOT)** be accepted in a single envelope.
4. No **(NO)** traveling allowance will be admissible for the test. Candidates will make their own boarding/lodging arrangement for test. The Govt or the unit detailed to conduct the tests will not be responsible to pay any damages in case of injury/death of candidate during various test.
5. Date, time & place of test will be mentioned in the Admit Card. No separate letter except Admit Card will be issued. At the time of test the candidates should be in possession of original stamped Admit Card sent by this unit, all ORIGINAL certificates in support of age, educational qualification, experience, caste and registration certificate from their local Employment Exchange names already registered with them. Individuals who are not in possession of Admit Card or original certificates will not be entertained.
6. Application which is incomplete, incorrect, wrongly filled, without signature, without photograph, photo with wearing cap and goggles/coloured glasses, or without enclosing attested copies of photograph / documents by serving Group A / B Gazetted Officer or equivalent if applicant is found under / over age on last date of receipt of application will be rejected on the spot without any reasons/notice. Application can also be rejected by any other reason as observed by the Board of Officers.
7. Candidates living with more than one spouse or married another spouse while the first spouse is alive are not eligible to apply, if such case(s) comes to light at any stage of recruitment or post appointment stage the appointing authority will terminate the appointment.
8. Candidates already employed in Centre/State Govt offices/PSU should submit their application through proper channel duly submitting service certificate and '**No Objection Certificate**' from the employer.
9. The number of candidates to be called for written test will be restricted to ten times of the numbers of vacancies. A bench mark percentage will be fixed for the same depending on the number of applicants. Since the applications may be short-listed, mere fulfillment of essential qualifications and experience does not vest any right in a candidate for being called for written/physical test. All applications received will be scrutinized / screened and Selection Board / Board of Officers(s) so detailed will organize a written test, physical & practical test. The Selection Board / Board of Officers reserves the right to call for Test only screened-in candidates and will not entertain any correspondence in this regards.
10. A select panel equal to the number of vacancies notified and based on the performance of candidates in written test will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness test, Police verification, Education and Caste certificate verification before actual appointments. The reserve panel will be operated strictly as per merit only in case a candidate from the select panel refuses appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment i.e. additional vacancies in the same year or next year.
11. Candidate who apply against OBC category shall attach and produce ~~Other~~ Backward Class+certificate applicable for Central Government service and not the ~~Backward~~ Class+Certificate duly signed by the appropriate authority.
12. The Appointing Authority or the Officer nominated by him reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.
13. Medium of writing in application form and test etc will be in Hindi / English only.
14. The date of publication of advertisement will be the first day towards the accounting of number of days for submission of applications.

15. The recruitment process can be cancelled / suspended / postponed without assigning any specific reasons. The decision of Appointing Authority will be final and no **(NO)** appeal will be entertained. Recruitment will be carried out as per latest amendments and all prevailing Government Rules and Regulations.

16. All candidates considered for selection should have passed in each test. The candidates not passing in any test will not **(WILL NOT)** be permitted to appear in the subsequent test(s). The minimum standard for passing in each test will be as under :-

- | | | | |
|-----|---------------------------|---|-----------------------|
| (a) | Written Test | - | Minimum 33%. |
| (b) | Physical / Practical Test | - | Qualifying in nature. |

17. Any dispute with regards to the recruitment will be subject to jurisdiction of HQ 16 Corps.

18. Candidates application will be rejected if **"POST APPLIED FOR"** column & **SELF & FATHER's** name is left blank on the envelope submitted by the candidate alongwith application.

19. SC/ST/OBC candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-a-vis the general candidates would not be counted towards SC/ST/OBC quota.

20. Candidates can apply for both post for which they would be required to process separate applications. If a candidate comes in merit list for both post, he would be given an opportunity to choose the post of his liking.

WARNING:-

21. All the candidates are warned to be careful from **self styled agents/touts** and also requested to report the same to the Brig ASC, HQ 16 Corps or the Commanding Officer /Officer Commanding of the unit conducting of the tests against any malpractice seen / observed by them.

22. Any mis-representation of facts or other details shall invite rejection of candidature and registration of criminal proceedings against such candidate(s).

File No: 4365/Rect/ST-12 (Civ)

Date : 23 February 2019

Brig ASC, HQ 16 Corps

DAVP/10602/11/0041/1819