

## RECRUITMENT OF DEFENCE CIVILIAN : INTEGRATED HQ OF MOD (ARMY) CAMP

1. Applications are invited from eligible Indian Nationals for following post as per format given below on plain paper: -

Sl No	Name of Post	No. of Vacancies	Category	Scale of Pay/Level in Pay Matrix	Age Limit	Essential Qualification
(a)	MTS (Safaiwala)	07	05-UR, 02-OBC (One vacancy is reserved for Ex-servicemen)	Rs 18,000/- Level-1	18-25 years	(i) Matriculation or equivalent passed from a recognized Board. (ii) Conversant with the duties of House Keeping with six months experience certificate from any Civil/Government office. (iii) Willing to perform multiple tasks as MTS other than trade specific.

### Terms & Conditions

- 2. Age Limit & Relaxation :** The prescribed age limit for the above post is between 18-25 yrs for UR category (Both date inclusive). The date of birth of candidates should be in between 01 Jan 1997 and 31 Dec 2003. Upper age relaxation for 03 years for OBC categories. Necessary age relaxation as per Govt order for Ex-serviceman is applicable.
- 3. Place of Posting:** The post is located at Delhi. However, the post carry all India service liability and selected candidates are liable to be posted to anywhere in India.
- 4. Screening of the Applications:** In case large number of applications are received, the Department reserves the right to screen the applications on the basis of percentage of marks obtained in exam of essential qualification so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/skill test wherever applicable. Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for exam.
- 5. Documents Required to Accompany the Application:** Self attested photocopies of the following documents should accompany the application form: -
  - (a) Educational qualification pass certificate.
  - (b) Birth certificate/10th/Matriculation certificate.
  - (c) Caste certificate (wherever applicable)
  - (d) A self addressed envelopes of size 12 x 20 cms duly affixed with a postal stamp Rs 5/-. Please do not forward original certificates with the application.
  - (e) Two latest passport size photographs.
  - (f) NOC from present employer (if the applicant is already a Govt. servant).
  - (g) Copy of discharge certificate (ESM candidate).
  - (h) Candidates must carry the original of all the documents enclosed with the application if called for appearing in the examination/skill test for verification.
- 6. Scheme of Examination:** A written test will be held at Delhi which will have questions of the level of Class 10th for the post of MTS (Safaiwala) followed by practical examination. Candidates appearing for written test would also be subjected to Practical Examination.
- 7. Last Date of Receipt of Application:** The last date for receipt of application will be **21 days from publication of this advertisement**. Applications received after due date will not be entertained. This office will not be responsible for any postal delay that may occur.
- 8. Submission of Application:** Applications completed in all respects as per the proforma given and accompanied by required documents (self attested photocopy only) as stated above should reach to **The Commandant, Integrated HQ MoD(Army) Camp, Rao Tula Ram Marg, New Delhi – 110010 on or before 21 days of the date of publication of this advertisement** duly quoting on the top of the envelope 'Application for the post of MTS (Safaiwala) by post only and not by courier or any other means.

9. **Place of Written Test, Practical:** The written test and practical will be held at **Integrated HQ MoD(Army) Camp, Rao Tula Ram Marg, New Delhi - 110010**. Candidates called for written test should bring writing pad & writing materials and come prepared to stay for two to three days for completion of the recruitment process. Candidates have to make their own arrangement for boarding/lodging/transport during the period of stay. No TA/DA will be paid to candidates called for the examination.

10. **Call Letter for Examination:** Shortlisted candidates would be intimated the date, time and venue for conduct of written examination and practical test. Only candidates who receive call letter are required to appear for the examination along with the call letter received. The department is not responsible for any postal delay that may occur. No telephone calls will be entertained at any stage of recruitment process for any clarification.

11. **Application which is incomplete in any respect or not accompanied by requisite documents are liable to be summarily rejected.** No correspondence in this regard would be entertained by the Department.

12. **General Conditions:**

(a) Appointments are initially on a temporary basis.

(b) Department reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.

**APPLICATION FORM**

Self attested  
Passport size  
Photograph

- 1. Post Applied for : .....
- 2. Name (in block letters) : .....
- 3. Father's Name : .....
- Mother's Name : .....
- 5. Date of Birth : .....
- 6. Age as on 01 Jan 2022 : .....Yrs.....Months.....Days
- 7. Category (UR/OBC/SC/ST/ESM) : .....
- 8. (a) Correspondence Address : .....
- (b) Permanent Address : .....

**9. I hereby certify that: -**

(a) I am not involved in any criminal case and no proceedings Criminal/Civil are pending/contemplated against me in any court of law.

(b) The above particulars are true and correct to the best of my knowledge and belief. If any particular is found to be incorrect and false at any stage my selection/appointment/service are liable to be terminated without notice.

Date : .....

Place : .....

.....  
(Signature of Applicant)



- 3 -  
**ACKNOWLEDGEMENT CARD  
(TO BE FILLED BY CANDIDATE)**

**POST APPLIED FOR** \_\_\_\_\_

1. Name : \_\_\_\_\_  
(in block letters)
2. Father's Name : \_\_\_\_\_  
(in block letters)
3. Correspondence Address: \_\_\_\_\_  
(As mentioned in column  
8 of application Form)

Self attested  
Passport size  
Photograph

**(FOR OFFICE USE)**

4. Index No: \_\_\_\_\_
5. Application accepted/rejected and date of test if accepted \_\_\_\_\_
6. Reason for rejection: Under age/Over age/Documents incomplete/Any other reasons to be specified: \_\_\_\_\_
7. Date of reporting for test \_\_\_\_\_ at IHQ MoD (Army) Camp, Delhi Cantt

Signature of Controlling Officer

clerp - 10/01/11/0003/2122