

EMPLOYMENT NOTICE : GROUP 'C' AND ERSTWHILE GP 'D' POSTS
INDIAN MILITARY ACADEMY, DEHRADUN

1. Applications are invited for the following Group 'C' and erstwhile Gp 'D' post(s) from citizens of India, who are fulfilling the requisite qualification/specifications as mentioned below on a plain paper duly typed or neatly handwritten in prescribed format only. Applications complete in all respect alongwith all requisite documents, duly self attested, should be addressed to the Commandant, Indian Military Academy, Dehradun.

Name of Post and Pay Level	Total Posts	Unreserved Category (UR)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Economically Weaker Section (EWS)	Essential and Desirable Qualifications	Suitability and physical requirement for PwD (VH/OH/HH)	Other details
MT Driver (Ordinary Grade) Rs. 19,900-63,200 (Level-2)	07	05	02	—	—	—	Essential :— (i) Matriculation pass or equivalent from recognised Board (ii) Must possess the Civilian Driving Licence for heavy vehicles and have two years experience of driving such vehicles.	01 vac reserved for ESM	On this post, duty is in shift.
LDC Rs. 19,900-63,200 (Level-2)	03	01	02	—	—	—	Essential :— (i) 12 th class or equivalent qualification from a recognized Board or University. (ii) English Typing @ 35 w.p.m. on computer. OR Hindi Typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.) (iii) Should have basic computer knowledge (including MS Office). Desirable : O Level Certificate from NIELIT (DOEACC) OR one yr diploma certificate of computer from Central/ State Govt recognized Institute.	01 vac reserved for ESM Suitability—HH,OH	—
Cook Special Rs. 19,900-63,200 (Level-2)	02	—	—	—	01	01	Essential :— (i) Matriculation pass or equivalent from recognised Board (ii) Must have knowledge of Indian Cooking and proficiency in trade.	Suitability—HH	On this post, duty is in shift.
Waiter Rs. 18,000-56,900 (Level-1)	01	—	—	01	—	—	Essential : Matriculation pass or equivalent from recognised Board. Desirable : One year experience in the trade.	—	On this post, duty is in shift.
Groundsman Rs. 18,000-56,900 (Level-1)	01	01	—	—	—	—	Essential :— (i) Matriculation pass or equivalent from recognised Board. (ii) Must be conversant with the duties of Groundsman.	Suitability—HH	—
MTS (Chowkidar) Rs. 18,000-56,900 (Level-1)	01	—	—	—	—	01	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of the respective trades with one year's experience in the trade.	—	On this post, duty is in shift.

Groom Rs. 18,000-56,900 (Level-1)	01	01	—	—	—	—	Essential :- (i) Matriculation pass or equivalent from recognized Board. (ii) Must be conversant with the duties of Groom.	Suitability –HH	—
MTS (Messenger) Rs. 18,000-56,900 (Level-1)	01	—	—	—	—	01	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of the respective trades with one year's experience in the trade.	Suitability –HH & LV	—

Abbreviations :-

PwD- Persons with Disability, HH-Hearing Impaired, VH- Visually Handicapped, OH – Orthopedically Handicapped, LV-Low Vision.

2. IMPORTANT INSTRUCTIONS.

- (a) A candidate must be a citizen of India and should not have more than one spouse alive. The number of vacancies mentioned above is provisional. The Commandant, Indian Military Academy reserves the right to change the number of vacancies if necessary.
- (b) Reservation for ex-servicemen and PH falls under category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called interlocking reservation). The person selected against the Ex-servicemen/PH quota has to be placed in the appropriate category of UR/SC/ST/OBC/EWS, as the case may be.

Ser No		Details
1.	Age Limit	18 to 27 Years for MT Driver (OG). Not exceeding 27 years and not less than 18 years. For all other posts 18 to 25 Years. Relaxation for age limit :- (a) The upper age limit relaxable for Govt Servant and ex servicemen candidates as per existing Govt Rules in this regard. (b) For SC/ST candidates five years. (c) For OBC candidates three years (on production of non creamy layer certificate) (d) For PH candidate ten years.
2.	Fees	(a) Crossed Indian Postal Order (IPO) of value of Rs 50/- (Rupees Fifty Only) in favour of the Commandant, Indian Military Academy, Dehradun. The postal order should be issued on or after the date of publication of the advertisement. (b) Candidates belonging to SC/ST/OBC/EWS/PH and Ex-Servicemen are exempted from application fee. (c) The application fee is non- refundable.
3.	Photograph	One recent passport size photograph in light colour shirt/suit and light colour background (not more than three months old) is to be pasted on the space earmarked in the application format. Besides, two additional photographs duly self attested (on front side) are to be enclosed separately with the application.
4.	Crucial date	The crucial date for determining the age limit, completeness of essential and desirable qualifications shall be the last date of receipt of application.
5.	Last date of submitting Application Form	45 days from the date of publication of advertisement in Employment News and Rozgaar Samachar.
Applications will be accepted through Registered post/Speed post (through Indian Postal Service only). Enclose two self addressed envelopes (IN BLOCK LETTERS) (size 9”X 4”) with Rs 5 /- stamp affixed on it. Documents and certificates should be tagged properly. Proforma for application form is enclosed at Appendix ‘A’. Incomplete application forms will not be accepted.		

3. **Scheme of Examination: Join Telegram Group "HaryanaJobs.in"**

(a) The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill test. Final merit will be decided on the basis of marks obtained in the written test and qualify in skill test.

Paper	Subject	No of Questions	Marks	Duration of Examination
Paper –I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Paper – II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper –III	General English (Objective Multiple Choice Type)	50	50	
Paper –IV	Numerical Aptitude	25	25	

(b) The question papers of Written Test will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only. The syllabus will be based on Intermediate for LDC and Matriculation for other posts/trades.

(c) **Skill Test.** Only those candidates qualifying and making it to merit of written test will be called for skill test, wherein, they will be tested in practical aptitude tests for the post applied for. LDC applicants should be well versed with computer knowledge and applications related to MS Word, Excel, Powerpoint, accounts etc.

4. **Important Instructions to the candidates/Applicants:-**

(a) Date of examinations will be intimated to the eligible candidates later.

(b) Candidates before applying must ensure that they meet all the requisite qualification as on last date of application form. Date of examinations will be intimated to those eligible candidates later if they are called on the basis of numbers. Application forms of all other candidates will be automatically rejected.

(c) Persons working in Central/State Govt/PSU must apply through proper channel along with certificate from their establishment that no disciplinary action is contemplated/ pending against them and they have no objection in releasing them in case of selection.

(d) New entrants to Govt Service, entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension Scheme (known as New Pension Scheme).

(e) The Commandant, Indian Military Academy shall not be responsible for any postal delay or failure in receiving of Admit card by the candidate.

(f) The Commandant, Indian Military Academy reserves the right to change the number of vacancies if necessary.

(g) The Commandant, IMA reserves the right to restrict the number of candidates to a reasonable limit on the basis of either percentage of marks obtained in the prescribed minimum essential qualifications or desirable qualifications or qualifications higher than the minimum prescribed in the advertisement or experience. The candidates are advised to mention all the qualifications over and above the minimum qualification and should attach attested copies of certificates in support thereof. No extra marks will be given for the higher educational qualification.

(h) The candidates must clearly super scribe "Application for the post of _____" on top of the envelope in capital letters. The reserved category candidate including ex-servicemen and PH should also write their category on the left hand corner of the envelope.

(j) Ex-servicemen certificate and Discharge Certificate issued by the Competent Authorities should also be enclosed.

(k) The Ex-servicemen candidate applying for the post under ex-servicemen category should also have to give an undertaking in the format given below as **Annex –I.**

(l) The OBC candidate applying for the post under OBC category should also have to give an undertaking in the format given below as **Annex –II.**

(m) Candidates applying against a reserved post must enclose self attested supportive documents viz, caste certificate, disability certificate, non creamy layer certificate in case of OBC etc. in support of their claim belonging to the reserved category.

(n) Incomplete or unsigned application and without Left/Right Thumb impression or application not accompanied by attested copies of certificates or application received at Indian Military Academy after the last date of receipt of application or without two additional photographs duly self attested will be summarily rejected and no correspondence in this regard will be entertained.

(o) The applications should be filled by the candidates themselves either in Hindi or English and signed.

Caution to all Applicants

Some unscrupulous elements may approach you with the assurance of procuring appointments for you in the Indian Military Academy through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

PROFORMA OF APPLICATION
(TO BE FILLED IN BLOCK LETTERS)

Application for the post of _____

Ref: Newspaper _____ Advertisement No _____ Dated _____

1. Name of the candidate (in Block Letters): _____
(As written in SSC(Matriculation) Certificate)
2. Father's/Husband's Name (in Block Letters): _____
(As written in SSC (Matriculation) Certificate)
3. Mother's / Wife name: _____
4. Name of employment office, Registration Number, date and validity date/Year _____
5. Date of Birth (As written in SSC Certificate): _____
6. Age as on last date of receipt of application: _____ Years _____ Months _____ Days
7. Write category to which you belong (SC/ST/OBC/EWS) _____
(Enclose certificate in prescribed format)
8. Whether ex-serviceman, if Yes, then furnish details i.e. length of service along with discharge certificate _____
9. Whether Physically Handicapped (also indicate the type of disability): _____
10. Nationality: _____ Religion: _____
11. Permanent Address with pin code:
House No _____ Vill/City/Street/Lane _____
Post Office _____ Tehsil _____ Distt _____ Pin _____
State _____, Email _____ Mobile number _____
12. Address for correspondence with Pin Code:
House No _____ Vill/City/Street/Lane _____
Post Office _____ Tehsil _____ Distt _____ Pin _____
State _____, Email _____ Mobile number _____
13. Details of Academic/Technical & Professional Qualification:-

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks
Matriculation					
Intermediate					
Graduation					
Others					

(Self attested copies of certificates in support of above are to be enclosed)

14. Experience/ if any (please attach certificate(s)): _____
(Enclose self attested copy of experience certificate)
15. Whether Govt Servant if yes, give details of post held, pay scale and date of entry in Govt service _____.
16. Aadhar Card Number _____ (Self attested copy to be enclosed).

DECLARATION

1. I declare that I accept all the terms and conditions given in the advertisement.
2. I hereby declare that all the statements made in this application are true, complete and correct 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 written test / skill test my candidature will stand automatically cancelled and I will be responsible for that.

Signature of the candidate
Name

- Encls:**
1. Two self attested Photographs
 2. Postal Order No _____ dated _____ for Rs. 50 only.
 3. Attested copies of certificate(s): (_____) Sheets.

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATE APPLYING
FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing that I have been duly released/retired/discharge from the Armed Force and that I am entitled to the benefits admissible to Ex-Servicemen in term of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rule, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured an employment on the Civil side (including Public Sector Undertaking, autonomous Bodies/Statutory Bodies, Nationalized Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place : _____ (Signature of the Candidate)
Date : _____ Name :

Annex-II

Declaration of OBC Candidate only

(Similar endorsement should be given in the caste certificate from the competent authority)

I, _____ Son/Daughter of Shri _____

Resident _____ of Village/Town/City _____

District _____ State _____ hereby declare that I

belong to the _____ community which is recognized as a backward class

applicable to the concerned State. It is also declared that I do not belong to persons/sections/(creamy

Layer).

Place : _____ (Signature of the Candidate)
Date : _____ Name :

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